Steps of the POCR Process for ECC Faculty

- ☐ **Step 1: Get Informed and Choose Your Course**
  - ☐ Attend/view the 1-hour workshop to learn about the CVC rubric and how it will be used to align your course.
  - ☐ Talk with your Department Chair about the course you wish to align to ensure that the course is likely to be offered and be part of a certificate/degree in the next two years *and that it is a fully online course.*
  - ☐ Be added to the ECC POCR Canvas hub.
- ☐ **Step 2: Course Mapping**
  - ☐ Attend/view the 1-hour Boot Camp Session #1 "Course Mapping and Design."
  - ☐ Build and submit your course map for feedback.
  - ☐ Receive your Canvas master shell.
- ☐ **Step 3: Accessibility and Module Building**
  - ☐ Attend/view the 1-hour Boot Camp Session #2 "Making Your Online Course Fully Accessible."
  - ☐ Build an orientation module and 1 distinct module based on your course map in your master shell.
  - ☐ Submit your module for feedback.
- ☐ **Step 4: Course Building and Self Review**
  - ☐ Finish building all the modules of your course.
  - ☐ Complete the [POCR Self Review](#) to ensure alignment.
- ☐ **Step 5: Peer Review**
  - ☐ A POCR Reviewer will review your course and provide feedback using the [POCR Tracking Plan](#).
  - ☐ Optional: Meet on Zoom with your reviewer to discuss the POCR Tracking Plan and to map out a plan for making sure you have the resources to make revisions to align your course.
- ☐ **Step 6: Lead Review**
  - ☐ A POCR Lead Reviewer will review your course and provide feedback using the POCR Tracking Plan. You will work with the Lead Reviewer to ensure that all elements are aligned.
- ☐ **Step 7: Accessibility and Alignment**
  After you have made the final changes to your course and received alignment from the lead reviewer, your course will be submitted for one final accessibility review. After you have made the changes, your online course POCR aligned. Congratulations!

POCR Training Sessions: PD at ECC

PD Session	Session Details	Goals for Instructors in POCR process
Evaluating Your Course Using the CVC Rubric	Learn the elements of the CVC rubric and the details about local POCR at CVC	Preparation for participating in POCR
Course Mapping and Design	How to use a course map using assessments, learning objectives, and outcomes	Goal 1: Complete Course Map; receive greenlight from POCR lead and get a master shell
Making Your Online Course Fully Accessible	How to import course content, how to build with accessibility in mind, how to use PopeTech	Goal 2: Build orientation and 1 distinct module; receive greenlight from POCR lead

POCR Interest Application

Fill out this [application](#) if you are interested in starting POCR.

Steps adapted from
https://docs.google.com/document/d/17YuODWU-UAMKMmI9jkqrtoSGYtqWj9m6tiD0ZjXDi6E/edit