January 28, 2021

MEMORANDUM OF UNDERSTANDING
BETWEEN THE PALOMAR COMMUNITY COLLEGE DISTRICT &
THE PALOMAR FACULTY FEDERATION

This Memorandum of Understanding ("MOU") is entered by and between the PALOMAR COMMUNITY COLLEGE DISTRICT ("District") and the PALOMAR FACULTY FEDERATION ("PFF"), collectively "the parties" and is in relation to Article 15: Compensation.
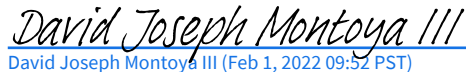
The parties agree to the faculty compensation outlined in the Peer Online Course Review Budget for Summer 2021 through June 2022 that was approved using HEERF funds in Fall 2021 (see attached). Faculty will be paid at their noninstructional hourly rate according to the hours identified.

Attachments:
POCR Budget- Updated Dec 2021
POCR Request Form

Dated: Feb 1, 2022

David Joseph Montoya III
David Joseph Montoya III (Feb 1, 2022 09:52 PST)

David Montoya
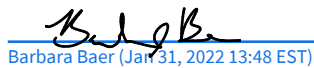Assistant Superintendent/Vice President, Human Resource Services

Dated: Jan 31, 2022

Jenny Fererro
Lead Negotiator, PFF

Dated: Jan 31, 2022

Teresa LC Laughlin

Teresa Laughlin
Co-President, PFF

Dated: Jan 31, 2022

Barbara Baer (Jan 31, 2022 13:48 EST)

Barbara Baer
Co-President, PFF

Peer Online Course Review (POCR) Budget

POCR Proposed Budget for Summer 2021- Spring 2022	Units	Cost	Estimated Time to Deliverable	Totals
Number of faculty participants/course to be certified	20	$1,000.00 per faculty	10 – 14 hours per course	20,000
Once they are certified by state: $1000	20	$1,000.00 per faculty	10 – 14 hours per course	20,000
Number of final reviewers / POCR team	8 faculty to review the courses	$500.00 per course with 20 courses being reviewed total	Approximate time is 7 hours per course (may require multiple consultations)	10,000
Process to test out our local review system and to apply to the CVC to become a POCR certified college. Faculty Caterina, Morrow, Falcone and Hiro will work on this process over the summer. This will help prepare for the fall launch of Palomar POCR. Norming process: initial review, send to LOCAL POCR for norming, revise, resend and revise		$1,000 per revision / per course. Palomar must submit three courses for the first round: Caterina's, Morrow's and Falcone's. Hiro will serve as POCR Certified reviewer. (4 members of POCR Team) There are 3 rounds total- with varying numbers of revisions. 9 classes total.	10 – 14 hours per course 1st round Reviewers $3500, Morrow, Caterina, Falcone Hiro $500 2nd round Reviewers $3500, Morrow, Caterina, Finn Hiro $500 3nd round Reviewers $3500, April, Caterina, Tanessa Hiro (or Morrow) $500	30,000

Training for Faculty coordinators Caterina and Morrow	2	$2,000.00	Approx. 12 weeks (@ONE courses)	$4,000.00
Cost per Faculty member(s) to coordinate the program throughout the summer and academic year.	2	$8,000.00	Hourly work and program coordinator during the summer and throughout the school year.	$16,000.00
Total				$100,000

Oct. 11 - Submit Timesheet to me for following tasks (assuming they are complete.)

- Faculty Training $2,000 each for Amy and Linda THIS IS THE POCR TRAINING WE HAVE ALREADY COMPLETED CORRECT? Step 2: https://sites.google.com/cvc.edu/localpocrresourcecenter/certification?authuser=0#h.p_3ovZNMT-NNOi
- Half (or full if it is complete) of evaluating courses for state certification.
  - Caterina, Morrow and Falcone will each get paid $1,300 to test out the new, local POCR process and revamp their courses before submission to allow Palomar. Hiro would get $1,100 to do final review as part of our POCR review. IS THIS THE FIRST ROUND OF REVIEWS WE DO FOR EACH OTHER AND THEN SUBMIT TO Local POCR Certification Application? We don't know how many rounds of reviews we may have to submit. Do we payout the 1300 after we are accepted to apply?

