



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
Office of Human Resources
Evaluation: Observation of Instruction Form – Math X



(The observation of instruction form is required and must be forwarded to the supervisor)

Location: Chabot College Las Positas College

Semester: Spring Summer Fall Year: _____

(Please Print)

Instructor observed: _____

Class observed: _____
 (course/subject) (number) (section)

The instructor has presented a syllabus and related materials that clearly stem from the course outline of record: Yes No

Assignments and materials relate to objectives and content on the outline of record

Methods of evaluation and grading standards relate to the outline of record

Date of observation: ____/____/____ Time of observation: _____

Approximate number of students present during observation period: _____

Evaluator: _____ **Date:** ____/____/____
 (Please Print)

I have read and received a copy of this observation of instruction. *

Instructor signature: _____ **Date:** ____/____/____

Evaluator signature: _____ **Date:** ____/____/____

*** The instructor being observed has the right to append a statement to this observation of instruction.**

Divided into six sections, including space for a narrative response at the end, this instructional observation form provides a guide to the evaluator observing a colleague’s instruction.

Note: In all sections, there is no minimum or maximum number of items that “should” be checked. Please check “Not Applicable” where the item is not applicable to the type of instruction observed.

Please review the entire form before observing instruction.

SECTION I: TYPE OF INSTRUCTION OBSERVED

In Math X students work independently, reading the online multimedia textbook, completing laboratory assignments, and preparing for exams through online activities. This instructor does not lecture, but is there to guide students with their learning by answering questions, checking their preparation for exam activities, support understanding and completion of laboratories, and reviewing their graded tests and quizzes. The instructor should provide the students with regular, ongoing feedback to student questions, face to face or via email. Students' progress in through the course should be communicated using the online Gradebook.

SECTION II: INFORMATION DELIVERY

Note: No minimum or maximum number of items “should” be checked.

What method(s) of delivery did the instructor utilize when responding to student questions?

The instructor presented the explanation in an organized, logical manner.

Yes No Not Applicable

Comment(s):

The instructor related the explanation to the content that has come before and the content that will follow.

Yes

No

Not Applicable

Comment(s):

The instructor provided background information or created a basis or a context for understanding the primary concept/skill.

Yes

No

Not Applicable

Comment(s):

The instructor provided examples, definitions, and explanations of concepts/processes/skills.

Yes

No

Not Applicable

Comment(s):

The instructor described/modeled strategies for questioning, predicting, verifying, inferring, interpreting, and/or reasoning.

Yes

No

Not Applicable

Comment(s):

Other observations with respect to information delivery:

(Note: Also see Section V for additional specific instructional strategies.)

SECTION III: STUDENT – FACULTY INTERACTION

Note: No minimum or maximum number of items “should” be checked.

The instructor had knowledge of who the students were in the classroom and general sense of their progress through the material.

Yes

No

Not Applicable

Comment(s):

The instructor answered student questions.

Yes

No

Not Applicable

Comment(s):

The instructor provided individual attention/assistance to students in a timely manner, when requested.

Yes

No

Not Applicable

Comment(s):

The instructor, when reviewing an exam with a student, provided individualized feedback about missed concepts.

Yes

No

Not Applicable

Comment(s):

If a student did not pass an exam, the instructor provided specific goals for the student to work on prior to the next attempt.

Yes

No

Not Applicable

Comment(s):

The instructor assisted students in navigating through the online material to find the appropriate resources.

Yes

No

Not Applicable

Comment(s):

The instructor encouraged student participation, questions, and feedback.

Yes

No

Not Applicable

Comment(s):

The instructor, when appropriate, encouraged student-to-student interaction.

Yes

No

Not Applicable

Comment(s):

The instructor circulated around the room when they were not working with a student.

Yes

No

Not Applicable

Comment(s):

The instructor demonstrated knowledge of the online support materials available to students.

Yes

No

Not Applicable

Comment(s):

Other student – faculty interactions observed.

(Note: also see Section V for additional specific instructional strategies.)

SECTION IV: CLASSROOM ENVIRONMENT

Note: No minimum or maximum number of items “should” be checked.

Students appeared generally attentive and/or engaged.

Yes

No

Not Applicable

Comment(s):

Students worked on problems, reading their online multimedia textbook, completing laboratory assignments, preparing for exam activities and taking exams/quizzes.

Yes

No

Not Applicable

Comment(s):

Students asked questions.

Yes

No

Not Applicable

Comment(s):

Students asked for assistance.

Yes

No

Not Applicable

Comment(s):

Other observations:

SECTION V: ADDITIONAL SPECIFIC INSTRUCTIONAL STRATEGIES OBSERVED

Note: No minimum or maximum number of items “should” be checked.

Please respond only to items relevant to the instruction observed.

The instructor encouraged the students to use multiple approaches to a problem or issue.

Yes

No

Not Applicable

Comment(s):

The instructor encouraged the use of the assigned multimedia textbook and additional online supports.

Yes

No

Not Applicable

Comment(s):

Other strategies observed:

A large empty rectangular box intended for recording observations.

SECTION VI: EVALUATOR NOTES AND SUMMARY COMMENTS

Please check one and summarized below:

Satisfactory

Unsatisfactory

Needs Improvement

Please describe at least one observed teaching strategy and one delivery method observed. For example, what did you observe to indicate the instructor helped students apply new concepts/ processes/skills? This is also the space for elaborating on the observation of instruction, noting strengths and suggestions related to the contract's standards for instruction and excellence in working with students, including accomplishing the course outline and including a summary of Student Response to Instruction.

Summary Comments (Attach extra sheets if necessary)

**SECTION VII: APPROPRIATE ADMINISTRATOR'S SUMMARY
– OVERALL EVALUATION RATING (PART-TIME FACULTY ONLY) ***

This
is

the space for the appropriate Administrator to provide a final summary and overall evaluation on **Part-time Faculty only** based on the applicable contractual faculty standards.*

Summary Comments (Attach extra sheets if necessary)

Discuss the Part-time Faculty member's participation in Professional Responsibilities as described below:

18I.7c.1 Participate in program and subject area improvement tasks such as creating and assessment of Student Learning Outcomes (SLOs), Service Area Outcomes (SAOs), Course Learning Outcomes (CLOs) and Program Learning Outcomes (PLOs), program review, and curriculum development.

***Articles 14F.3, 14G.4, 14H.3, and 15G.2 provide for appropriate Administrator review addressing Faculty Standards for Contract and Regular Faculty.**

Reference: Article 14B.3, 14F.2b, 14F.3, 14G.4, 14H.3, 14I.3, 15B.3, 15F.2a, 15F.2a2, 15G.2, 18I.1c – Faculty Collective Bargaining Agreement