

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT Office of Human Resources



Evaluation: Observation of Instruction Form - Face to Face Class

(The obs	ervation of ins	truction form	is required	and must be f	orwarded to t	the supervisor)
Evaluee:	Full-time		Part-time			
Location:	Chabot	College	Las Positas	s College		
Semester:	Spring		Summer	☐ Fa	ll Year:	
(Please Print)						
Instructor obs	served:	(place print l	agal nama)			
Class observe	ed:	course/subject)		(number	·)	(section)
				,	,	,
The instructor	has presented	l a syllabus a	ind related	materials that	clearly stem	from the course
outline of reco	rd: Y	es	No			
Assign	ments and mate	erials relate to	objectives a	nd content on th	e outline of red	cord
Method	ds of evaluation	and grading s	tandards rel	ate to the outline	e of record	
Date of observa	tion:/	/ Time	e of observa	tion:		
Approximate nu	mber of student	ts present duri	ng observati	on period:		
(Please Print)						
Evaluator:					Date: _	/
I have read an	d received a c	ony of this o	hservation	of instruction	k	
					_	
Instructor sig	nature:				Date: _	//
Evaluator sig	nature:				Date: _	
* The instruct instruction.	or being obs	erved has th	e right to	append a stat	ement to thi	s observation of
Divided into s						nd, this instructional
observation for	rm provides a	guide to the	evaluator c	bserving a col	league's instr	ruction.
						should" be checked. struction observed.
riease check	Not Applicable	e where the	item is not	applicable to t	ne type or ins	struction observed.
	Please r	review the en	tire form be	efore observinç	g instruction.	
SECTION I: TY	PE OF INSTR	UCTION OBS	ERVED			
Lecture	e, including lectu	ure/discussion		Perform	nance skills	
Labora	tory			Mixed I	methods	
				sed, individualized in:		

SECTION II: INFORMATION DELIVERY
What was the primary concept/process/skill/event presented during the observed lesson?
Note: No minimum or maximum number of items "should" be checked.
The instructor presented the lesson in an organized, logical manner.
Yes No Not Applicable
Comment(s):
The instructor related the lessen to what has some before and what will fallow
The instructor related the lesson to what has come before and what will follow.
Yes No Not Applicable
Comment(s):
The instructor provided background information to create a basis or a context for understanding
the primary learning outcomes.
Yes No Not Applicable
Comment(s):
The instructor provided examples, definitions, and explanations of concepts/processes/
skills/events.
Yes No Not Applicable
Comment(s):
The instructor described/modeled strategies for questioning, predicting, verifying, inferring,
interpreting, and/or reasoning.
Yes No Not Applicable
Comment(s):
Other observations with respect to information delivery: (Note: also see Section V for additional specific instructional strategies.)

SECTION III: STUDENT - FACULTY INTERACTION Note: No minimum or maximum number of items "should" be checked. The instructor helped students apply/use new concepts/processes/skills. Yes No Not Applicable Comment(s): The instructor helped students monitor their application of concepts/strategies. Not Applicable No Comment(s): The instructor encouraged student participation, questions, and feedback. No Not Applicable Yes Comment(s): The instructor answered student questions effectively. No Not Applicable Yes Comment(s): The instructor, when appropriate, encouraged student-to-student interaction related to the lesson at hand. Not Applicable Yes No Comment(s): The instructor provided individual attention/assistance to students. No Yes Not Applicable Comment(s):

(Note: also see Section \	I lty interactions obser √ for additional specific ins	Veɑ. structional strategies.)
SECTION IV: CLASS	SROOM ENVIRONMEN	NT
		num number of items "should" be checked.
	generally attentive an	
Yes	No	Not Applicable
Comment(s):		
Students took notes	when appropriate.	
Yes	No	Not Applicable
Comment(s):		
Students participate	d in discussions.	
Yes	No	Not Applicable
Comment(s):		
Students performed	assigned tasks	
Yes	No No	Not Applicable
Comment(s):		
Comment(s).		
Studente esked sue	etions	
Students asked que		Not Applicable
Yes Comment(a):	No	Not Applicable
Comment(s):		
Students asked for a		
Yes	No	Not Applicable

