



HLC Accreditation Evidence

- Faculty-Coordinator Appraisal Form

URL:

Office of Origin:

- Human Resources

Contact(s):

- Director of Human Resources

Employee Video

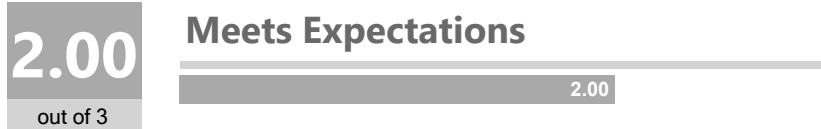
2021 Employee Video Appraisal



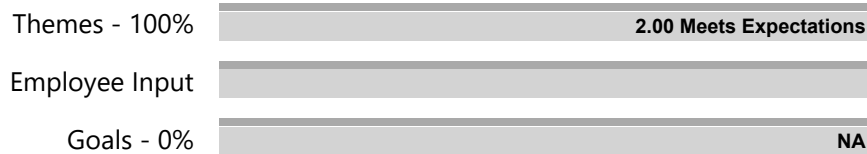
Period 03/23/2021 - 03/22/2022 **Location** BCCC
Manager Supervisor Video **Hire Date** 03/23/2021
Department Human Resources **Status** Ready for Signatures
Job Title Employee - Video

Evaluation Summary

Final Score



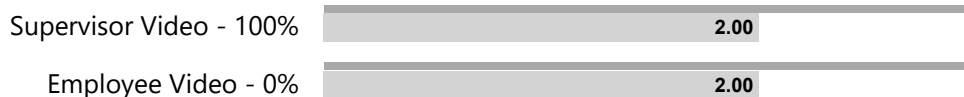
Overall



Themes - 100%

Subject Matter Mastery - 13%

- Willingness to answer student's questions and share additional content in class in response to student inquiry
- Demonstrate awareness of current developments in one's subject area
- Participate in professional development events and activities
- Maintain professional relationships with others teaching in the same program or discipline; discuss curriculum, teaching approaches, student learning, etc.
- Participate in the activities of professional organizations, accreditation agencies or other related associations
- Presents at professional conferences, publish books or other scholarly articles and/or engage in original or applied research.




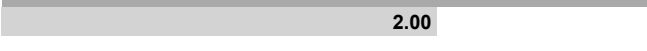
Supervisor Video Supervisor comment
05/21/2021

Employee Video Employee comment
05/21/2021

Planning & Organizing Coursework - 13%



- Develop course syllabus in alliance with the master course syllabus and instructor specific information; make syllabus available at first class session.
- Plan for a course textbook, Open Education Resources and/or supplement materials
- Prepare effective student evaluation tools; establish course grading criteria and a system for recording student progress
- Ensure students are aware of course and instructor's expectations

- Conduct class sessions in an organized manner; start class on time
- Respond to request from the Registrar's Office; submitting rosters and grade reports by posted deadlines

Supervisor Video - 100%		2.00
Employee Video - 0%		2.00
Supervisor Video 05/21/2021	Supervisor comment	
Supervisor Video 05/21/2021	Supervisor comment	
Employee Video 05/21/2021	Employee comment	


Professionalism and Essential Work Skills - 12%

- Exhibits a positive attitude
- Adapts to new situations/expectations and changes to routines.
- Incorporates different approaches and modifies the presentation of information in response to student interests/feedback and classroom situations
- Available and willing to assist students after class and during independent learning
- Incorporate and facilitate class activities that are innovative and engaging
- Develop new and updated course materials as needed, based on student feedback and currency of the subject area
- Utilize external resources for learning, i.e. field trips, guest speakers, etc.
- Seek opportunities for new program and/or course offerings

Supervisor Video - 100%		2.00
Employee Video - 0%		2.00
Supervisor Video 05/21/2021	Supervisor comment	
Employee Video 05/21/2021	Employee comment	

Assessment of Student Learning - 12%

- Provide opportunities for feedback regularly during the course of instruction; check for student understanding of content on an ongoing basis
- Conduct a preliminary assessment to determine student learning levels
- Match course content to students based on individual student knowledge level and learning abilities
- Utilize a variety of methods (e.g., examinations, graded homework, informal progress reviews) by which students and instructor measure a student progress
- Design courses and assessment activities mindful of integrity outcomes
- Respond to students in a manner that does not humiliate and enhances student's self-esteem
- Clearly delineates students' responsibilities for learning as well as the instructor's responsibility for teaching and evaluating

Supervisor Video - 100%		2.00
Employee Video - 0%		2.00
Supervisor Video 05/21/2021	Supervisor comment	

Coordination, Leadership & Management - 12%

- Provide instructional leadership and coordination with emphasis on student learning, instructional excellence, and curricular innovation.
- Assist in the development of instructional reviews.
- Assist in the development of class schedules.
- Participate in grant activities.
- Assist in the development and management of a program budget.
- Advise students.
- Establish and sustain partnerships.
- Promote program and participate in recruitment activities.
- Coordinate equipment and supply needs.
- Prepare required reports associated with program operations.
- Aids in the application, interview, and selection processes of adjunct faculty members; mentor adjunct faculty members.
- Facilitate advisory board.

Supervisor Video - 100%  2.00

Employee Video - 0%  2.00

Supervisor Video Supervisor comment
05/21/2021

Employee Video Employee comment
05/21/2021

Teaching and Facilitation of Learning - 13%

- Utilizes appropriate verbal skills (e.g., volume, tone, inflection)
- Demonstrate enthusiasm about course content and the learning process
- Displays tolerance for error when students are learning new material
- Incorporate positive reinforcements to reward learning and attempts at learning
- Integrates learning aids as appropriate to enhance the delivery of information
- Promotes critical thinking
- Manages learning environment and maintains composure at times of disruptions (technology difficulties, student behavior issues and other unexpected circumstances).

Supervisor Video - 100%  2.00

Employee Video - 0%  2.00

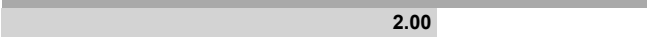
Supervisor Video Supervisor comment
05/21/2021

Employee Video Employee comment
05/21/2021

Knowledge of Learning- Preparation - 13%

- Package content and incorporate assessment activities to most appropriately enhance learning
- Utilize multiple instructional techniques to address course competencies and varied student learning styles
- Structure and sequence course content to reflect application of information in career and life environments.
- Maintain an awareness of course pre-requisites and advanced coursework to minimize overlap and achieve maximum course integration
- Suggest/develop curriculum changes to integrate course more effectively

Supervisor Video - 100%  2.00

Employee Video - 0%  2.00

Supervisor Video Supervisor comment
05/21/2021

Employee Video Employee comment
05/21/2021

Participation and Involvement - 12%

- Participates in college, division and faculty meetings
- Participate in committees, councils and/or specialty workgroups
- Participates in strategic planning
- Exhibits leadership through involvement in projects and processes related and unrelated to functional responsibilities
- Participates in college and community events and activities

Supervisor Video - 100%  2.00

Employee Video - 0%  2.00

Supervisor Video Supervisor comment
05/21/2021

Employee Video Employee comment
05/21/2021

Employee Input

1.

What is one thing you have learned this past year associated with your service as a faculty member?

Supervisor Video Supervisor comment
05/21/2021

Employee Video Employee Response
05/21/2021

2.

What strategies can you implement to achieve excellence in teaching and promote student learning?

Supervisor Video Supervisor comment
05/21/2021

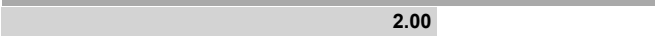
Employee Video Employee Response
05/21/2021

Goals - 0%

Goal 2 - 50% | 20% Complete


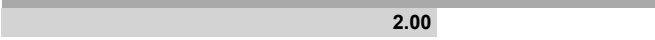
Goal detail

Supervisor Video - 100%  2.00

Employee Video - 0%		2.00
Supervisor Video 05/21/2021	Supervisor comment	
Employee Video 05/21/2021	Employee comment	

Goal 1 - 50% | 10% Complete

Goal detail

Supervisor Video - 100%		2.00
Employee Video - 0%		2.00
Supervisor Video 05/21/2021	Supervisor comment	
Employee Video 05/21/2021	Employee comment	

Future Goals - 0%

Future Goal - 100% | 0% Complete

Goal detail

Supervisor Video 05/21/2021	Supervisor comment
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Approval

Approver Video	Approver comments
Routed: 05/21/2021 12:56 PM	
Approved: 05/21/2021 12:59 PM	

I certify that I have read and understand the contents of this performance evaluation.

Supervisor Signature

Supervisor Video
Supervisor Signature

5/21/2021 1:04 PM

Date

Employee Signature

Employee Video
Employee Signature

5/21/2021 1:08 PM

Date