



This is a draft as an example of how the Group can conduct POCR business. The first meeting that the Club has will be about setting down guidelines and process.

- I. Name: **Peer Online Course Review Club**
- II. Purpose: *To provide peer review and support according to the criteria set forth in the campus adopted Course Design Rubric for online courses and instructors.*
- III. Membership: Not limited in size. Distance Education Coordinator, Librarian, AEC faculty and Trainer are standing members. Membership restricted to faculty who have completed certification to become a peer online course reviewer through the OEI approved training.
- IV. Selection of Members
 - a. Membership requirements: Faculty who have successfully completed OEI POCR training.
 - b. Meeting attendance requirements: Monthly meetings are required to discuss and review process, check in for current reviews and assignment for future reviews. Attendance can be virtual or in person.
 - c. Appointments: Faculty are invited to become club members upon successful completion of OEI Peer Review certification training. The Lead reviewer is selected by vote at the beginning of each year.
 - d. Election times: At the first meeting of the school year (fall semester) a lead reviewer & a secretary will be chose.
 - e. The terms for Lead Reviewer and Secretary will be one year
- V. Officers Duties:
 - a. The Lead Reviewer shall:
 - i. Call/Preside over meetings
 - ii. Create agenda
 - iii. Review course review applications
 - iv. Assign reviewers to courses
 - v. Collect reviews completed and aggregate
 - vi. Meet with course instructor of course reviewed
 - vii. Make final recommendation/approval on course reviewed



- viii. Help provide support to instructors of courses under review
- ix. Provide reports on courses reviewed
- b. The Secretary shall:
 - i. Take accurate minutes (including attendance records) of each committee meeting
 - ii. Provide Club members with approved minutes or post to Google groups/web, etc.
 - iii. Report membership list and officers for the upcoming year by Sept 30 to the Academic Senate.
 - iv. Provide action reports to Academic Senate
- VI. Meetings:
 - a. The Peer Online Course Review (POCR) Club will meet the _____ of every _____
 - b. No quorum necessary
 - c. Virtual attendance is acceptable.
- VII. Attendance:
 - a. Participation in monthly meetings is expected for purposes of reporting, training, discussion regarding process and evaluation.
- VIII. Voting:
 - a. All members may vote
 - b. No quorum necessary
 - c. Virtual voting is acceptable
- IX. Amendments:
 - a. Define the process for amending these bylaws