



Cuyamaca College POCR Reviewer Checklist

Please reference this checklist as you review Cuyamaca courses. Let's build a strong reviewer team that adheres to collegial and respectful engagement.

☐ **State a score for each criteria** ☐ **Practice a positive and friendly tone**

Incomplete: In this stage, courses need more work to capture the essence of the specific subsection. Courses may demonstrate they are moving toward aligned because there are one or two examples where the subsection criterion has been met, but in general the course does not meet the standard across the board. **Aligned:** The course meets the subsection criterion in both letter and spirit.

Exemplary: The course meets the subsection criterion for being aligned, and *in addition* the course has other elements in this subsection that demonstrate exemplary accomplishment.

Collegiality is the cornerstone of the POCR review process. Remember to praise the instructor. When something is genuinely done well, point it out! We all love hearing when someone likes our work, and (as reviewers) we want to make sure the instructor keeps the stuff that's working, right? Beginning your responses in each subsection with a genuine positive note lets the instructor know you appreciate the work s/he has done without sounding like we're simply trying to buffer the things that need to be revised.

☐ **Compose a SINGLE paragraph of feedback for each score** ☐ **Adopt rubric language throughout**

Remember that each item (A1, A2, etc.) gets scored separately, so if there are three items in a subsection, you should have three boxes checked (one for each item). Likewise, you will have three corresponding paragraphs of feedback, one for each item (A1, A2, etc.) in the text box at the bottom of the subsection page.

While it's completely okay to praise our peers, when criticizing it works best to focus on the course, not the instructor. You can temper your critique by grounding your review in the rubric, , "To align your course with A9, consider adding. . ." Use the language of the rubric to frame your criticism and be sure you also develop your feedback to explain the issue, interpret the rubric, and provide suggestions.

☐ **Provide a critique sandwich in each paragraph of feedback** ☐ **Exercise the collective "We"**

The basic formula for constructive criticism involves three pieces:

(1)an initial compliment that acknowledges effort and intent, and notes how students benefit, (2)followed by constructive criticism that includes an examination of the evidence noting alignments and deficiencies, (3)concluding with suggestions for how to move the item to alignment (or, if aligned, how to move toward exemplary).

The collaborative effort of a team of reviewers goes into every review. You can help them in this endeavor by referring to yourself (and the review team) as "we." For instance, you might note, "While reviewing your course we noticed several links returned a 404 error indicating the URLs was no longer active." This not only makes the job of the lead reviewer lighter, it reinforces the notion that the reviews are completed by a team.

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