



Faculty Online Observation Report

Faculty Member:

Department:

Course Number:

Quarter & Year:

Observer:

Date/Time of Visit:

Number of Students Enrolled:

New Preparation: Yes No

Topic(s) Presented:

Instructions:

For each statement, rate the performance as

Yes - Characteristic was demonstrated

No - Characteristic was not demonstrated.

N/A - Characteristic was not applicable to the situation.

- Share the online Faculty Observation Report with faculty prior to an observation.
- Encourage the use of the online faculty form for use as a self-appraisal tool.
- Perform the online observation jointly with faculty and collaborative reviewer(s).
- Provide information to help differentiate course design from faculty instruction.
- This observation is to review one lesson or learning activity.
- Perform the online faculty observation in concert with student evaluations, DL course quality reviews, and the college assessment protocol.
- Participate in an "Online Faculty Observation" training and discussion.
- Follow the College Faculty Observation cycle and process outlined in the "Faculty Appraisal System."

I. Course Content, Outcomes, and Structure	Yes	No	N/A
1. Outcomes of lesson and/or activities are stated. <i>Comment:</i>			
2. Course materials, assignments and assessments accomplish lesson and/or activity outcomes. <i>Comment:</i>			
3. Lesson and/or activity content enhance the textbook material. <i>Comment:</i>			
4. Students' progress directed through the lesson and/or activity. <i>Comment:</i>			
5. Main ideas are reinforced by course materials, assignments and/or assessments within the lesson and/or activity. <i>Comment:</i>			
6. Lesson and/or activity content is organized in a logical and clear manner. <i>Comment:</i>			
7. External links are used appropriately. <i>Comment:</i>			
8. Summary of what students were expected to learn related to the lesson and/or activity outcome is provided. <i>Comment:</i>			

Additional Comments

II. Instructor's Methodology	Yes	No	N/A
1. Posted announcements address topics that are appropriate and relevant. <i>Comment:</i>			
2. Expected turnaround time for responses to emails is within department standards. <i>Comment:</i>			
3. Expected timeframe for grading tests and assignments is within department standards. <i>Comment:</i>			
4. Method required for learner turning in assignments (i.e. email, instructor box, digital drop box, assignment link, US Mail) is within department standards. <i>Comment:</i>			
5. Method for returning assignment to learner is within department standards. <i>Comment:</i>			
6. Due dates for assignments and assessments are appropriate. <i>Comment:</i>			
7. Instructor makes use of communication tools (i.e. discussion boards, chat rooms, face to face, phone call, email). <i>Comment:</i>			
8. Instructor provides evidence of reaction to student confusion with clarification of material (i.e. announcement, email, discussion board). <i>Comment:</i>			
9. Instructor provides evidence of response to questions (i.e. email, voicemail) in a respectful manner. <i>Comment:</i>			
10. Instructor monitors or redirects course discussion to assure that content is reinforcing lesson and/or activity. <i>Comment:</i>			
11. Method(s) for contacting the instructor is within department standards. <i>Comment:</i>			

Additional Comments

III. Presentation Style	Yes	No	N/A
1. Communicate appropriately and effectively with the students. <i>Comment:</i>			
2. Uses instructional technology appropriately to facilitate important points. <i>Comment:</i>			
3. Encourage learner participation and interaction (i.e. emails, discussion boards, group projects). <i>Comment:</i>			
4. Uses a variety of teaching methods appropriate to learning outcomes. <i>Comment:</i>			
5. Incorporate current methods and/or materials appropriately. <i>Comment:</i>			

Additional Comments

IV. Assessment	Yes	No	N/A
1. Lesson and/or activities are designed so that learners use their time effectively. <i>Comment:</i>			
2. Learners are challenged to use critical thinking skills. <i>Comment:</i>			
3. Assessments (i.e. assignments, tests, quizzes, projects) cover lesson and/or activity topic. <i>Comment:</i>			
4. Learners have access to assessment grades. <i>Comment:</i>			
5. Feedback for learning opportunities and assessments are provided in a timely manner and reinforces student learning. <i>Comment:</i>			
4. Quality, quantity, and type of evaluation methods are appropriate. <i>Comment:</i>			

Additional Comments

V. General Professionalism	Yes	No	N/A
1. Interacts with others concerning enhancement and/or improvement of teaching skills. <i>Comment:</i>			
2. Remains current in his/her field. <i>Comment:</i>			
3. Maintains accurate student records in a timely manner.			

Additional Comments

Faculty Online Observation Summary

Strengths:

Opportunities for improvement:

Chairperson: _____ Date: _____

Observer: _____ Date: _____

Faculty Member: _____ Date: _____

- The signature of the faculty member does not signify that the faculty member agrees with the comments of the observer, only that the faculty member has read this form.

Faculty member comments (this is an opportunity for the instructor to share their experience with teaching this course):

Note: A copy of this completed form is to be given to the faculty member. For full-time faculty, the original is held by the chairperson and forwarded to the dean along with the annual appraisal when that document is due.

For hourly faculty, the original will be sent to the dean at the end of the quarter. Department chairpersons will keep a copy of this form in accordance with the procedure. The dean forwards the original to Human Resources.