

*BCFA*

COLLECTIVE

BARGAINING

AGREEMENT

*2023-2026*

## Barstow Community College Observation and Evaluation Tool

To be used for physical and virtual classroom observations

### Section 1: The Pre-Observation Meeting

At the pre-observation meeting, the instructor will provide learning materials (syllabus, handouts, resources, etc.) to the evaluation team. These materials should be the same as the learning materials the students receive. The evaluation team will evaluate the materials following the pre-observation meeting using this rubric.

<b>Planning Materials and Alignment with College Standards</b>	Did Not Observe	Needs Significant Development	Needs Development	Accomplished	Accomplished Well
Course objectives are clearly stated in the syllabus.					
Student learning outcomes are clearly stated in the syllabus.					
Class meeting objectives align with course goals.					
Materials appear relevant to class meeting objectives.					
Class meeting outline and organization are logical.					
Planned activities reflect appropriate class meeting objectives.					
Planned assessment strategies are consistent with course objectives.					
Instructor appears well prepared for class.					
Instructional content is consistent with Course Outline of Record (COR)					

Overall Comments:

Questions for Instructor (Evaluatee): (Answers to be provided at the pre-observation meeting)

1. Why did you choose this class meeting or module to be assessed? Is this the first time you are teaching this course? If no, what changes have you made to this class materials over the past few times you have taught it? If you have optimized the class, what led you to that conclusion?
2. What questions/concerns do you have? What would you like feedback on?
3. How do you ensure that this course covers the content, outcome, and objectives, identified in the course outline of record?
4. How does this class meeting's or module's content fit within the entire course (e.g., one out of several lectures on the same topic)?
5. How did you select the planned learning activities? Share how these activities facilitate student learning.
6. What is your plan for assessing student learning of this part of the course content?

## Section 2: The Observation

At the classroom observation, the observer should use answers from the evaluatee at the pre-observation meeting to help focus comments.

### Classroom Observation Items

	Did Not Observe	Needs Significant Development	Needs Development	Accomplished	Accomplished Well
<b>Content</b>					
The instructor appears knowledgeable and up-to-date about the content					
Depth of material presented appears appropriate to type of course and student level					
Breadth of material appropriate for the amount of time dedicated to this topic					
<b>Teaching Strategies</b>					
The instructor provides an overview of what is planned for the class period or module for the week observed.					
The instructor establishes relevance of information					
The instructor is an effective communicator					

The instructor makes connections with prior learning within the curriculum					
The instructor emphasizes a conceptual grasp of the material					
The learning activities are well-organized					
The instructor encourages critical thinking					
The instructor effectively uses in class activities and outside assignments to gauge student progress					
The class meeting or module remains focused on its objectives					
The instructor uses class time efficiently					
Questions are welcomed and responded to in an effective and professional manner					
<b>Classroom Climate</b>					
The instructor creates a classroom atmosphere conducive to learning					
The instructor encourages student participation					
The instructor reacts to student professional behavior issues appropriately					
The instructor demonstrates flexibility in responding to student concerns or interests					
The instructor treats students impartially and respectfully.					
<b>Online Instruction</b>					

(Change this to the actual policy, not a reference to a policy) "Instructor engages with students on at least two different days per week to provide substantive and effective contact."					
Adheres to course design rubric (concepts included below as modified)					
Provides "office hour" access to students (applicable for instructors who are paid for office hours)					
Provides weekly informational announcements to students					
Course materials are ADA compliant					
Instructor prepared materials are substantial (at least 3-5 pages of curated or created content per week/lesson)					

Comments: