

OBSERVATION FORM
ONLINE FACULTY

NOTE TO OBSERVER: Review the instructor's syllabus, the catalog description, and the course outline of record, which can be found on the Curriculum Committee website or in the Division Office, PRIOR to your observation. Evaluate the instructor's performance and virtual contact with students using specific, detailed examples.

OVERALL OBJECTIVE: To determine whether the instructor demonstrates mastery of subject matter and proficiency in teaching.

RATING KEY:

A. Exceeds Expectations B. Meets Expectations C. Needs Improvement D. Unsatisfactory
E. Not Enough Information/Not Applicable

Instructor: _____

Evaluator: _____

Class/Section: _____ Date: _____

Number of Students Enrolled: _____

Number of Students Logging in Regularly: _____

Instructor uses the District-designated course management system. Please check one: Yes ___ No ___

Type of Class Observed (e.g., lecture, lab, demonstration, performance):

Subject Matter Covered (e.g., the primary subject matter focused upon during the session):

Rated section	A B C D E	Comments or examples of behavior
1. Organization and Accessibility (Presentation Logic)		
a. Course navigation is clear.		
b. The logic and progression of the course are efficient, consistent, and user-friendly.		
c. Components and structure of the course are easy to comprehend.		
d. The technologies that the instructor uses are functioning, readily accessible, and user-friendly including for students with disabilities.		
e. The course points students to academic and student support services and resources.		
f. The means through which to contact the instructor and/or seek technical assistance are clear.		
g. The syllabus is easily accessible.		
2. Syllabus		
a. The course syllabus identifies and clearly delineates the role that technology and the online environment will play in the course as a whole.		
b. The course syllabus addresses all the requirements in the course outline.		
c. All course policies, including assignment load and grading, are clearly stated.		
d. The technical requirements for the course are stated.		
e. Course objectives, expectations, and materials are clear.		

Rated section	A B C D E	Comments or examples of behavior
3. Learning Objectives a. Learning objectives are clearly identified and measurable and consistent with the course outline of record.		
b. Activities clearly support learning objectives.		
4. Knowledge of Subject Matter a. The instructor demonstrates knowledge of the subject matter through a command of information, an ability to interpret that information, and an ability to answer questions and reformulate explanations.		
b. The instructor shows awareness of recent developments and research in the field? Give an example.		
c. The instructor shows a sufficient understanding of the technical aspects of the field? Give an example.		
5. Subject Matter and Content Logic a. Subject matter presented contributes to the course objectives in the course outline of record (COR) and the instructor's syllabus and relates to the course description in the college catalog and schedule of classes.		
b. Lessons follow an observable logic and lead to clear objectives.		
c. Students are given the opportunity to provide feedback before the completion of each lesson to help them determine what they do and do not understand.		
d. (For Kinesiology classes) Class format is appropriate for activity.		

Rated section	A B C D E	Comments or examples of behavior
6. Student Centeredness a. The activities assigned are commensurate with students' varying abilities and the objectives of the course. That is, the activities (which may include recorded lectures) seem to meet the majority of the students' learning capabilities and guide them to the next level.		
b. The instructor assesses whether students are assimilating the information and offers help when needed.		
c. The instructor gives safety reminders/suggestions, if relevant.		
d. (For Kinesiology classes) The instructor demonstrates progression/regression of movement.		
e. (For Kinesiology classes) If a new movement is presented, the instructor demonstrates and explains the movement.		
7. Instructional Design and Delivery (Use of technology)		
a. The course uses a variety of technology tools to facilitate communication and learning.		
b. The course uses a variety of multimedia elements and/or activities to accommodate different learning styles.		
c. Teaching methods and aids are current, innovative, and support the lesson.		

Rated section	A B C D E	Comments or examples of behavior
8. Learner Interaction and Engagement		
a. There is/are a mean(s) through which the students and instructor can introduce themselves.		
b. The requirements for student interaction are clearly stated.		
c. Course materials and assignments create active learners and encourage student engagement.		
d. The instructor presents the subject matter in a way that allows for student engagement and lesson assimilation. Give an example.		
e. Course offers ample opportunities for interaction and communication student to student, student to instructor, and student to content.		
9. Assessment and Evaluation of Student Learning		
a. Students can easily and quickly access their grades for both individual assignments and for the course as a whole.		
b. The types of assessments measure the stated learning objectives for the course.		
c. Grading standards are clear.		
d. The course provides continuous and timely assessment and feedback.		
e. The course provides students the opportunity for self and peer assessment and instructor feedback.		
10. Critical Thinking Skills Activities help students develop critical thinking and problem-solving skills.		

Rated section	A B C D E	Comments or examples of behavior
11. Communication with Students. Regardless of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or pregnancy or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics, the instructor:		
a. Replies promptly to student communications and inquiries.		
b. Answers questions clearly.		
c. Pursues discussion to ensure students' understanding.		
d. Encourages all students to participate in discussion or activity.		
e. Allows students to express divergent viewpoints.		
f. Treats all students respectfully.		
g. Fosters a climate of respect.		

OBSERVATION FORM
ONLINE FACULTY
OVERALL RATING AND SIGNATURE PAGE

OVERALL PERFORMANCE RATING

- A. Exceeds expectations.
- B. Meets expectations.
- C. Needs improvement. (Improvement plan required. See Improvement Plan form.)
- D. Is unsatisfactory. (Improvement plan required. See Improvement Plan form.)

EVALUATOR COMMENTS:

I have met with the evaluatee and discussed the evaluatee's classroom observation.

Signed: _____
Evaluator

Date: _____

EVALUEE COMMENTS:

I have met with the evaluator and discussed my classroom observation.

Signed: _____
Evaluatee

Date: _____