**Pueblo Community College**

**Online Course Observation Report Form**

**General Directions:** This observation is part of the comprehensive evaluation process to be conducted every year for non-provisional faculty and at least every year for provisional faculty.

**Pre-observation Directions:** At the pre-observation meeting (if held), the Faculty/Instructor and Supervisor should consider discussing the focus of the course as presented to the students. Other pre-observation topics may include how learning will be assessed and any specific areas the Faculty/Instructor wishes to be observed.

**Observation:** Using the Observation Form, the supervisor will check which factors were observed and make notes regarding positives and/or negative observations.

**Post-observation Directions:** After the observation is completed, the supervisor shall meet to review the ratings and comments with the faculty/instructor. Absent extenuating circumstances, the post-observation meeting shall be held within two days or as soon as possible after the observation takes place.

Additional observations or student evaluations may be requested at any time if the supervisor and/or faculty/instructor deem them necessary.

Each supervisor will evaluate faculty/instructors who teach under more than one supervisor.

Faculty:

Course/Section:

Number of Students Enrolled:

Date/Time:  Observer’s Name:

[ ]  Scheduled Observation [ ]  Unscheduled Observation (check one)

**Learning Units or Learning Modules**

|  |  |
| --- | --- |
| **Learning Units or Learning Modules** | **Comments** |
| [ ]  Course modules are self-contained and display the learning objectives.  | Click or tap here to enter text. |
| [ ]  Expertise in content area is evident in presentation of course material. All content conforms to best practices for online learning. |
| [ ]  Resources are current and information is relevant. |
| [ ]  Progression is designed to facilitate learning. Modules have varying lengths depending on the learning objectives.  |
| [ ]  Clear guidelines and due dates are established for the learner that include learner and instructor responsibilities, and online communication procedures. |  |
| [ ]  Other (describe): |

|  |  |
| --- | --- |
| **Appearance of Material** | **Comments** |
| [ ]  Appearance is appealing and easy to read.  | Click or tap here to enter text. |
| [ ]  Color choice is easy on the eyes.  |
| [ ]  All icons are uniform in style and color.  |
| [ ]  Organization of course is apparent. |
| [ ]  Overall, the course is ADA compliant |
| [ ]  Other (describe): |

|  |  |
| --- | --- |
| **Assignment Navigation**  | **Comments** |
| [ ]  Clear and concise instructions are provided.  | Click or tap here to enter text. |
| [ ]  Assignments are easily discernable within the course.  |
| [ ]  Accommodations to students with disabilities are evident. |
| [ ]  Information is appropriately framed with minimal scrolling required.  |
| [ ]  Other (describe): |

|  |  |
| --- | --- |
|  **Learner Support/ Feedback**  | **Comments** |
| [ ]  Online gradebook is fully utilized. Grade book is current with test scores, discussion, etc. | Click or tap here to enter text. |
| [ ]  Communication methods with the students are comprehensive, including messaging feedback on assignments. |
| [ ]  Posted office hours for phone, face-to-face, and virtual interaction, as defined by the supervisor. are adhered to.  |
| [ ]  Expertise in content area is evident in interactions with students.  |
| [ ]  Other (describe): |

OTHER COMMENTS: Click or tap here to enter text.

STRENGTHS: Click or tap here to enter text.

AREAS FOR IMPROVEMENT: Click or tap here to enter text.

SPECIFIC RECOMMENDATIONS TO IMPROVE TEACHING EFFECTIVENESS:

Click or tap here to enter text.

Observer’s Signature: Date:

Faculty’s Signature: Date: