

- ★ Favorites
 - Desktop
 - Downloads
 - Recent Places
- Libraries
 - Documents
 - Music
 - Pictures
 - Videos
- Computer
 - Local Disk (C:)
 - Removable Disk (E:)
 - College G Drive (G:)
 - scheduleplus (\\cisql) (Q:)
 - stephanie.brantley (\\cida\cc-home\staff) (U:)
- Network

Name	Date modified	Type	Size
2016 Fall READY TO REVIEW Syllabus	10/4/2017 10:50 AM	File folder	
2017 Fall READY TO REVIEW Syllabus	1/16/2018 3:07 PM	File folder	
2017 Spring READY TO REVIEW Syllabus	2/28/2018 5:02 PM	File folder	
2017 Summer READY TO REVIEW	8/2/2017 3:10 PM	File folder	
2018 Spring READY TO REVIEW Syallbus	3/22/2018 5:33 PM	File folder	
Check off Sheets	8/26/2015 6:38 PM	File folder	
FALL SYLLABUS	3/22/2017 5:22 PM	File folder	
SPRING SYLLABI	4/12/2016 2:23 PM	File folder	
SUMMER SYLLABI	4/22/2016 11:28 AM	File folder	
EXAMPLE.rtf	1/21/2014 2:57 PM	Rich Text Format	376 KB
SAMPLE LANGUAGE.rtf	1/21/2014 2:58 PM	Rich Text Format	128 KB
SyllabusTemplate.docx	2/4/2014 9:03 AM	Microsoft Word D...	56 KB



2100 Chester Avenue
Bakersfield, CA 93301-4099
(661) 336-5100

Article 6 - Form B/FT

- Bakersfield College
- Cerro Coso College
- Porterville College

KCCCD Full-time Faculty Evaluation Materials Review and Classroom Instruction Observation

Evaluee		Evaluator	
Course	CRN	Date	
Topic for the Day			
<input type="checkbox"/> Mode A Year 1	<input type="checkbox"/> Mode A Year 2	<input type="checkbox"/> Mode A Year 3	<input type="checkbox"/> Mode A Year 4
<input type="checkbox"/> Mode B	<input type="checkbox"/> Mode C	<input type="checkbox"/> Temporary Faculty	<input type="checkbox"/> COF Faculty

Materials Review

The evaluee will provide the class materials to the evaluators.

Each evaluator should review a different class syllabus and samples of class materials (where applicable) using the criteria below. Evaluators should review the curriculum document of record relevant to the course materials. The following items should be referred to objectively.

Materials Review:	Strongly Agree	Agree	Disagree	Strongly Disagree	Unable to Assess	Comments
Course Organization:						
1. The syllabus describes the course content.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2. The syllabus includes an outline or calendar of topics to be covered, in a logical sequence.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3. Time given to course topics and assignments is appropriate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4. The syllabus effectively describes student assignments, grading criteria, course policies.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5. The faculty member's expectations and policies are appropriate for the course level.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
6. The syllabus states availability of accommodations for students with disabilities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
7. The assignments and assessment activities reflect course goals.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Summary Comments of Materials Review:

B/FT Faculty Materials Review and Classroom Instruction Observation (continued)

Classroom Instruction Observation

Each evaluator should observe a class session and evaluate the following aspects of the learning environment. The following items should be referred to objectively during the observation. If the observation does not include all of the items, use the "Unable to Assess" item.

Classroom Instruction Observation:	Strongly Agree	Agree	Disagree	Strongly Disagree	Unable to Assess	Comments
Structure and Goals:						
1. Activity shows clear signs of planning and organization.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2. Multiple instructional elements (e.g. lecture, handouts, technology) are used, if appropriate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3. When multiple instructional elements are used, they are effectively integrated.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4. Class time is used effectively.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5. Faculty creates a learning environment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
6. Presentation is clear, and transitions between topics are effective.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Behaviors:						
7. Delivery is effective and understandable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
8. Faculty maintains effective eye contact.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
9. Oral delivery is clear and easy to follow.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
10. Rate and tone of oral delivery are effective.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
11. Faculty exhibits a poised demeanor.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
12. Faculty is enthusiastic about course content.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
13. Language used is understandable and at the appropriate level for the course.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Faculty and Student Rapport:						
14. Faculty treats students equitably.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
15. Students are attentive.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
16. Questions are encouraged.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
17. Questions are answered clearly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
18. Faculty and students demonstrate respect for each other.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

