APPENDIX G: OFFICIAL APPROVED FORMS
APPENDIX G-1: CHECKLIST FOR ONLINE INSTRUCTOR EVALUATION
CHECKLIST FOR ONLINE INSTRUCTOR EVALUATION
Prepared by the Educational Technology Committee
Approved by the Academic Senate, September 28, 2006
College of the Canyons

“[A] means to fostering an excellent faculty is for the college to have an evaluation policy and procedure that assesses the most important characteristics of an individual faculty member and provides encouragement for improvement.”
State Academic Senate publication, Accreditation: Evaluating the Collective Faculty

In the interest of promoting innovation, ensuring continued quality of instruction, and enhancing student success, we recommend that the following guidelines be considered for use when evaluating faculty teaching online.

These recommendations are not meant to abrogate the established role of faculty / department chairs in evaluating online instructors, nor should they contravene the evaluation process established through the collective bargaining process. These guidelines are meant to serve as a helpful tool in maintaining high quality instruction and promoting continual professional development.

Procedural Recommendations

1. Select a member from the department who has online teaching experience. If no member of the department has online teaching experience, seek an experienced online educator from the division to help conduct the evaluation. FLEX credit is available for an experienced online instructor who assists in the evaluation process.

2. Establish the type of online course (hybrid, 100% online, etc.). Establish what type of virtual classrooms / course management system the instructor is utilizing.

3. The evaluator should review the distance learning addendum for the course, paying particular attention to the descriptions of student-instructor and student-student contact.

4. Request permission to enter the evaluatee’s website(s) during a specified period of time, preferably a window of between one and three days, or the duration of a learning unit. No one other than the evaluator (and experienced online educator from the division who may be assisting the evaluator) should access the virtual classroom(s) with this user name and password.

5. The evaluatee should be encouraged to provide directions, emphasize features of the website, and otherwise guide the evaluator through the course website.

6. If the evaluatee wishes, he or she should be allowed to personally assist the evaluator in exploring the virtual classroom. This assistance may be provided in person, or via telephone, instant messaging, or other synchronous communication.

Helpful Questions for Evaluating Online Instruction

1. Do the course syllabus and calendar of assignments clearly reflect the pedagogy described in the course outline of record and distance learning addendum?

2. Are the assignments appropriate to and in keeping with the pedagogy described in the course outline of record and the distance learning addendum?

3. If the course is not offered via Blackboard, does the instructor provide clear and concise instructions on how to access the course?

4. Does the instructor provide clear and concise instructions about course navigation?
5. Does the instructor maintain effective student-instructor contact and student-student contact? (For example, timely feedback at discussion forums and via email, discussion board threads guided by the instructor’s own comments.)

6. Is the website / virtual classroom easy to navigate? Are uploaded documents easy to open and read? Do web pages reflect standard design principles for navigation and readability?

7. Does the instructor employ a variety of assessment techniques?

8. Are the website documents, links, and other features updated and functioning appropriately?

9. Does the instructor provide clear and concise assignment instructions?

10. Is the website 508 compliant? (For example, images have alt tags, video & audio have accompanying text.)

11. Does the technology / virtual classroom being used facilitate student learning: critical thinking/reading, group discussion, and writing?

12. Do the activities and assignments prepare students to meet the course’s Student Learning Outcomes?

13. Does the type and amount of work seem appropriate for the level and unit value of the class?
Santa Clarita Community College District

Part-time Faculty United
American Federation of Teachers
Local 6262

AGREEMENT

July 1, 2008 – June 30, 2011

Available on the Intranet to District employees at:
https://intranet.canyons.edu/offices/AFT/
ARTICLE 8: EVALUATIONS

A. To assure the highest quality educational programs and services, Unit Members shall be observed and evaluated.

B. Definitions
   1. An “evaluatee” is the person being evaluated.
   2. The “evaluator” is the Chief Instructional Officer’s designee who is a faculty member in the department or division of the evaluatee.
   3. An “observation” is the observation of the Unit Member, in the performance of his or her duties, by the evaluator.
   4. The “instrument” is the agreed upon Visitation and Evaluation Report (Appendix B) for teaching faculty. Non-teaching part-time faculty will be evaluated on a separate instrument.

C. Scheduling and Frequency
   Part-time instructors shall be evaluated during the first semester of employment and at least one additional time during the next four semesters of employment. Thereafter, part-time instructors will be evaluated at least one time during every four semesters of employment. However, at the option of the Department Chair, a Unit Member may be evaluated when he or she is assigned to teach a new course within the discipline or other discipline the Unit Member has not previously taught at the District.

D. The evaluation shall include, but not be limited to, the following items:
   1. Student Evaluation: A student survey, jointly agreed to by the parties, shall be administered to all students of the faculty member to be evaluated. Student evaluation will be used to improve instruction, not as a sole determinant of employee status.
   2. Classroom/Work Place Evaluation: The evaluator shall make at least one classroom or other work place observation. A report based on this observation and other appropriate criteria will be completed on the form jointly agreed to by the parties, Appendix B.
   3. Self Reflection: Each part-time instructor shall complete a written self reflection to be used to improve instruction and not as a determinant of employee status. The self reflection shall include, but may not be limited to:
      a. Objectives for improvement, change or maintenance of methodology based on the results of the student survey, a self-examination of teaching methods, and whatever other factors are deemed relevant.
      b. A review of the objectives for improvement, if any, from the evaluatee’s last evaluation.
      c. A summary of professional growth activities.
   4. Evaluation Report: The evaluation report will be completed by the evaluator and submitted to the part-time faculty member. The evaluatee may submit a written, signed dissenting opinion to the evaluator within ten (10) work days, which states the reasons for the disagreement. All reports will be placed in the adjunct instructor’s District personnel file.

E. Evaluation Conference:
   F. An evaluation conference will be scheduled by the evaluator. The conference will deal with, but not be limited to, the items listed above in the evaluation report.