



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
Office of Human Resources
Evaluation: Observation of Instruction Form - Face to Face Class



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

Evaluee: Full-time Part-time
Location: Chabot College Las Positas College
Semester: Spring Summer Fall Year: _____

(Please Print)

Instructor observed: _____
(please print legal name)

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: _____

(Please Print)

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

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

- | | |
|---|---|
| <input type="checkbox"/> Lecture, including lecture/discussion | <input type="checkbox"/> Performance skills |
| <input type="checkbox"/> Laboratory | <input type="checkbox"/> Mixed methods |
| <input type="checkbox"/> Skills lab (i.e., labs identified by faculty as discrete skills-based, individualized instruction) | |

If additional space is needed, please use an additional piece of paper noting the section and question number.

S:\Share\Restricted\HR\FA Negotiations 2022\Completed Tas\EvalObservF2FClass(2022-2025)

Updated 8/22/2022

SECTION II: INFORMATION DELIVERY

What was the primary concept/process/skill/event presented during the observed lesson?

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

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

Yes No Not Applicable

Comment(s):

The instructor related the lesson to what has come before and what will follow.

Yes No Not Applicable

Comment(s):

The instructor provided background information to create a basis or a context for understanding the primary learning outcomes.

Yes No Not Applicable

Comment(s):

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

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.)

If additional space is needed, please use an additional piece of paper noting the section and question number.

SECTION III: STUDENT – FACULTY INTERACTION

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

The instructor helped students apply/use new concepts/processes/skills.

- Yes No Not Applicable

Comment(s):

The instructor helped students monitor their application of concepts/strategies.

- Yes No Not Applicable

Comment(s):

The instructor encouraged student participation, questions, and feedback.

- Yes No Not Applicable

Comment(s):

The instructor answered student questions effectively.

- Yes No Not Applicable

Comment(s):

The instructor, when appropriate, encouraged student-to-student interaction related to the lesson at hand.

- Yes No Not Applicable

Comment(s):

The instructor provided individual attention/assistance to students.

- Yes No Not Applicable

Comment(s):

If additional space is needed, please use an additional piece of paper noting the section and question number.

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 took notes when appropriate.

- Yes No Not Applicable

Comment(s):

Students participated in discussions.

- Yes No Not Applicable

Comment(s):

Students performed assigned tasks.

- Yes No Not Applicable

Comment(s):

Students asked questions.

- Yes No Not Applicable

Comment(s):

If additional space is needed, please use an additional piece of paper noting the section and question number.

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.

Recognizing students’ diverse abilities and learning styles, the instructor integrated into instruction, when appropriate:

Strategies observed included application of multiple approaches to a problem or issue.

Yes No Not Applicable

Comment(s):

Strategies observed included formative, anonymous classroom assessments; questions to focus lecture or discussion; summaries of class information, etc.

Yes No Not Applicable

Comment(s):

Strategies observed included reference to assigned text.

Yes No Not Applicable

Comment(s):

Strategies observed included process demonstration (e.g., how to form research questions, how to center the clay, etc.).

Yes No Not Applicable

Comment(s):

Strategies observed included process task simulation, role-playing, etc. (e.g., put the blood pressure cuff on your partner).

Yes No Not Applicable

Comment(s):

Strategies observed included technology teaching aids (e.g., film, television, overhead, PowerPoint slides, video, computer-assisted instruction, etc.).

Yes No Not Applicable

Comment(s):

Strategies observed included student use of technology (e.g., word processing, internet research, email, discussion groups, educational software).

Yes No Not Applicable

Comment(s):

Other observations:

SECTION VI: ADDITIONAL SPECIFIC STANDARDS FOR SYNCHONOUS ONLINE INSTRUCTION

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

Please respond only to items relevant to the instruction observed.

The instructor has provided a courseware shell (e.g. Canvas or the currently employed LMS) for the class

Yes No Not Applicable

Comment(s):

Instructor uses either camera or other instructional media such as slides or videos during instruction.

Yes No Not Applicable

Comment(s):

Recorded course content used in or saved to course side does not reveal personally identifying information for students in other course sections.

Yes No Not Applicable

Comment(s):

Teaching on Zoom or using other synchronous tools follows best practices and encourages student participation.

Yes No Not Applicable

Comment(s):

Instructor makes every effort to have consistent connectivity.

Yes No Not Applicable

Comment(s):

If additional space is needed, please use an additional piece of paper noting the section and question number.

Course navigation menu is intuitive and only includes items students will use.

Yes No Not Applicable

Comment(s):

Clear due dates for submitting work are posted along with late work policy.

Yes No Not Applicable

Comment(s):

Opportunities for regular and substantive interaction from student to student and instructor to student(s) are provided.

Yes No Not Applicable

Comment(s):

Course design includes instructions for learners to work with content in meaningful ways (e.g. guiding students to take notes during a video, explaining what to look for in an article, etc.).

Yes No Not Applicable

Comment(s):

Other observations:

SECTION VII: 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

SECTION VIII: 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 Part-time 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:

If additional space is needed, please use an additional piece of paper noting the section and question number.

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 <i>(Attach extra sheets if necessary)</i>

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