

## Evaluation Summary

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DATE: April 22, 2015  
EVALUEE: Vickie Tator  
FACULTY TYPE: ADJ-5  
DEPARTMENT: Business & Information Technology  
Faculty Chair/Designee: Karen O'Connor

Professor Tator has been evaluated in keeping with article seven of the KCCD and CCA/CTA/NTA contract. Performance of the instructor's assignment has been assessed according to relevant professional standards.

### Course Materials

Professor Tator provides students with a syllabus that contains all the required elements. Vickie provides a particularly detailed description of instructor/student contact policies, explaining 6 different ways students can expect to receive communications and feedback from her throughout the semester.

### Student Learning Outcomes Statement:

Professor Tator submitted the following for her SLO statement: I have participated in developing DMA SLO assessments for our department prior to our merger with Business and Information Technology. We met as a team at an all day workshop at the Ridgecrest campus and discussed theory, our course goals and objectives, and developed student learning outcomes that would reflect understanding and mastery of the design principles, Photoshop technology and techniques, and the synthesis of the two. We have developed a final in DMA C102 that gives the students an opportunity to demonstrate clearly stated skills we have covered during the course. The SLOs for DMA C102 are presented multiple times to students, from the course syllabus to weekly summaries, and we also include a review week when the skills and techniques the students are expected to understand and be able to perform are listed.

While it is commendable that specific classes tie to student learning outcomes when it come to a degree or certificate, it is suggested that Professor Tator work closely with department personnel in focusing on connecting SLO's directly classroom assignments, quizzes, exam, projects...

### Peer Observation:

The peer evaluation was completed by Suzanne Ama. Each weekly block is well organized with specific learning outcomes for the week, a section on required readings and resources, assignments, and supplemental resources and activities. This helps students prioritize their learning. She makes use of varied Moodle activities, linked resources, and videos. Her videos are well paced and clearly demonstrate skills for students to practice. She demonstrates strong knowledge of the software and artistic application of software skills. She is very accessible and responsive to students. She active in the discussion forums and responds to students' questions promptly. She provides detailed feedback when assignments are graded, and she uses a scoring rubric so students are clear about how points were earned.

### Student Evaluations

Overall students' evaluations were extremely positive. Students found Professor Johnson's knowledge of the subject matter very informative and his style friendly and welcoming.

The highest ratings were in:

- The instructor treats me courteously and fairly. (1.00)
- The instructor demonstrates respect for individuals, regardless of their cultural background, ethnicity, race gender or religion. (1.00)
- I would recommend this instructor to other students (1.00)

The lowest ratings were in:

- The instructor returns exams and assignments in a timely manner (1.20)
- The instructor answered my questions in a timely manner. (1.10)

Analysis of the student evaluations revealed that feedback was good with most marks in the upper quadrant. Students are very comfortable with Professor Taton as a teacher and appreciate her knowledge of the subjects taught.

#### **Administrative Assessment:**

In consultation with Karen O'Connor, Dept. Chair for the Business Department it became quite apparent that Professor Taton is a valued member of the Business Department.

As the Dean of Instruction for Career Technical Education the work that Vickie is doing for Cerro Coso College is greatly appreciated. In reviewing Vickie's student evaluation profile matrix all responses clearly indicate her performance in the classroom is in the upper twenty-five percentile. The Dean of CTE highly commends Professor Taton for a job well done.

No concerns with Professor Taton's teaching or her professional responsibilities have come to the attention of the Dean of Instruction for Career Technical Education.

#### **Conclusion:**

We find that Professor Taton performs her duties at a satisfactory level, is meeting contractual obligations, and is concerned with the success of our students. Given these accomplishments, the evaluation team confirms the highest ranking of satisfactory recommends retention of this valuable faculty member.

## EVALUATION SUMMARY

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DATE: MAY 27, 2015  
EVALUEE: KRISTA MAKI  
EVALUATION TYPE: ADJ-2  
DEPARTMENT: ALLIED HEALTH  
FACULTY CHAIR/DESIGNEE: MICHAEL METCALF

Krista Maki has been evaluated in keeping with article seven of the KCCD and KCCD CCA/CTA/NTA contract. Performance of the instructor's assignment has been assessed according to relevant professional standards.

### Course Materials

The syllabus described the course content concisely using a well-organized outline of topics, assignments, a description of student assessments and grading criteria, and course policies which were outlined to meet the course content. SLO's were clearly outlined in the syllabus and were consistent with the course assignments and assessments.

Class materials provided were clear, concise, and informative. The team commends Krista Maki for the consistent formatting of her classes that includes outlined sections for each week, and assignments that directly link back to the SLO's as well as the rubric that includes all the points for grading.

### SLO Assessment

The SLO statement provided for this evaluation by Krista Maki clearly demonstrates her comprehension of the Student Learning Outcomes for her courses along with an example of how the discussion, questions and assessment are aligned with the SLO's. Course SLO's are assessed by discussions, quizzes, a mid-term, and a term paper.

### Peer Observation

Krista Maki provided organized, well-formatted, and easy to navigate online courses. She effectively used instructional materials (i.e. PowerPoint) by incorporating visual images that clarify and illustrate the concepts she was teaching, such as the medical ethics video. She also was interactive with students in the discussions. One suggestion the peer reviewer would like Krista Maki to think about it is incorporating more personal examples, videos, and lectures notes to each Moodle course.

### Student Evaluations

Overall students' evaluations were positive. Students found Krista Maki to be well organized. In addition, they indicated that her discussions allow the students to express their own opinions allowing them to learn from each other and better learning the subject matter.

