

Class Observation Guide for Online, Hybrid, and In-Person Courses at Siena College
Developed and Approved by the Deans, Provost, and General Faculty Committee March 2021

<p>The Five Core Areas for Evaluation</p> <ol style="list-style-type: none">1. Instructional Preparation2. Subject Knowledge3. Pedagogical Technique4. Learning Environment5. Critical Thinking

This observation is being conducted as a requirement of the Faculty Handbook III.B.2-a,b (refer to Classroom Observation Process for evaluation requirements). The evaluation must be completed by the end of the semester for which it is required. Once completed, the written evaluation shall be presented to the faculty member who shall read it, sign it and retain a copy. The signed evaluation shall be sent to the appropriate Dean and the Provost. The faculty member has the option of sending a separate statement to the Department Head, School Dean, and Provost in the event that they disagree with the assessment or comments of the Department Head of School Dean. This Observation Guide provides space for the observer to note teaching and learning strengths, as well as areas for improvement.

Recommended Class Observation Process

Class observations for all modes of content delivery are meant to facilitate and instructor's professional growth. They will be used to create an opportunity for reflection and stimulate ideas for improvement in the online or the in-person classroom environment. Discussions after the observation should be positive experiences that emphasize sharing information and allow the Instructor to contribute to their development. To help facilitate the class, the following process is recommended:

1. In advance of the class observation, the Instructor provides the observer with the course syllabus, the assignment for the planned observation date with the applicable materials, and any additional relevant information.
2. The observer uses the "Class Observation Guide for Online, Hybrid, and In-Person Courses," noting how the instructor addresses each of the Five Core Areas. The observer remarks on the instructor's strengths and areas for improvement for each Core Area in the space provided.
3. The observer shares the completed form with the Instructor and meets with the Instructor to discuss. After the observer and the Instructor sign the form, the observer sends it to the appropriate Dean and the Provost.

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Instructor: _____ Course: _____ Date: _____

Core Area 1: Instructional Preparation	Feedback for the Instructor
<p>A. The instructor had materials organized, well developed and presented the topic with clarity and precision.</p> <p>B. The class presentation, discussion, and activities were relevant to the course objectives.</p> <p>Examples of evidence to look for:</p> <ul style="list-style-type: none"> • New topics connect to the students' existing knowledge or previous instruction • Explanation of course learning goals and how assignments are designed to help students achieve those goals • Published course schedule outlines topics to be covered and assignment due dates • Information on the course syllabus provides an estimate of the amount of time students should spend on the course <p>Where to look:</p> <ul style="list-style-type: none"> • Instructional materials • Assignment directions • Discussion forums • E-mail messages • Course syllabus • Chat space • In-Person Classroom 	<p>Evidence:</p> <hr/> <p>Strengths:</p> <hr/> <p>Area for Improvement:</p>

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Core Area 2: Subject Knowledge	Feedback for the Instructor
<p>A. The instructor demonstrated knowledge of the subject being taught.</p> <p>Examples of evidence to look for:</p> <ul style="list-style-type: none"> • Instructor identifies important concepts of the discipline and their relationships to one another • Instructor provides clear explanations of the content • Instructor answers' questions accurately and provides feedback that furthers their learning <p>Where to look:</p> <ul style="list-style-type: none"> • Instructional materials • Assignment directions • Discussion forums • E-mail messages • Course syllabus • Chat space • In-Person Classroom 	<p>Evidence:</p>
	<p>Strengths:</p>
	<p>Area for Improvement:</p>

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Core Area 3: Pedagogical Technique	Feedback for the Instructor
<p>A. The instructor used a method appropriate for the lesson.</p> <p>B. The instructor spoke clearly and maintained a proper pace for the lesson.</p> <p>C. The instructor encouraged student interaction through participation in discussions and group activities.</p> <p>D. The instructor willingly and adequately answered student questions.</p> <p>Examples of evidence to look for:</p> <ul style="list-style-type: none"> • A variety of teaching methods that meet diverse learning styles: lecture, demonstration, collaborative learning activities, small group activities, class discussion, small group discussion, etc. • Instructor facilitation of informal and formal class discussions by encouraging, probing, questioning, summarizing, etc. • Course syllabus provides information about course feedback methods and standards • Modeling of good discussion participation practices by the instructor • Discussion prompts that help to guide and elicit student participation in class discussion activities • Assignment feedback is timely, clear, constructive, specific, and focused on observable behavior that can be changed. <p>Where to look:</p> <ul style="list-style-type: none"> • Instructional materials • Assignment directions • Discussion forums • E-mail messages • Course syllabus • Chat space • In-Person Classroom • Assignment dropboxes • Course gradebook 	<p>Evidence:</p>
	<p>Strengths:</p>
	<p>Area for Improvement:</p>

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Core Area 4: Learning Environment	Feedback for the Instructor
<p>A. The instructor established a sound rapport with the students.</p> <p>B. The instructor maintained the attention and respect of the students.</p> <p>C. The instructor utilized inclusive teaching strategies to establish a learning environment that is respectful and responsive to diverse viewpoints, perspectives, and identities.</p> <p>Examples of evidence to look for:</p> <ul style="list-style-type: none"> • The instructor encourages and fosters a healthy exchange of ideas and sharing of experiences among course participants. • The instructor initiates contact with, or responds to, students on a regular basis in order to establish a consistent online presence in the course. • Prominent announcements communicate important up-to-date course information to students, such as reminders of impending assignment due dates, curriculum changes, etc. • The instructor holds regular office hours, and by appointment, that accommodate all students. • Student inquiries are responded to in a timely manner • The instructor provides students with interaction space for discussion and student groups. <p>Where to look:</p> <ul style="list-style-type: none"> • Instructional materials • Assignment directions • Discussion forums • E-mail messages • Course syllabus • Chat space • In-Person Classroom 	<p>Evidence:</p> <hr/> <p>Strengths:</p> <hr/> <p>Area for Improvement:</p>

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Core Area 5: Critical Thinking	Feedback for the Instructor
<p>A. The instructor motivated the students to think critically.</p> <p>Examples of evidence to look for:</p> <ul style="list-style-type: none"> • Routine use of critical and probing questions when communicating with students about course assignments and activities • Deliberate communication of the skills and knowledge every student needs to have in order to be successful in the course • Frequent, supportive, constructive and timely feedback provided to students • Motivation and encouragement that inspires students to develop complex solutions <p>Where to look:</p> <ul style="list-style-type: none"> • Instructional materials • Assignment directions • Discussion forums • E-mail messages • Course syllabus • Chat space • In-Person Classroom 	<p>Evidence:</p>
	<p>Strengths:</p>
	<p>Area for Improvement:</p>

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Please use this space for:

- 1) Additional comments for laboratory or studio course observation, if applicable;
- 2) Status of the faculty member's professional development, scholarship and service activities, and/or the faculty member's progress toward the successful completion of the requirements for promotion and/or tenure;

To provide ample time for the faculty member to progress, this section may be completed at a later date, but before the end of the academic year.

Additional Comments:

Additional Comments (con't):

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THIS EVALUATION MUST BE FILED BY THE EVALUATOR (CHAIR AND/OR DEAN) IN THE OFFICE OF THE PROVOST BY THE END OF THE SEMESTER

SIGNATURES:

Evaluator: _____

Date: _____

Dean or Dept. Head: _____

Date: _____

Faculty Member: _____

Date: _____