-

Dec. 15 - Submit Timesheets to me for the following tasks (assuming they're complete

- Remainder of money for evaluating courses for state certification.
  - Caterina, Morrow and Falcone will each get paid $1,300 to test out the new, local POCR process and revamp their courses before submission to allow Palomar. Hiro would get $1,100 to do final review as part
- Half of the management fee for Morrow and Caterina. $4,000 each.
- Payment for any POCR Reviews ($500.00 per course)
- Payment for any faculty who put courses through POCR process ($1,000.00 per faculty)

March 21, 2022 - Submit timesheet to me

- Payment for any POCR Reviews ($500.00 per course)
- Payment for any faculty who put courses through POCR process ($1,000.00 per faculty)

May 10, 2022 - Submit timesheet to me

- Remaining half of the management fee for Morrow and Caterina. $4,000 each.
- Payment for any POCR Reviews ($500.00 per course)
- Payment for any faculty who go through POCR process ($1,000.00 per faculty)

REQUEST #:_____ **(FOR FISCAL ONLY)**

COVID-19 Resource Request

I. BASIC INFORMATION

EXPENSE PROPOSAL TITLE: Peer Online Course Review (POCR) Plan

DIVISION/UNIT: Distance Education/Instruction   **PRIMARY CONTACT:** Erin Hiro

DATE: June 3, 2021   **EMAIL ADDRESS:** ehiro@palomar.edu

II. EXPENSE DETAILS: Provide a simple, high-level description of the Expense Proposal that clearly states the overall goal of the initiative. If the description is highly technical or utilizes acronyms, please provide a one paragraph summary in layman's terms of the proposal.

> This is the Distance Education Committee's plan to institute a course review at Palomar College. This process will improve our online classes and allow them to have a special badge that elevates them among courses in the state.
>
> We have met with the CVC and created a plan to locally review Palomar faculty courses. The CVC expert also suggested three courses to put through the plan this summer and submit to the CVC. Not only will this test our plan but will allow us to apply to make Palomar a POCR-certified school with the state.
>
> The plan is as follows:
> Step 1: Complete POET
> Step 2: Complete the @ONE Course titled "The ABC's of Online Course Design".
> This is a free self-paced online course intended to familiarize you with the CVC Course Design Rubric and how to use the rubric to assess online courses: https://onlinenetworkofeducators.org/course-cards/abcs-online-course-design/
> Step 3: Complete a Self- Assessment utilizing either the abbreviated self-assessment or the CVC Rubric
> How to do a self evaluation using the CVC Rubric: https://www2.palomar.edu/pages/atrc/how-to-do-a-self-evaluation/
> Step 4: Join a Faculty Cohort Review Team (Teams of 3)
> Each faculty member will conduct two cohort reviews and will receive two reviews from their cohort members.
> Peers use the CVC Rubric for the cohort review
> Utilize the feedback from the Faculty Cohort Review to make changes to the course, as necessary.
> Step 5: Become a POCR Certified Instructor
> Course reviewed by one of the college's certified Peer Online Course Reviewers (POCR).
> Certified POCR reviewers are those who have successfully passed the @ONE POCR course
> Course Approved by POCR Reviewer
> Step 6: Send the evaluated course to the CVC for final review.
> Reviewed course will be sent to the CVC for review.
> The CVC will send the course back for revisions, possible multiple times.
> When the CVC accepts the course, it will be POCR Certified and added to the state and local list of certified courses.
>
> The budget includes paying faculty to review the initial three coures as well as up to 50 more coures through the year.

III. EXPENSE JUSTIFICATION/NEEDS: Provide a simple, high-level description of the benefits to student learning or service improvements the proposed expense will achieve. Please include with your justification a short explanation of how the proposed expenditure is directly the result of or in response to the pandemic.

> The POCR review plan will allow funding for up to 50 faculty to submit their online courses for extensive evaluation. This process will vastly improve online education at Palomar College. Also, the hope is this process will remain at Palomar College as part of Distance Education in the foreseeable future so that additional courses can be evaluated and improved. These reviewed courses will be given a special badge through the state and it will put them at the top of the CVC Consortium database should Palomar opt to join it.

IV. TIMELINE: Indicate when item(s) are needed. Estimate duration in months/weeks of how long it would take to complete this proposal. Are there business milestones or dependencies that have an effect on when this proposal should be implemented?

> This proposal will run from summer 2021 (or whenever funding is granted) and end in June 2022. The hope is that the initial three classes will begin review in the summer so that we can implement the campus-wide evaluation during the academic year.

