|  |
| --- |
| 325B2 0 2 2 - 2 0 2 5 F A C U L T Y C O N T R A C T |
| 326BH.4.c. CLASSROOM - DL |  |
| 327BAdjunct | 328BProb. | 329BRegular | 330BDept. Chair | 331B◼ Classroom Visitation Evaluation of Distance Learning Faculty ◼ |
| 332Bx | 333Bx | 334Bx |  | 335B◼ Mt. San Antonio College ◼ |

Professor: Click or tap here to enter text. Date & Time of Visit:Click or tap here to enter text.

Department: Click or tap here to enter text. Subject Taught:Click or tap here to enter text.

Observer:Click or tap here to enter text.

**For the purpose of conducting a fair evaluation, it is recommended that a dialog occur between the evaluator and the faculty member before the actual visitation. This dialog can include how to navigate the course, hybrid versus online component, course outline of record, and DL Course amendment form.**

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| --- |
| **Rating:** |
|  |  | **1** | **Performance exceeds the standard** (Used to commend the recipient for performance above the expected) |
|  |  |  |  |
|  |  | **2** | **Performance meets the standard**  (Used to acknowledge satisfactory performance of duties and responsibilities)  |
|  |  |  |  |
|  |  | **3** | **Improvement recommended** (Used to warn the recipient that performance is below what is expected) |
|  |  |  |  |
|  |  | **4** | **Performance does not meet the standard** (Used for unacceptable performance) |
|  |  |  |  |
|  |  | **5** | **Not applicable/insufficient data** |
|  |  |  |  |
| Any rating other than ‘Performance meets the standard’ (#2) must be accompanied by an explanatory remark by the evaluator.Remarks or specific suggestions for change optional in “comments” space provided.  |

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| --- | --- | --- | --- | --- | --- | --- |
| **A.** | **CLASS DYNAMICS Rating:** | **1** | **2** | **3** | **4** | **5** |
|  | * Presents a positive, professional image in face-to-face meetings and/or in course website.
 |[ ] [ ] [ ] [ ] [ ]
|  |  |  |  |  |  |  |
|  | Course website sets a tone for a class environment that promotes the learning process. |[ ] [ ] [ ] [ ] [ ]
|  |  |  |
|  | Encourages student communications and interactions in the course website. |[ ] [ ] [ ] [ ] [ ]
|  |  |  |  |  |  |  |
|  | Organizes class activities effectively.  |[ ] [ ] [ ] [ ] [ ]
|  |  |  |  |  |  |  |
|  | * Communicates effectively in course website.
 |[ ] [ ] [ ] [ ] [ ]
|  |  |  |  |  |  |  |
|  | Communicates effectively in face-to-face meetings. |[ ] [ ] [ ] [ ] [ ]
|  |  |  |  |  |  |  |
|  | Demonstrates respect, courtesy and fairness with all students. |[ ] [ ] [ ] [ ] [ ]
|  |  |  |  |  |  |  |
|  | Conducts interactions with students in a non-threatening manner. |[ ] [ ] [ ] [ ] [ ]
|  | **Comments:**Click or tap here to enter text. |

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| **B.** | **Teaching Strategies and Techniques Rating:** | **1** | **2** | **3** | **4** | **5** |
|  | * Provides a safe environment for student participation that is conducive to the learning process.
 |[ ] [ ] [ ] [ ] [ ]
|  |  |  |  |  |  |  |
|  | * Information presented is accurate and compliant with current course outline and/or syllabus.
 |[ ] [ ] [ ] [ ] [ ]
|  |  |  |  |  |  |  |
|  | * Embellishes course content/discussion by providing relevant information from sources other than textbook, if appropriate.
 |[ ] [ ] [ ] [ ] [ ]
|  |  |  |  |  |  |  |
|  | * Presents content or uses a format organized in a logical sequence.
 |[ ] [ ] [ ] [ ] [ ]
|  |  |  |  |  |  |  |
|  | * Encourages critical, evaluative thinking, questioning, and reasoning.
 |[ ] [ ] [ ] [ ] [ ]
|  |  |  |  |  |  |  |
|  | * Appropriately utilizes online activities to enhance course content.
 |[ ] [ ] [ ] [ ] [ ]
|  |  |  |  |  |  |  |
|  | * Online course content is easily accessed in course website.
 |[ ] [ ] [ ] [ ] [ ]
|  |  |  |  |  |  |  |
|  | * Demonstrates effective and regular contact with students.
 |  |  |  |  |  |
|  |  |
|  | **Comments:**Click or tap here to enter text. |
| **C.** | **Class Preparation and Subject Matter Expertise Rating:** | **1** | **2** | **3** | **4** | **5** |
|  | * Shows evidence of thorough preparation through content presented in course website.
 |[ ] [ ] [ ] [ ] [ ]
|  |  |  |  |  |  |  |
|  | Activities chosen demonstrate academic rigor appropriate to level taught. |[ ] [ ] [ ] [ ] [ ]
|  |  |  |
|  | Subject matter expertise is reflected in course website. |[ ] [ ] [ ] [ ] [ ]
|  |  |  |
|  | Course delivery agrees with Methods of Instruction listed in Distance Learning Course Amendment Form for this course. |[ ] [ ] [ ] [ ] [ ]
|  |  |  |
|  | **Comments:**Click or tap here to enter text. |
|  | **Rating:** | **1** | **2** | **3** | **4** | **5** |
| **D.** | **Overall Summary of Classroom Visitation** |[ ] [ ] [ ] [ ] [ ]
|  | Comments by Evaluator:Click or tap here to enter text. |
| **E.** | **Comments by Professor:** (optional)Click or tap here to enter text. |
|  |  |
| **F.** | **Signatures:** |
|  | Observer: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
|  | Professor: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
|  |  |
|  | **Distribution:** |
|  | Faculty MemberDivision OfficeHuman Resources – Adjunct Faculty Only7/08, 8/13 |