SWC
SOUTHWESTERN COLLEGE

FULL-TIME FACULTY EVALUATION FORM O
ONLINE/HYBRID COURSES

FACULTY NAME:

COURSE AND SECTION NUMBER:

COURSE TITLE:

SCHOOL/SERVICE AREA: **DEPARTMENT:**

EVALUATOR'S NAME: **TITLE:**

WEEK OF INSTRUCTION*:   **# OF ACTIVE STUDENTS:**

*a week of instruction or the equivalent, as determined in consultation with the instructor

DIRECTIONS: Every item must contain specific comments including an example to illustrate the evaluator's point and suggestions for improvement if applicable. Each category includes a concise, descriptive prompt; however, the evaluator's comments are not limited to those descriptors. Shade the gradated evaluation scale in the most relevant numerical area.

OBSERVED WEEK OF INSTRUCTION* AND RELEVANCE TO COURSE OUTLINE:

COURSE MANAGEMENT SYSTEM (CMS) COMPONENTS BEING USED:

Annoucements	**Discussions**	**Assignments**	**Groups**
Quizzes/Tests	**Content Pages**	**Surveys**	
Other:			

INSTRUCTIONAL TECHNIQUES BEING USED:
Instructor-Created Materials (e.g. video lecture, webinar, document)

Videos	**Class Discussion**
Group Activities (collaborative learning)	**Content Collected from Other Sources**
Other:	**Self-Assessment/Reflection**
	Formative Feedback (e.g. assessing learning)

Select a rating that is most relevant from the drop down box.
8-10 = Strong / 6-7 = Competent / 4-5 = Marginal / 1-3 = Unsatisfactory

GOALS/OBJECTIVES:
Objectives for the week are clearly stated in the week of instruction*, are measurable, and connect to course objectives.
COMMENTS:

Check here if continued on Addendum

**EXPERTISE IN
SUBJECT AREA:**

Expertise is demonstrated through knowledge of content and effective selection and presentation of materials to facilitate learning. Content authored by the instructor and/or introduction to content collected from other sources demonstrates mastery of subject matter.

COMMENTS:

Check here if continued on Addendum

**ORGANIZATION OF
WEEK OF INSTRUCTION*:**

Structure of observed instruction supports student learning through clear organization that is easy to navigate. Content and activities flow in a logical progression, are accessed with minimal clicks, and are clearly labeled and arranged to facilitate student learning.

COMMENTS:

Check here if continued on Addendum

TEACHING METHODOLOGIES:

Activities are well suited to the online environment, student centered, and ask students to engage with content to facilitate learning. Technology is used appropriately and effectively.

COMMENTS:

Check here if continued on Addendum

COMMUNICATION AND RAPPORT:

In communication with students, instructor demonstrates respect and professionalism. Instructor provides an opportunity in the CMS for students to ask questions and receive helpful responses.
COMMENTS:

Click here if continued on Addendum

**DEVELOPMENT OF A
LEARNING COMMUNITY:**

Instructor fosters a sense of community in the online classroom through meaningful student-to-student interactions.
COMMENTS:

Click here if continued on Addendum

**REGULAR EFFECTIVE
CONTACT/INTERACTION:**

Instructor initiates interaction with students in the CMS throughout the week to discuss course content and determine that students are comprehending course material and participating regularly. The amount of contact is equivalent to a face-to-face section of the course (i.e. in a 3-unit course, the instructor provides 3 hours of contact). Methods of Regular Effective Contact include participating in online discussions, delivering online lectures or other instructional materials, posting weekly announcements, and giving timely feedback to students.

COMMENTS:

Click here if continued on Addendum

OVERALL ACTIVITY OBSERVATION SCALE:

SUMMARY EVALUATION:

Comments:

Click here if continued on Addendum

Evaluator's Signature: _____ **Date:** _____

Dean's Signature: _____ **Date:** _____

Dean's Comments (Optional):

_____
_____
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_____

Faculty Signature: _____ **Date:** _____

Faculty Comments (Optional):

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