V. **RESOURCE REQUIREMENTS:**   Total Amount Requested: _____ 100,000.00

DESCRIPTION	QTY	UNIT COST	TOTAL COST
Faculty will be paid to submit courses and make	50	1000	50000
Eight faculty will be paid to review courses throu	50	500	25000
Process to test out our local review system and t	5	1000	5000
Training for Faculty coordinators Caterina and M	2	2000	4000
Cost per Faculty member(s) to coordinate the pr	2	8000	16000
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
TOTAL			**100000**

VI. **INFORMATION SYSTEMS APPROVAL - TECHNOLOGY RELATED REQUEST(S) :**

☐ Approved   ☑ Not applicable   IS Authorized Signature:_____ **REQUIRED**

VII. **DEPARTMENTAL APPROVAL:**

Recommendation by Dean/Director/Division Vice President (check one):
☐ High Priority - This proposal is critical and urgent.
☑ Medium Priority - This proposal is important and valuable.
☐ Low Priority - This proposal is useful.

AH
AH

Erin Hiro
Dean/Director:_____ **REQUIRED** *Shayla D. Sivert* Division Vice President:_____ **REQUIRED**

Submit this form by email to COVIDfiscal@palomar.edu AFTER approval by Dean/Director and Division Vice President.

VIII. **FOR FISCAL SERVICES USE ONLY**
☐ CARES-Institutional   **Budget string to charge:**
☐ CARES-MSI   _____
☐ COVID-19 BLOCK GRANT

IX. **EXECUTIVE CABINET APPROVAL**

☐ **This proposal is approved**   **Approval date:** _____

☐ **This proposal is approved with changes**

☐ **This proposal is not approved**

Signature: *Anna Hilton*
Anna Hilton (Jun 4, 2021 12:52 PDT)

Email: ahilton@palomar.edu

POCR Request FORM-COVID-19-expense-pro posal_60421

Final Audit Report   2021-06-09

Created:	2021-06-04
By:	Anna Hilton (ahilton@palomar.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAA1Dt4Kt73M8Gg4aW4k-Xxvj6IUsoE2J5R

"POCR Request FORM-COVID-19-expense-proposal_60421" History

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2021-06-04 - 7:49:21 PM GMT- IP address: 192.52.114.214

✒️ Document e-signed by Anna Hilton (ahilton@palomar.edu)
Signature Date: 2021-06-04 - 7:52:06 PM GMT - Time Source: server- IP address: 192.52.114.214

📧 Document emailed to Erin Hiro (ehiro@palomar.edu) for signature
2021-06-04 - 7:52:08 PM GMT

📄 Email viewed by Erin Hiro (ehiro@palomar.edu)
2021-06-08 - 5:04:56 PM GMT- IP address: 104.47.56.126

✒️ Document e-signed by Erin Hiro (ehiro@palomar.edu)
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📧 Document emailed to Shayla Sivert (SSIVERT@PALOMAR.EDU) for signature
2021-06-08 - 5:05:09 PM GMT

📄 Email viewed by Shayla Sivert (SSIVERT@PALOMAR.EDU)
2021-06-09 - 2:46:45 AM GMT- IP address: 104.47.36.254

✒️ Document e-signed by Shayla Sivert (SSIVERT@PALOMAR.EDU)
Signature Date: 2021-06-09 - 2:47:36 AM GMT - Time Source: server- IP address: 76.88.94.254

✅ Agreement completed.
2021-06-09 - 2:47:36 AM GMT

MOUPOCRcompensation [PCCD Counter 1.28.22]

Final Audit Report   2022-02-01

Created:	2022-01-31
By:	Maria Zapien Rangel (mzapienrangel@palomar.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAUGWKqpPP8w6_YpQl2lvG6OkweDQyiKQe

"MOUPOCRcompensation [PCCD Counter 1.28.22]" History

📄 Document created by Maria Zapien Rangel (mzapienrangel@palomar.edu)
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📧 Document emailed to David Joseph Montoya III (dmontoya@palomar.edu) for signature
2022-01-31 - 6:45:24 PM GMT

📧 Document emailed to Jennifer Fererro (jfererro@palomar.edu) for signature
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📧 Document emailed to Teresa Laughlin (tlaughlin@palomar.edu) for signature
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📧 Document emailed to Barbara Baer (bbaer@palomar.edu) for signature
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📄 Email viewed by Jennifer Fererro (jfererro@palomar.edu)
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📄 Email viewed by Barbara Baer (bbaer@palomar.edu)
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2022-02-01 - 5:52:18 PM GMT- IP address: 104.47.56.126

Document e-signed by David Joseph Montoya III (dmontoya@palomar.edu)
Signature Date: 2022-02-01 - 5:52:31 PM GMT - Time Source: server- IP address: 205.153.156.222

Agreement completed.
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