

- 44 e. The course may not have previously undergone official OEI rubric alignment by
45 the individual Faculty member.
46
- 47 3. Completion of a POCR Author Review Cycle
48 a. Successful completion of the OEI rubric alignment and review process and final
49 submission and approval will ensure issue of the appropriate stipend or fulfill the
50 professional development obligation and satisfy the online pedagogy requirement
51 as determined by the Distance Education Coordinators
52 b. Full Time Faculty selected to undergo the POCR Course Review process as an
53 Author must complete the following:
54 i. Participate in the Cerritos College POCR or the @ONE POCR Review
55 Course.
56 ii. Participate in professional development workshops designed to assist in
57 the alignment process in each of the following areas: accessibility,
58 assessment, content presentation, and regular and substantive
59 interaction.
60 iii. Work with a mentor to revise the course to be aligned.
61 iv. Submit the course to the review team.
62 v. Make revisions for the areas of the alignment rubric marked incomplete.
63 vi. Resubmit the course to the review team.
64 vii. Fully aligned courses must be submitted per the deadlines stated in the
65 Cerritos College POCR Timeline
66
- 67 4. Completion of POCR Teacher Training Cycle
68 a. Successfully completed POCR course must be available to teach within the
69 Faculty's Service Area
70 b. Full Time Faculty selected to undergo the POCR Course Review process to
71 become a Teacher of a previously aligned course must complete the following:
72 i. Complete the Cerritos College POCR or the @ONE POCR training
73 ii. Equivalent trainings must be pre-approved by the Distance Education
74 Coordinators in consultation with the Vice President of Academic Affairs
75 or designee
76
- 76 5. Author and Teacher Compensation
77 a. Timelines
78 i. Upon receipt of information to Human Resources within the semester of
79 the course content is completed, financial compensation shall be paid
80 within 45 workdays after the verification of the final submission and
81 approval of the POCR aligned course.
82 ii. Faculty may receive compensation for completing the Cerritos College
83 POCR or @ONE POCR training once every five academic years. Faculty
84 may receive FLEX credit for completing the Cerritos College POCR or
85 @ONE POCR at any time outside of this MOU. Faculty may not receive
86 compensation and FLEX Credit simultaneously.
87 b. Compensation for those identified as Authors within the POCR process

- 88 i. Faculty undergoing course review as an Author shall be paid for fifty (50)
 89 hours at their overload rate for each fully online course to undergo a
 90 successful OEI rubric alignment and peer review.
 91 ii. Successful completion of the CVC rubric alignment and review process
 92 and final approval will ensure issue of the appropriate stipend or fulfill the
 93 professional development obligation and satisfy the online pedagogy
 94 requirement as determined by the Distance Education Coordinators.
 95 iii. The Distance Education Coordinators shall provide the Vice President of
 96 Academic Affairs or Designee the names of Faculty who successfully
 97 completed the professional development obligation and satisfied the
 98 online pedagogy requirements.
 99 c. Compensation for those identified as Teachers within the PO CR process
 100 i. Full Time Faculty who successfully complete the PO CR Teacher
 101 requirements as outlined in 3.d shall be compensated 20 hours at the
 102 Faculty member's overload rate.
 103 ii. The Distance Education Coordinators shall provide the Vice President of
 104 Academic Affairs or Designee the names of Faculty who successfully
 105 completed the professional development obligation and met approval
 106 requirements.
 107

Role	Description	Requirement	Hours compensated at the overload rate
Teacher of a previously aligned course	Full Time Faculty selected to undergo the PO CR Course Review process as the Teacher of a previously aligned course	Complete Cerritos College PO CR or the @ONE PO CR training paid once every five years*	20
Author of an approved PO CR course	Full Time Faculty selected to author a course not previously aligned either by the individual faculty and/or the department	Complete Cerritos College PO CR or the @ONE PO CR training paid once every five years* AND successfully complete the CVC rubric alignment and review process and final approval of the course	50 (20 hours PO CR training and 30 hours of course development)

