

Atlantic Cape Community College

Observation Guidelines of Traditional and Remote Courses

Periodically, faculty will be formally observed by an administrator or a teaching colleague. These observations may be announced or unannounced.

Expectations:

In the event of an announced observation, both observer and faculty member are expected to do the following:

1. The faculty member and observer decide on an observation date.

The observation should take place during a meeting where the faculty member is prominently facilitating learning. Observers should not be invited to a class where much of the meeting time is dedicated to test taking or student presentations.

2. The faculty member and observer have a pre-observation meeting.

Prior to the meeting, the faculty member will provide to the observer:

- A copy of the syllabus and schedule of assignments for the course in which the observation will take place
- A copy of the required reading material for the observed class
- Copies of any handouts and PowerPoint presentations associated with the observed class.
- A written response to the questions outlined in the following pages.

Topics to be addressed during the pre-observation meeting:

- The purpose of the observation
- The course syllabus and schedule of assignments
- Expectations for the classroom visit
- A review of the form being used to document the classroom visit

3. Once the observation is completed, the instructor and the observer have a post-observation conference.

The conference provides the observer with an opportunity to ask questions, seek clarification and discuss strengths and areas for improvement. The instructor may further explain practice and theory, seek advice, ask questions and generally discuss the experience of teaching.

4. Following the post-observation conference, the observer provides the faculty member with a final draft of the observation report.

Both the observer and the faculty member must sign the observation report. This signature does not necessarily indicate agreement; it confirms the faculty member has received and read the document. The faculty member may add a written response to the observation document. Once the observer has finalized

the document and secured the signature from the faculty member, the signed document and faculty member response (if applicable) is forwarded by the observer to the dean for review and signature along with a completed Observer Payment Form. (Please note, requests for payment must be submitted within thirty (30) days of the observation to ensure payment.) A copy of the finished observation report will be included in the faculty member's personnel file.

Questions for Pre-Observation Conference

Please be sure to provide your answers in writing to the observer at least twenty-four hours prior to the pre-observation meeting. Please also send along a copy of your course syllabus, schedule of assignments, assigned reading, and any materials that might be distributed during the observed class meeting (e.g. handouts, PowerPoint presentation)

1. What is the topic(s) of the observed class meeting? How and where does the topic(s) fit into the overall course syllabus and schedule?
2. What objectives have you set for the observed class meeting? In other words, what do you expect students to be able to do as a result of the day's learning experience? Please state these objectives in measurable terms, using Bloom's Taxonomy. How do the objectives of the observed class meeting tie into the goals and objectives outlined in the syllabus?
3. What have the students done to prepare for the observed class session?
4. What instructional strategies/learning activities will be used during the observed class? Why have these strategies been selected?
5. How have you planned the lesson to ensure learner engagement?
6. What steps have you taken to make the lesson appealing to a group of students with diverse learning preferences (visual, aural, kinesthetic)?
7. How and when will you evaluate whether students reached the objectives of the planned lesson?
8. Does the class have any special characteristics that might affect an outsider's understanding of the group dynamics? (An especially talkative student, the return of a recent test, first time doing a particular activity, students requiring accommodations, etc.)
9. Please mention anything else you think the observer needs to know in preparation for visiting your class.