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## Call for Peer Reviewers!

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### *Peer Review of High School Based College Credit Partnerships (HSBCCP)*

Beginning in academic year 2016-2017, institutions offering high school-based college credit programs are required to align with HECC adopted standards. Regular approval of three types of high school-based college credit fall under a single peer review application. All high school based college credit partnerships must align with appropriate [standards](#) and provide evidence of alignment through recurring reviews. [The review calendar](#) has been established with approval every six years and a program report at the three-year point. This application and peer review process builds on best practices and includes advice and input from the [National Alliance for Concurrent Enrollment Partnerships](#) (NACEP).

The peer review process is coordinated by HECC staff and provides for a self-study and facilitated peer review to demonstrate continuing adherence to the Oregon Standards.

Requirements: Peer reviewers for HSBCCP will be required to meet the following criteria.

Individuals must have:

1. An affiliation with a secondary or post-secondary institution in Oregon;
2. Professional experience with one or more of the models of high school based college credit as an instructor, coordinator, or other teaching faculty or administrative roles;
3. Support from direct supervisor and/or the academic leadership at their institution

Responsibilities:

1. Participate in required orientation and training on HSBCCP (2 hours)
2. Declare all conflict of interest prior to the assignment of self-studies to review
3. Meet the deadlines for review of 1 or 2 self-studies during the period of July 1 to August 15, 2018 (on-line desk review) (Each estimated to take 8-12 hours desk review)
4. Use the rubrics provided and deliver a clear report of results to the review team lead
5. Communicate any challenges or barriers to state staff in a timely manner
6. Sign a State of Oregon Conflict of Interest form.

Participate in Training Sessions Provided by HECC Staff (all sessions anticipated to be available by remote access:

1. Orientation on Oregon Standards and Peer Review Process - Winter 2017/2018
2. Training on Peer Review Process (rubric calibration and assessment of self-study) – June 2018
3. Evaluation of the process after results of review have been submitted – November 2018

**Approximate timeline for first round of peer review in 2017-2018:**

2017	Academic Year 17-18	Recruitment of potential reviewers via email and interest survey
	Winter 2017/2018	Selection of initial pool of reviewers; notification to peer reviewers
	Winter 2017/2018	Orientation Webinar on HSBCCP Standards - Recorded
2018	January –May	Continued Recruitment of Reviewers, Selection, Review of Required Training Webinars, Development of Rubrics
	May	HECC staff review self-studies for completeness
	June	Peer Review Training Webinar for Reviewers - Recorded
	July 1 – August 15	Peer Review of HSBCCP Self-Studies; any requests for supplemental information to support submission
	September	Team Leads Draft Result Reports / Approval by HSBCCP Oversight Committee
	October	HECC Notification of Results of the Reviews
	November	Applicants and Reviewers Evaluate the process

Selection Process: Peer reviewers are invited to be a part of the pool if they have sufficient direct experience with high school based college credit partnerships. While experience conducting assessments or accreditation studies is not required, it is desirable. For applicants who do not have direct experience with high school based college credit partnerships, a statement of interest in learning and building capacity in this area is helpful. The peer reviewer pool will be as diverse as possible, including representation from a variety of racial/ethnic, linguistic and cultural backgrounds, geographic location and setting, and school and partnership size and type.

Review Team Composition: Peer review team will consist of 3-5 members. The Team lead is also a member of the Oversight Committee. No one on the team will be from the institution who is under review. There shall be at least one member from a two-year institution and at least one member from a four-year institution. There shall be at least one member who works with the specific model(s) that the self-study contains.

Please refer questions about the high school based college credit partnership Self-Study and Peer Review Process or the recruitment of peer reviewers to Erin Weeks-Earp ([erin.weeks-earp@state.or.us](mailto:erin.weeks-earp@state.or.us)) or Eric Juenemann ([eric.juenemann@state.or.us](mailto:eric.juenemann@state.or.us)) at the HECC.