The highest ratings were in:

- The instructor clearly communicates dates and directions for assignments and test. (1.36)

- The instructor encourages participation. (1.36)
- I would recommend this instructor to other students. (1.36)

The lowest ratings were in:

- The instructor explains concepts clearly and effectively. (3.00)
- The instructor presents materials in a variety of ways. (3.00)
- The instructor clearly communicates dates and directions for assignments. (4.25)

Specific positive comments included:

- "For me, everything in this class its being very good."
- "Thank you, tom my instructor for being there for me."

One comment that emerged as a pattern was that students would like better clarification of the information in the textbook readings and in-class activities.

It should be noted that the lowest rated student evaluation categories were from a small cohort (4) of hybrid students that attended a distant site for the lab portion of both courses in which a different instructor instructed the lab.

#### **Administrative Assessment**

As the Dean of Instruction for Career Technical Education the work that Krista is doing is greatly appreciated. One should note that In reviewing Ms. Maki's student evaluation profile matrix the lowest rankings were in classes with extremely low enrollment, four and two respectively. While her third class with eleven students her matrix scores are all in the top twenty-five percentile. It is a shame that so few students took the time to evaluate the two courses in which concern is has been noted. It is suggested that she and the chair of her department work together to determine a means by which more online students would be inducted to take the evaluation. Thus giving Ms. Maki an opportunity to have more accurate data by which she could address any adjustments in teaching style in-order to provide a more positive learning environment.

No concerns with Krista Maki's professional conduct or adherence to district policies have come to the attention of the Office of Instruction.

#### **Overall**

The evaluation team believes that Krista Maki is an approachable, clear-thinking, well-organized, and effective faculty member. This evaluation finds that the requirements and standards of effectiveness outlined in the CCA contract and Board Policy Manual have been met. The rating is satisfactory.

## EVALUATION SUMMARY

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DATE: JUNE 9, 2015  
EVALUÉE: PAMELA GLANTZ  
EVALUATION TYPE: ADJ-2  
DEPARTMENT: ALLIED HEALTH  
FACULTY CHAIR/DESIGNEE: MICHAEL METCALP

Pamela Glantz has been evaluated in keeping with article seven of the KCCD and KCCD CCA/CTA/NTA contract. Performance of the instructor's assignment has been assessed according to relevant professional standards.

### Course Materials

The syllabus described the course content clearly and included an organized topical outline with relevant assignments for the course, a description of student assessments, grading criteria and course policies. SLO's were outlined in the syllabus and consistent with the course assignments and assessments.

Class materials provided were clear, concise, and informative. The team commends Mrs. Glantz detailed outline that directly links back to the SLO's and aligns with lab evaluations.

### SLO Assessment

The SLO statement provided for this evaluation by Professor Glantz clearly demonstrates her understanding of the Student Learning Outcomes for her course along with an excellent example of how the assignment and skill evaluations are aligned with the SLO's. Course SLO's are assessed by imbedded assignments, quizzes, exams, and direct observations.

### Peer Observation

Pamela Glantz demonstrated an organized presentation of the topic. She effectively used instructional materials (i.e. PowerPoint) by incorporating visual images that demonstrates, clarifies and illustrates the concepts she was teaching. She asked questions and encouraged students online and on ground. Students respond positively to her, are eager to be involved in the discussion and skill participation. In addition, she employed the student's research into her lecture by eliciting from the students how their research was relevant to the topic they were discussing.

One suggestion the peer reviewer would like Professor Glantz to think about it is providing study guide questions on the class Moodle two or three days ahead of time instead of handing them out once class begins.

### Student Evaluations

Overall students' evaluations were positive. Students found Professor Glantz's knowledge of the subject matter informative and her style open, encouraging and friendly. In addition, they indicated that her

lectures, demonstration of procedures, along with term paper and PowerPoints she developed were extremely helpful and enjoyable.

The highest ratings were in:

- The instructor demonstrates respect for individuals, regardless of their cultural background, ethnicity, race, gender, religion. (1.00)
- The instructor encourages participation. (1.00)
- The instructor provides useful feedback on exams and assignments. (1.00)

The lowest ratings were in:

- The instructor clearly communicates dates and directions for assignments. (1.40)
- The instructor returns exams and assignments in a timely manner. (1.20)

Specific positive comments included:

- "I truly believe that [redacted] has included all online research video's related to the course, great power points and overall, area's that cover a well balance of knowledge and assignments to get the most out of this course.."
- "Her creative personality! She is an excellent instructor all the way around."
- "she is amazing like i said! she is always helping and always asking if we need help or have any questions. also if we need extra information to let her know. she is wonderful I would recommend her to all the students"

The only comment that emerged that student(s) would like is to have the dates prepared ahead of time.

#### **Administrative Assessment**

In consultation with [redacted] Michael Meccall, Dept. Chair for Allied Health it became apparent that Professor [redacted] is a valued member of the Nursing Department.

As the Dean of Career Technical Education the work that Pamela is doing for Cerro Coso College is greatly appreciated. In reviewing [redacted] Ms. Glantz's student evaluation profile matrix all responses are at the top end of the twenty-five percentile. There are only two areas where some improvement can occur: 1) providing dates/directions for assignments/tests and 2) returning exams and assignments in a timely manner to the students. One needs to note that these two areas are also very near the top end of the top percentile. Even if such directions and dates are clearly stated in her syllabus she cannot assume students will remember, she should remind her students of upcoming due dates and directions. Also, all instructors need to have quick turn around on the return of assignments and exams, this provides students with a basis as to what to approve on for the next phase of the class.

No concerns with Professor [redacted] Glantz's professional conduct or adherence to district policies have come to the attention of the Office of Instruction.

**Overall**

The evaluation team believes that Pamela Glantz is personally dynamic, approachable, well organized, and effective faculty member. This evaluation finds that the requirements and standards of effectiveness outlined in the CCA contract and Board Policy Manual have been met. The rating is satisfactory.