Other observations:
SECTION V: ADDITIONAL SPECIFIC INSTRUCTIONAL STRATEGIES OBSERVED
Note: No minimum or maximum number of items "should" be checked. Please respond only to items relevant to the instruction observed.
Recognizing students' diverse abilities and learning styles, the instructor integrated into instruction, when appropriate:
Strategies observed included application of multiple approaches to a problem or issue.
Yes No Not Applicable
Comment(s):
Strategies observed included formative, anonymous classroom assessments; questions to focus
lecture or discussion; summaries of class information, etc. Yes No No Not Applicable
Comment(s):
Comment(s).
Strategies observed included reference to assigned text.
Yes No Not Applicable
Comment(s):
Strategies observed included process demonstration:
(e.g., how to form research questions, how to center the clay, etc.)
(e.g., how to form research questions, how to center the clay, etc.) Yes No Not Applicable
(e.g., how to form research questions, how to center the clay, etc.)
(e.g., how to form research questions, how to center the clay, etc.) Yes No Not Applicable

Strategies observed included process task simulation, role-playing, etc.: (e.g., put the blood pressure cuff on your partner; debate the use of animals to test products for human consumption
from the prospective of)
Yes No Not Applicable
Comment(s):
Strategies observed included technology teaching aids: (e.g., film, television, overhead, PowerPoint slides, video, computer-assisted instruction, etc.)
Yes No Not Applicable
Comment(s):
Strategies observed included student use of technology: (e.g., word processing, internet research, email, discussion groups, educational software)
Yes No Not Applicable
Comment(s):
Other observations:
SECTION VI: EVALUATOR NOTES AND SUMMARY COMMENTS
Please check one and summarized below:
Satisfactory Needs Improvement Unsatisfactory
Please describe at least one observed teaching strategy and one delivery method observed. For example, what did you observe to indicate the instructor helped students apply new concepts/processes/skills? This is also the space for elaborating on the observation of instruction, noting strengths and suggestions related to the contract's standards for instruction and excellence in
working with students, including accomplishing the course outline and including a summary of Student Response to Instruction.
Summary Comments

Instructor' Name: _____ W # Please check one and summarized below: Needs Improvement Satisfactory Unsatisfactory I have read and received a copy of this Administrative Summary and Evaluation. Instructor signature: _____ Date: ____/____ Administrator signature: _____ Date: ___/___/___ * The instructor being observed has the right to append a statement to this Administrative **Summary and Evaluation.** Below is the space for the appropriate Administrator to provide a final summary and overall evaluation on Faculty based on:* (1) Applicable contractual faculty standards, including: • Fulfillment of collegial responsibilities (14F.3, 14G.4, 14H.3, 14I.3) • Excellence in working with students (15C.2) • Participate in program and subject area improvement tasks (15C.5c) • Meet deadlines and submittal of grades and Census Reports (15C.5d) Meet additional specific standards for instructional faculty (15C.6, 15C.7, 15C.8, 15C.9); Part-time Faculty member's participation in professional responsibilities as described below: 18I.7c.1 Participate in program and subject area improvement tasks such as creating and assessment of Student Learning Outcomes (SLOs), Service Area Outcomes (SAOs), Course Learning Outcomes (CLOs) and Program Learning Outcomes (PLOs), program review, and curriculum development. Summary Comments (Attach extra sheets if necessary)

SECTION VII: APPROPRIATE ADMINISTRATOR'S SUMMARY

Reference: Article 14B.3, 14F.2b, 14F.3, 14G.4, 14H.3, 14I.3, 15B.3, 15F.2a, 15F.2a2, 15G.2, 18I.1c – Faculty Collective Bargaining Agreement