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Article 6 - Form C/FT

- Bakersfield College
- Cerro Coso College
- Porterville College

## 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
<b>Course Organization:</b>						
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
<b>Structure and Goals:</b>						
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"/>	
<b>Behaviors:</b>						
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"/>	
<b>Faculty and Student Rapport:</b>						
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"/>	
<b>Professional Expertise:</b>						
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?

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**Materials Review and On-line Instruction Observation Assessment**

Satisfactory

Needs Improvement

Unsatisfactory

Evaluator's Signature	Date
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