Classroom Observation – Teaching Faculty

Directions: Reviewers should indicate the presence of effective teaching activities/behaviors in one scheduled class period not to exceed 75 minutes.

N = Needs Improvement S = Satisfactory E = Exemplary NA = Not Applicable

Unit Member Name: _____ Discipline:_____

Class Observed/Section #: _____ Date/Time Observed: _____

Work Location: _____ Type of Class: _____

# of Students: _____ Observation By: _____

Narrative: (examples: start on time? End of time? Agenda/Outline of class session, attendance taken? Encourage students to use resources (textbook, handouts, notes)

Depth/Breadth of Knowledge:

Content Knowledge Areas to evaluate include, but are not limited to, the following:
• Factual material is presented without numerous changes and corrections. • The instructor offers directions for further study for the interested/advanced student, if the opportunity presents itself. • Questions are handled with clear responses the majority of the time, if the questions are factually oriented, rather than interpretations. • An array of interpretations are presented where appropriate. Instructor presents divergent viewpoints. • Students are encouraged to question presentation material. • The instructor incorporates current research in the field and cites authorities to support statements. The instructor makes distinctions between fact and opinion. • The instructor communicates the reasoning process behind operations and/or concepts. • The instructor generated the majority of course assignments and assessments and was not overly dependent upon third party or textbook editor generated materials.

Content Knowledge Narrative. Please provide a narrative that elaborates on the observed areas.

Educational Methods Techniques:

Variety and Pacing of Instruction Areas to evaluate include, but are not limited to, the following:
• The organizational pattern utilized is appropriate to the nature of the subject or session. (i.e., topical for analytical, sequential for process) • The instructor utilizes adequate wait time when asking questions. • The instructor responds to wrong answers constructively. • The instructor draws non-participating students into activities/discussions. • The instructor asks probing questions when student answers are incomplete. • The instructor guides the direction of discussion. • The instructor refrains from answering own questions. • The instructor asks questions of students that challenge them to think more deeply. • Active learning strategies (group work, paired discussions, polling) are utilized to provide opportunities for students to practice what they have learned. • Explicit directions for active learning tasks (e.g. rationale, duration, product) are provided. • Sufficient time is allowed to complete in-class assignments. • The instructor specifies how learning tasks will be evaluated (if appropriate). • The instructor uses open-ended, higher order questions.
Variety and Pacing of Instruction Narrative. Please provide a narrative that elaborates on the observed areas.

Organization Areas to evaluate include, but are not limited to, the following:

- The instructor relates this and previous class(es), or provided students with opportunity to do so.
- The instructor has all necessary materials and equipment readily available.
- The instructor summarizes periodically throughout and at the end of class or prompts students to do so.

Organization Narrative. Please provide a narrative that elaborates on the observed areas.

Use of Technology Areas to evaluate include, but are not limited to, the following:

- The instructor effectively incorporates a variety of instructional technologies to enhance student learning (PPT, websites, YouTube, blogs, film, diagrams, etc.).
- All digital media formats were accessible.
- The instructor uses Canvas to provide supplemental materials.
- Instructor maintains all student grades and records of work within the MSJC Course Management System (i.e. Canvas).

Use of Technology Narrative. Please provide a narrative that elaborates on the observed areas.

Effectiveness of Communications:

Presentation Skills Areas to evaluate include, but are not limited to, the following:
• The organization of materials clear and understandable. • The instructor establishes and maintains eye contact with students. • The instructor varies the pace and tone to keep students alert. • The instructor responds to changes in student attentiveness. • The handouts are easy to follow. • The syllabus adheres to syllabus checklist in the faculty handbook.
Presentation Skills Narrative. Please provide a narrative that elaborates on the observed areas.
Clarity Areas to evaluate include, but are not limited to, the following:
• The instructor notes and explains new terms or concepts. • The instructor elaborates or repeats complex information. • Examples are used to explain content. • New ideas are related to familiar concepts.
Clarity Narrative. Please provide a narrative that elaborates on the observed areas.

Rapport:

Instructor-Student Interaction Areas to evaluate include, but are not limited to, the following:
• Ample evidence was present that students felt comfortable interacting with the instructor. • Students are addressed by name. • The instructor attends respectfully to student comprehension or puzzlement. • The instructor invites student participation and comments. • Student responses are incorporated when appropriate. • Students are treated with respect. • Student participation and intellectual risk-taking are encouraged. • Students are encouraged to interact civilly/respectfully with each other. • Students' needs and concerns are addressed. • Potentially disruptive behaviors are addressed before they impact learning environment. • The instructor respects students' personal culture, gender differences, and disabilities. • The instructor responds appropriately to students to foster a non-threatening, pro-active learning environment.
Instructor-Student Interaction Narrative. Please provide a narrative that elaborates on the observed areas.

Commendations What went well in this class? Please acknowledge activities outside of class (e.g. conferences, club advising, presentations, committee participation, etc.)

Recommendations What suggestions for improvement do you have? Were the recommendations from the prior evaluation cycle addressed? (Please place this last question in the administrative evaluation template.)