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109 POC Review Team

- 110 1. POC Review Team

- 111 a. The POC review team shall consist of the following members.
112 i. POCR Head
113 ii. Lead Reviewers
114 iii. Secondary Reviewers
115 iv. Lead Accessibility Reviewers
116 v. Mentors: Faculty Mentors support Faculty outside of the review process
117 by answering questions about the best way to meet each criteria, spot
118 checking the mentees course prior to the formal review, and offering
119 feedback to assist the mentee with a successful review.
120
- 121 2. Faculty Eligibility
122 a. The Cerritos College Lead Distance Education Coordinator shall serve as the
123 POCR Head
124 b. Lead Accessibility Reviewers shall be selected from the Cerritos College DE
125 Accessibility Coordinators
126 c. POC Lead Reviewers, Secondary Reviewers, and Mentors must meet the
127 following criteria:
128 i) Current Cerritos College faculty (full-time) that holds Full Distance
129 Education Certification and has taught a fully online (asynchronous)
130 course within the last twelve (12) months
131 ii) Completed the Cerritos College POCR Training or the @ONE POCR
132 Training
133 iii) Commit to attending at least two CVC norming sessions per academic
134 year to maintain currency.
135 iv) Be appointed by the Vice President of Academic Affairs or Designee in
136 consultation with the Distance Education Coordinators
137
- 138 3. POCR Review Team Compensation
139 a. The number of author courses shall be based on the number of courses
140 approved through Section 1.a of this MOU eligibility process.
141 b. Stipends for reviewers/mentors shall be paid no later than the final payroll of the
142 semester (Fall, Spring, Summer) the Faculty is assigned to the POCR Review
143 Team.
144 c. Review Team Role and Compensation
145 i. POCR Head: Serving as the POCR head shall be part of the Lead DE
146 Coordinator's regular reassignment
147 ii. Lead Reviewers: Fifteen (15) hours per Author course paid at their
148 overload rate
149 iii. Secondary Reviewers: Ten (10) hours per Author course paid at their
150 overload rate
151 iv. Lead Accessibility Reviewers: Ten (10) percent reassignment for every
152 five (5) Author courses. Lead accessibility reassignment shall be in
153 addition to the DE Accessibility Team assignment.
154 v. Mentors: five (5) hours per Author course paid at their overload rate

Role	Eligibility Criteria	Semester (Fall, Spring, Summer) Compensation for the duties associated with the role
POCR Head	Lead DE Coordinator	Part of the reassignment for the Lead DE Coordinators
Lead Reviewers	Must meet eligibility requirements from 2c	15 hours per course paid at their overload rate
Secondary Reviewers	Must meet eligibility requirements from 2c	10 hours per course paid at their overload rate
Mentors	Must meet eligibility requirements from 2c	5 hours per course paid at their overload rate
Lead Accessibility Reviewers	DE Accessibility Coordinator(s)	(5-9 courses) 10% Reassignment (10-14 course) 20% Reassignment (15-20 courses) 30% Reassignment 21+ courses- Reassignment shall increase by 10% for each additional five courses.

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This Agreement is non-precedential, will not bind the Parties in any future action, whether under similar circumstances or not, and cannot be introduced in any grievance, arbitration, complaint, administrative or legal proceeding as evidence of past practice or intent of the parties or meaning or application of the collective bargaining agreement.

For the District:

For the Cerritos College Faculty Federation
AFT Local 6215:


Mercedes Gutierrez (Dec 21, 2023 14:22 PST)


April Bracamontes (Dec 21, 2023 15:07 PST)

Dr. Mercedes Gutierrez
Vice President/Assistant Superintendent,
Human Resources

Dr. April Bracamontes
CCFF/Lead Negotiator


Lynn Wang (Dec 21, 2023 15:24 PST)

Dr. Lynn Wang
CCFF President












Final POCR MOU 12_21_2023

Final Audit Report

2023-12-21

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