

**PALO ALTO COLLEGE
ONLINE CLASSROOM OBSERVATION FORM**

Instructor: _____ Evaluation Period: From _____ To _____
 Banner ID: _____ Department/Discipline: _____
 Instructor Assistant Professor Associate Professor Professor Part Time Faculty Full Time Temporary
 Non-Tenure Track Tenure Track Tenured Department Chair/Supervisor: _____

GUIDELINE

The instructor is responsible for informing the evaluator how the course meets or exceeds in each category.

PERFORMANCE CHARACTERISTICS

E=Exceeds Expectations: Faculty Member’s performance is clearly above average. Accomplishments are significant and above the standard of the job responsibilities.

M=Meets Expectations: Faculty Member’s performance meets all essential job requirements. Accomplishments are in accordance with the standards of the position.

D=Does Not Meet Expectations: Faculty Member’s performance is below the expectation of the job requirements and requires a specific plan of action to improve noted deficiencies.

RESPOND IN EACH CATEGORY

Exceeds **Meets** **Does Not Meet**

1. Organization of Subject Matter: Class is easy to navigate. A Class Orientation and Class Calendar are posted. Class materials such as lectures, assignments and syllabus are set up in a logical and easy-to-find fashion.
 Comments:

Exceeds **Meets** **Does Not Meet**

2. Mastery of Subject Matter: The content is appropriate for the course. The course follows the THECB Student Learning Outcomes and Course Description.
 Comments:

Exceeds **Meets** **Does Not Meet**

3. Quality of Concepts, Ideas, and Assignments: The course uses a variety of tools (i.e. Learning Modules, Discussion Board, Course Mail, Announcements, etc.) and instructional resources (i.e. chapter readings, PowerPoints, faculty-created content) to support student learning.
 Comments:

Exceeds **Meets** **Does Not Meet**

4. Engagement with Students: Students are encouraged to engage in the course, log-in frequently and participate in class materials discussions with the instructor, other students or both, as appropriate. The instructor provides opportunities for student communication (i.e. messages, assignment feedback, discussion boards, videos, and other interactive tools).
 Comments:

OVERALL APPRAISAL:
 Comments/Examples:

RECOMMENDATIONS/SUGGESTIONS FOR IMPROVEMENT:

SIGNATURES

INSTRUCTOR _____ DATE _____

EVALUATOR _____ DATE _____