B/FT Faculty Materials Review and Classroom Instruction Observation (continued)

Classroom Instruction Observation:	Strongly Agree	Agree	Disagree	Strongly Disagree	Unable to Assess	Comments
Professional Expertise:						
19. Faculty demonstrates adequate and up-to-date knowledge of the topics presented.	○	○	○	○	○	
20. Material is appropriate for setting and course level.	○	○	○	○	○	

21. What specific strengths did you identify in this instructor?

22. Please list any specific changes needed to strengthen this instructor's effectiveness.

23. List any other suggestions for improvement.

24. Other comments or suggestions?



Materials Review and Classroom Instruction Observation Assessment

Satisfactory Needs Improvement Unsatisfactory

Evaluator's Signature	Date
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Thank you for your participation.



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Article 6 - Form C/FT

- Bakersfield College
- Cerro Coso College
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KCCCD Full-time Faculty Evaluation Materials Review and Online Instruction Observation

Evaluatee		Evaluator	
Course	CRN	Date	
Topic for the Day			
<input type="checkbox"/> Mode A Year 1	<input type="checkbox"/> Mode A Year 2	<input type="checkbox"/> Mode A Year 3	<input type="checkbox"/> Mode A Year 4
<input type="checkbox"/> Mode B	<input type="checkbox"/> Mode C	<input type="checkbox"/> Temporary Faculty	<input type="checkbox"/> COF Faculty

Materials Review

The evaluatee will provide the class materials to the evaluators.

Each evaluator should review a different class syllabus and samples of class materials (where applicable) using the criteria below. Evaluators should review the curriculum document of record relevant to the course materials. The following items should be referred to objectively.

Materials Review:	Strongly Agree	Agree	Disagree	Strongly Disagree	Unable to Assess	Comments
Course Organization:						
1. The syllabus describes the course content.	O	O	O	O	O	
2. The syllabus includes an outline or calendar of topics to be covered, in a logical sequence.	O	O	O	O	O	
3. Time given to course topics and assignments is appropriate.	O	O	O	O	O	
4. The syllabus effectively describes student assignments, grading criteria, course policies.	O	O	O	O	O	
5. The faculty member's expectations and policies are appropriate for the course level.	O	O	O	O	O	
6. The syllabus states availability of accommodations for students with disabilities.	O	O	O	O	O	
7. The assignments and assessment activities reflect course goals.	O	O	O	O	O	

Summary Comments of Materials Review:

Online Instruction Observation

Each evaluator should observe the course web site and evaluate the following aspects of the learning environment. The following items should be referred to objectively during the observation. If the observation does not include all of the items, use the "Unable to Assess" item.

Online Instruction Observation	Strongly Agree	Agree	Disagree	Strongly Disagree	Unable to Assess	Comments
Structure and Goals:						
1. Site materials show clear signs of planning and organization.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2. Site contains multiple instructional elements (text, graphics, links, media, chat)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3. The site materials are easy to navigate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4. Content is presented in an effective, understandable manner.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Behaviors:						
5. Content delivery is clear and easy to follow.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
6. Language used is understandable and at appropriate level for the student.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Faculty and Student Rapport:						
7. Faculty treats students equitably.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
8. Faculty provides adequate opportunity for communication with students.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
9. The faculty member has offered course materials in a way that offers reasonable accommodation to students with disabilities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Professional Expertise:						
10. Faculty demonstrates adequate, up-to-date, knowledge of the topics presented.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
11. Material is appropriate for setting and course level.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
12. Site materials utilize appropriate vocabulary and grammar.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

13. What specific strengths did you identify in this instructor?

14. Please list any specific changes needed to strengthen this instructor's effectiveness.

15. List any other suggestions for improvement.

16. Other comments or suggestions?

Materials Review and On-line Instruction Observation Assessment

Satisfactory

Needs Improvement

Unsatisfactory

Evaluator's Signature	Date
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