Classroom Observation – Online and Hybrid Teaching Faculty

Directions: Reviewers should indicate the presence of effective teaching activities/behaviors. For fully online courses, reviewers may review one learning module over the course of a week and the opening week of the class, not to exceed 75 minutes in the class. For a hybrid course, reviewers should view the online and classroom portion of the course, not to exceed 75 minutes total between both environments.

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: (Overview of the learning unit or module evaluated with basic description of course content, assignments, and instructor's interaction with students.)

Content Presentation Areas to evaluate include, but are not limited to, the following:
• Instructor presented content in an identifiable module or learning unit that was easy to navigate. • Instructor sequenced the presentation of content within the module or learning unit to permit students management of their time to complete the materials. • Instructor presented content with clear and concise instructions to support student interaction with the materials. • Instructor embedded instructions within assignments and activities to support student completion of materials. • Instructor provided learning objectives for learning units or modules. • Instructor utilized the Course Management System to streamline student access to materials. • Instructor utilized a variety of modalities (text, audio, video, images, graphics) to support student-centered learning. • Instructor provided opportunities for students to offer anonymous feedback on the course design and course content. • Instructor's syllabus adheres to the syllabus checklist in the faculty handbook.
Content Presentation Narrative. Please provide a narrative that elaborates on the observed areas.

Effectiveness of Communications:

Interaction and Effective Contact Areas to evaluate include, but are not limited to, the following:

- Instructor provided adequate information and instructions for students to successfully start the class. (Welcome Letter and Instructions, mandatory check-in procedures, links to Canvas tutorials and institutional learning resources)
- Instructor explained their communication plans with adequate time frames for responding to student posts, emails, discussions, and assignments.
- Instructor provided a variety of ways for students to contact them with expected response times.
- Instructor provided ways for students to initiate interaction with their instructor and peers regarding the course content and materials. (Open Discussion Forum, etc.)
- Instructor designed interactions to establish a community of learning.
- Instructor provided a grading rubric for participation or discussions with clear instructions of expectations of student interaction with the course, peers, and instructor.
- Instructor provided links to technology support.
- Instructor provided links to institutional services (writing centers, library, DSPS, counseling, tutoring).
- Ample evidence was present to demonstrate that students felt comfortable interacting with the instructor (discussion forums, announcements, feedback).
- Instructor treated students with respect and encouragement.
- Instructor provided instructions and policies for behavior or netiquette.

Interaction and Effective Contact Narrative. Please provide a narrative that elaborates on the observed areas.

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

- Instructor provided a variety of assessments (essays, objective questions, short-answer questions, discussions) to meet the course objectives and learning outcomes.
- Instructor gave clear and meaningful feedback with instructions on how to access the feedback.
- Instructor provided a clear policy for addressing plagiarism or cheating.
- Instructor provided rubrics or adequate feedback to assess student performance on assignments.

- Instructor maintains all student grades and records of work within the MSJC Course Management System.

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

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

- All images provided alternative text.
- All audio/visual elements provided closed captions or transcripts.
- Textbook generated or third party materials met accessibility requirements.
- Instructor utilized headings and subheadings to delineate content.

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

Depth/Breadth of Knowledge:

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

- Instructor presented factual material without numerous changes and corrections.
- Instructor offered directions for further study for the interested/advanced student.
- Instructor presented an array of interpretations or divergent viewpoints.
- Instructor encouraged students to question discipline content, theories, or interpretations.
- Instructor incorporated current research in the field.
- Instructor made clear distinctions between fact and opinions.
- Instructor communicated reasoning process behind operations and/or concepts.
- Instructor elaborated or repeated complex information.
- Instructor used examples used to explain and illustrate content.
- Instructor related new ideas to familiar 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.

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.)

Adapted from the Online Education Initiative Rubric