

# COLLEGE OF THE CANYONS

## Online/Hybrid Visitation Report

*Use this form if the class to be evaluated takes place 100% online or hybrid class is 50% or more online.*

<b>T</b>	_____
<b>NT</b>	_____
<b>Instructor</b>	_____
<b>Visitation Date</b>	_____

Course Number and Title ☐ Lecture ☐ Lab ☐ Activity

### Instructional Techniques Being Used

(video lectures, other lecture materials, discussion boards, small group activities)

Name of Evaluator

**Directions:** Circle the appropriate number for each item evaluated. Comments should detail specific items in support of your numerical assignment. If item is not applicable or you have no basis for judgment, circle N/A. May also include assessment of class materials and assessment instruments.

### Content – Items A through C

	1	2	3	4	5	N/A
A. Knowledge of Subject Matter						

- 5 – Instructor demonstrates a command of the material taught.  
3 – Instructor demonstrates an understanding of the material taught.  
1 – Instructor does not appear to have an adequate background for the material taught.

Comments:

B. Clear Communication	1	2	3	4	5	N/A
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- 5 – Instructor models clear and appropriate language and style in all media used and provides well-defined lesson objectives. Instructions, interaction, and feedback are accurate, easy to understand and sufficiently specific and detailed.
- 3 – Communication in one or more media used is of average quality and may contain some errors or lack of specificity. Lesson objectives are provided in general terms.
- 1 – Poor quality communication in one or more media used; language vague, unclear, or containing significant errors. No lesson objectives are provided.

C. Student Assessment Methods	1	2	3	4	5	N/A
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5 – Assessments are of sufficient quantity and variety to address differing learning styles and to determine mastery of student learning outcomes.

3 – Some methods of assessment are adequate to assess a variety of student learning styles and student learning outcomes.

1 – Assessments address only a single learning style and are insufficient to accurately measure student learning outcomes.

Comments:

### Distance Learning – Items D through G

D. Teaching Methods	1	2	3	4	5	N/A
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5 – Uses teaching method(s) appropriate for the subject, inclusive of diversity of student learning styles, and accessible to all students.

3 – Uses limited but adequate teaching method(s) for the subject; some components are not accessible to all students.

1 – Uses teaching method(s) that are inadequate to address the variety of student learning styles or that do not support the content well; many course components are not accessible to all students.

Comments:

E. Regular and Effective Contact	1	2	3	4	5	N/A
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5 – Regular and effective instructor-student and student-student contact as described in the course outline of record is demonstrated through multiple techniques. Students receive instructor feedback on questions and assignments in a timely way.

3 – Limited but adequate instructor-student and student-student contact as described in the course outline of record is incorporated into the course. Students generally receive instructor feedback in a timely way, but there may be occasional delays.

1 – Regular and effective instructor-student and student-student contact as described in the course outline of record is not demonstrated in the course and/or instructor feedback is not provided in a timely way.

Comments:

F. Organization and Presentation of Activities

1 2 3 4 5 N/A

5 – Course elements are clearly organized and easy to locate. All links function properly and dates are accurate for the term.

3 – Discernible organization of course elements, though some items may be initially unclear. There may be some minor errors in links or dates.

1 – Apparent lack of organization, course elements difficult to locate. May contain multiple broken links or incorrect dates.

Comments:

G. Course Pacing

1 2 3 4 5 N/A

5 – Course materials are presented at an appropriate pace, including timing of units and release of materials and assignments.

3 – Course units, materials, and assignments, are generally presented at a reasonable pace, but there may be some inconsistencies.

1 – Course materials and assignments are presented late or in an erratic manner that does not give students sufficient time to meet deadlines.

Comments:

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**Evaluation of Additional Criteria:**

Please include comments, if appropriate, concerning respect for students, respect for colleagues, professional growth, and department/college responsibilities. Attach additional pages if needed.

Signature of Evaluator

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Signature of Evaluatee

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**Note:** Evaluatee's signature does not necessarily imply agreement. It is merely an acknowledgment that the complete report has been read. Evaluatee may submit a written reaction within ten working days of receipt of this evaluation report. The written statement will be filed with this classroom visitation report.