

## Observation Form: Instructional Designer

To be completed by the faculty evaluator.

College: \_\_\_\_\_ Division: \_\_\_\_\_

Academic year of evaluation \_\_\_\_\_

Semester: \_\_\_\_\_

Name of evaluatee: \_\_\_\_\_

What kind of activity were observed (i.e. i.e. Design consultation, workshop facilitations, faculty meeting/work group, office hours)?

\_\_\_\_\_

The modality of the activity observed:

\_\_\_\_\_

Please evaluate the instructional design session. Using the choices below, write the letter of your answer next to each statement. Thank you.

<b>I. CONTENT</b>	DROPDOWN MENU OPTIONS	Comments or Examples of Behavior
1. The instructional designer tailors the learning experience and instructional materials to address the needs of faculty (e.g., curated videos, modules, quizzes, supplemental material).		

<p>2. The instructional designer demonstrates empathetic/active listening and structures the session activities to alleviate anxiety, develop confidence, and empower faculty.</p>		
<p>3. The instructional designer provides a logical sequence and flow to the session that supports exploration of the session topic.</p>		
<p>4. The instructional designer facilitates problem-posing and encourages the examination of unquestioned practices in the context of humanizing and critical pedagogies.</p>		
<p>5. The Instructional Designer fosters an inclusive learning environment that demonstrates the value of diverse ideas and worldviews, and illuminates marginalized voices, experiences, and communities.</p>		

<p>6. The instructional designer invites faculty participation and/or provides opportunity for active learning (e.g., group work, discussion, dialogue, debate). The hands-on or active learning activities are appropriate and effective.</p>		
<p>7. The instructional designer utilizes images and representations that reflect broad diversity and do not reinforce stereotypes.</p>		

OVERALL PERFORMANCE RATING

- A. Exceeds Expectations
- B. Meets Expectations
- C. Needs Improvement (Refer to Appendix G)
- D. Unsatisfactory (Refer to Appendix G)
- E. Not Enough Information/Not Applicable

Evaluator Comments

I have met with the evaluatee and discussed the evaluatee’s instructional design session observation.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluatee Comments

I have met with the evaluator and discussed the instructional design session observation.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_