

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT Office of Human Resources



Evaluation: Observation of Instruction Form – Math Emporium

(The observation of	f instruction form is re	equired and mus	t be forwarded t	o the supervisor)	
Evaluee: Full-ti	ime 🗌 Pa	rt-time			
Location: Chab	oot College La	s Positas College			
Semester: Sprin	g Summer	Fall	Year:		
(Please Print) Instructor observed:					·
Class observed:	ourse/subject)	(number)		(section)	
The instructor has presente stem from the course outlin Assignments and mate	•		· <u></u>	Yes No	
Methods of evaluation	and grading standards	relate to the outlin	e of record		
Date of observation:/	_/ Time of obse	ervation:			
Approximate number of stude	nts present during obse	rvation period:			
Evaluator:(Please Print)			Date:		
I have read and received a	copy of this observat	ion of instructior	1. <mark>*</mark>		
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 Emporium 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: INFOR	MATION DELIVER	Υ		
Note: No m	inimum or maxin	num number of ite	ns "should" be checked.	
What method(s) of	delivery did the ins	structor utilize when	responding to student questions?	
The instructor relate follow.	ed the explanation	to the content that	nas come before and the content that will	
	Yes	☐ No	Not Applicable	
Comment(s):				
The instructor provi	•	nformation or create	d a basis or a context for understanding the	
	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):				

		nformation delivery: ecific instructional strategies.)		
SECTION III: STU	JDENT - FACULTY	INTERACTION		
	Note: No minimur	n or maximum number o	f items "should" be checked.	
The instructor ha		o the students were in	the classroom and/or general sense of the	ir
	Yes	☐ No	Not Applicable	
Comment(s):				
The instructor on	newered student au	ections		
The instructor an	nswered student qu	Ro No	Not Applicable	
Comment(s):		140	Not Applicable	
Comment(s).				
The instructor cir	culated around the	room when they were	not working with a student.	
	Yes	☐ No	Not Applicable	
Comment(s):				
The inetructor on	sourced student	participation guartions	and foodbook	
The instructor en	Yes	participation, questions, No	Not Applicable	
Comment(s):		□ №	Not Applicable	
Comment(s).				
The instructor, w	hen appropriate, e	ncouraged student-to-st	udent interaction.	
	Yes	☐ No	Not Applicable	
Comment(s):				
The instructor pr	ovided individual of	tention/assistance to st	udents in a timely manner, when requeste	۰d
The instructor pro	Yes	No	Not Applicable	u.
			140t / tppilodbio	

Comment(s):				
The instructor, when reviewing an exam with a student, provided individualized feedback about missed concepts.				
Comment(s):	Yes	☐ No	Not Applicable	
Comment(3).				
The instructor encogrowth mind set.	ouraged students to	o use effective study	skills strategies, such as developing a	
	Yes	☐ No	Not Applicable	
Comment(s):				
The instructor assi resources.	sted students in na	vigating through the	online material to find the appropriate	
Comment(s):	Yes	☐ No	Not Applicable	
Other student – fac	culty interactions o	bserved. (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 engaged in their independent study, such as homework, watching video lectures, using their online textbook, completing Lab Skill-Builder/Essential Review activities, and preparing for/taking exams.				
Comment(s):	Yes	☐ No	Not Applicable	
commenta).				
Students asked for	r assistance.	□No	Not Applicable	
		□ …		

Comment(s):			1	
Other observations:				
			ATEGIES OBSERVED	
Note:			f items "should" be checked.	
		only to items relevant to t		
The instructor offere	d effective instructi	ion in a small group	setting.	
	Yes	No	Not Applicable	
Comment(s):				
	ively interacted with	h instructional assist	ants and/or other support staff in the	
classroom.				
	Yes	No	Not Applicable	
Comment(s):				
Other strategies obs	served:			
SECTION VI: EVALU	JATOR NOTES AND	SUMMARY COMMI	ENTS	
Please check one a	nd summarized bel	ow:		
Satisfactory		Needs Improver	ment Unsatisfactory	
Please describe at le	east one observed	 teaching strategy ar	nd one delivery method observed. For	
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				
			nd including a summary of Student Response	
to Instruction.	g accomplicining	Journey Julino u		
Summary Comments (Attach extra sheets if necessary)				
	- Carrinary C	, ttaoii oxu	5 - 1.5-1.5 / 1.50-0-0-0-1/j	

SECTION VII: APPROPRIATE ADMINISTRATOR'S SUMMARY						
Instructor' Name:(please print name)				W #		
Plea	ase check one and s	ummarized below:				
,	Satisfactory	Needs Improvement	Needs Improvement Unsatisfactory			
I hav	ve read and received	I a copy of this Administrative Sur	nmary	and Evaluation.		
Inst	ructor signature: _			/ Date://		
Adn	ninistrator signatur	e:		/ Date://		
<mark>Sı</mark> Belo	* The instructor being observed has the right to append a statement to this Administrative Summary and Evaluation. Below is the space for the appropriate Administrator to provide a final summary and overall evaluation on Faculty					
	ed on.*					
 Applicable contractual faculty standards, including: Fulfillment of collegial responsibilities (14F.3, 14G.4, 14H.3, 14I.3) Excellence in working with students (15C.2) Participate in program and subject area improvement tasks (15C.5c) Meet deadlines and submittal of grades and Census Reports (15C.5d) Meet additional specific standards for instructional faculty (15C.6, 15C.7, 15C.8, 15C.9); 						
(2) 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.						
Summary Comments (Attach extra sheets if necessary)						

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