HLC Accreditation Evidence

- Classroom Visit Form F2F

URL:

Office of Origin:

- Human Resources

Contact(s):

- Director of Human Resources

Instructor Name <u>Click or tap here to enter text.</u> Date/Time of Visit <u>Click or tap here to enter text.</u>

Class Observed <u>Click or tap here to enter text.</u>   Observer <u>Click or tap here to enter text.</u>

Part I: Course Outline – Supervisor Review

☐ Master Syllabus is followed   ☐ Course Outline

☐ Evaluation/grading procedure   ☐ Attendance requirements

Comments Click or tap here to enter text.

Part II: Review of Class Session
*All items marked Needs Improvement or Not Observed must be explained in Comments

	Needs Improvement*	Meets Expectations	Exceeds Expectations	Not Observed*
A. Class Structure				
1. Reviews previous day's course content	☐	☐	☐	☐
2. Gives overview of day's course content	☐	☐	☐	☐
3. Emphasizes main points throughout lesson	☐	☐	☐	☐
4. Uses time wisely	☐	☐	☐	☐
5. Maintains discipline and control	☐	☐	☐	☐
6. Summarizes course content covered	☐	☐	☐	☐
7. Directs student preparation for next class	☐	☐	☐	☐

Comments <u>Click or tap here to enter text.</u>

	Needs Improvement*	Meets Expectations	Exceeds Expectations	Not Observed*
B. Methods				
1. Provides well-designed materials	☐	☐	☐	☐
2. Employs non-lecture learning activities (i.e. small group discussion, student-led activities)	☐	☐	☐	☐
3. Invites class discussion	☐	☐	☐	☐
4. Uses examples that are simple, clear, precise and appropriate	☐	☐	☐	☐
5. Delivers well-planned lecture	☐	☐	☐	☐

Comments Click or tap here to enter text.

	Needs Improvement*	Meets Expectations	Exceeds Expectations	Not Observed*
C. Teacher-Student Interaction				
1. Solicits and respects student input	☐	☐	☐	☐
2. Involves a variety of students	☐	☐	☐	☐
3. Holds the attention of students and can be clearly understood	☐	☐	☐	☐
4. Provides feedback and assists students with questions	☐	☐	☐	☐
5. Shows enthusiasm	☐	☐	☐	☐
6. Exhibits sensitivity to students' personal culture, gender differences and disabilities	☐	☐	☐	☐
7. Responds appropriately in a non-threatening, proactive manner	☐	☐	☐	☐

Comments Click or tap here to enter text.

	Needs	Meets	Exceeds	Not

	Improvement*	Expectations	Expectations	Observed*
D. Content				
1. Appears knowledgeable	☐	☐	☐	☐
2. Appears well-organized	☐	☐	☐	☐
3. Explains concepts clearly	☐	☐	☐	☐
4. Relates concepts to students' experience	☐	☐	☐	☐
5. Selects learning experiences appropriate to level of learning	☐	☐	☐	☐

Comments Click or tap here to enter text.

Part III: Adjunct Faculty

	Needs Improvement*	Meets Expectations	Exceeds Expectations	Not Observed*
1. Complies with established college policies and procedures	☐	☐	☐	☐
2. Attends meetings and events as required by College administration	☐	☐	☐	☐
3. Responds in a timely manner to requests from College, division and program administrators	☐	☐	☐	☐

Comments Click or tap here to enter text.

Part IV: Evaluation

Check the best description
The instructor:
☐ Needs Improvement   ☐ Meets Expectations   ☐ Exceeds Expectations

Justify your rating
Address strengths observed, suggestions for improvement and overall impression of teaching effectiveness.
Click or tap here to enter text.

Part V: Instructor Comment
The instructor has the right to attach any comments as an addendum to this document.

_____   _____
                          Observer   Date

_____   _____
                          Instructor   Date

The signature of the instructor does not signify that the instructor agrees with the comments of the observer, only that the instructor had read and reviewed this form.