



## 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)

## SECTION VII: APPROPRIATE ADMINISTRATOR'S SUMMARY

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

Please check one and summarized below:

<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> 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.

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

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