



**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: 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 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/or 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 circulated around the room when they were not working with a student.

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 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):**

The instructor encouraged students to use effective study skills strategies, such as developing a growth mind set.

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):**

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 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.

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 offered effective instruction in a small group setting.

- Yes                       No                       Not Applicable

**Comment(s):**

The instructor effectively interacted with instructional assistants and/or other support staff in the classroom.

- Yes                       No                       Not Applicable

**Comment(s):**

Other strategies observed:

**SECTION VI: EVALUATOR NOTES AND SUMMARY COMMENTS**

Please check one and summarized below:

- Satisfactory                       Needs Improvement                       Unsatisfactory

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)

# Administrative Evaluation Section

## SECTION VII: EXCELLENCE IN WORKING WITH STUDENTS

The instructor demonstrates excellence in working with students as outlined in the faculty standards (Articles 14C.2; 15C.2; 18I.7(b)).

Yes                       No                       Not Applicable

**Comment(s):**

## SECTION VIII: COLLEGIAL PARTICIPATION

The instructor contributes to a collaborative, respectful working environment as outlined in the faculty standards (Articles 14C.3I 15C.3; 18I.7(c)).

Yes                       No                       Not Applicable

**Comment(s):**

## SECTION IX: PROFESSIONAL AND PERSONAL ENRICHMENT

The instructor engages in self-initiated professional and personal development as outlined in the faculty standards (Articles 14C.4; 15C.4; 18I.7(d)).

Yes                       No                       Not Applicable

**Comment(s):**

## SECTION X: PROFESSIONAL RESPONSIBILITIES

The instructor engages in professional responsibilities (e.g. participation in program improvement, meeting deadlines, attend/participate in activities and events where applicable) as outlined in the faculty standards (Articles 14C.5; 15C.5; 18I.7(e)).

Yes                       No                       Not Applicable

**Comment(s):**

## SECTION XI: ADDITIONAL SPECIFIC STANDARDS FOR INSTRUCTIONAL FACULTY

The instructor meets the additional specific standards for instructional faculty (Articles 14C.6; 15C.6; 18I.7(f)). For example:

- Delivers coherent lectures
- Creates assignments and exams aligned with course objectives
- Organizes and creates course content effectively and in line with authorized outlines
- Collaborates in enrollment management

Yes                       No                       Not Applicable

**Comment(s):**

## SECTION XII: ADDITIONAL SPECIFIC STANDARDS FOR COUNSELING FACULTY

The counseling faculty meets the additional specific standards for counseling faculty (Articles 14C.6; 15C.6; 18I.7(g)). For example:

- Demonstrates a wide variety of counseling skills and techniques
- Provides accurate information on transfer and degree requirements
- Develops and implements counseling programs
- Applies new technologies in counseling services

Yes                       No                       Not Applicable

**Comment(s):**

### SECTION XIII: ADDITIONAL SPECIFIC STANDARDS FOR LIBRARY FACULTY

The librarian meets the additional specific standards for librarian faculty (Articles 14C.6; 15C.6; 18I.7(h)).  
For example:

- Supports a collaborative team environment
- Develops and implements library programs
- Promotes student and staff access to library resources
- Applies new technologies in library services

Yes

No

Not Applicable

**Comment(s):**

### SECTION XIV: ADDITIONAL SPECIFIC STANDARDS FOR SPECIAL ASSIGNMENTS/COORDINATOR ROLES

The faculty meets the additional specific standards for faculty on special assignment/coordinator assignment as part or all of their primary duty (Articles 14C.6; 15C.6; 18I.7(i)). For example:

- Develops standards appropriate to the assignment
- Collaborates in enrollment management
- Demonstrates leadership in planning and vision

Yes

No

Not Applicable

**Comment(s):**

**SECTION XV: APPROPRIATE ADMINISTRATOR'S SUMMARY**

**Instructor' Name:** \_\_\_\_\_ **W #** \_\_\_\_\_  
(please print name)

Please check one and summarized below:

Satisfactory       Needs Improvement       Unsatisfactory

I have read and received a copy of this Administrative Summary and Evaluation.

**Instructor signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Administrator signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\* 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 based on.\*

- (1) 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.

<b>Summary Comments</b> (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