

**WEST VALLEY - MISSION COMMUNITY COLLEGE DISTRICT
FORM B - Observations/Visitation Report**

Semester/Year: _____ Date: _____ Department: _____

Appraisee: _____ Observer: _____ Class/Activity: _____

Description of observation/visitation: Please provide a brief description of the type of observation/visitation and purpose/topics presented and discussed (e.g. class lecture or lab along with the topic(s), counseling appointment, or other non-instructional assignment).

Number of Students Enrolled _____

Number of Students Present _____

Based on your observation, appraise the faculty member on each of the following contractual criteria.

Content and Instructional Quality

	Excellent	Above Average	Average	Below Average	Far Below Average	Not Observed
Demonstrate currency and depth of knowledge of the field in the performance of assignment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrate the ability to communicate subject matter clearly, correctly and effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrate an ability to achieve objectives in area of assignment. For instructional assignments only, the appraisee implements the course outline of record.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utilize methods and materials appropriate to the subject matter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Observer's Comments:

Inclusivity and Accessibility

	Excellent	Above Average	Average	Below Average	Far Below Average	Not Observed
Demonstrates reasonable effort to ensure course, instructional, and any other student materials are accessible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrate an ability to adapt methodologies for students/clientele with special needs and different learning styles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Include multiple perspectives and diverse representation from varied racial, ethnic, sex, gender, sexuality, socioeconomical status, religion, ideology, age, and abilities in teaching, and course materials as appropriate to the assignment(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Observer's Comments

Structure and Organization

	Excellent	Above Average	Average	Below Average	Far Below Average	Not Observed
Demonstrate evidence of careful preparation and organizational skills in area of assignment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide clear assignments or directives to students and regularly inform students of academic standing in class.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Course management system includes course syllabus that includes the following (instructional assignments only). <ul style="list-style-type: none"> a. Informs students of access to services and resources. b. Criteria as required by Title 5: SLOs, catalog description, and content are in alignment with course outline of record, instructor contact information, office hours, classroom procedures, requirements, and grading policies 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Observer's Comments

Distance Education (only complete for distance education assignments)

Demonstrate regular substantive student contact for courses offered either fully or partially through Distance Education (Title 5 §55204).

	Excellent	Above Average	Average	Below Average	Far Below Average	Not Observed
Regular and effective contact is established between instructor and learner, between learner and learner, and between learner and course material.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Links, software, programs, and tools for delivering the course content are current, active, functional, and easily operable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FAQs and/or information about where students can find academic and technical support are clearly visible and accessible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assignments and activities include opportunities for students to collaborate (such as discussion boards or group project.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Observer's Comments

What are the faculty member's greatest observed strengths? Please give specific examples.

What are the faculty member's area for improvement or growth? Please give specific examples.

Please comment below on your overall observation and assessment of the appraisee. Add any additional comments or observations that were not included above.

Appraisee's Signature

Date

Observer's Signature

Date