

WEST VALLEY - MISSION COMMUNITY COLLEGE DISTRICT  
FORM B - Observations/Visitation Report


Date: \_\_\_\_\_

Semester/Year: \_\_\_\_\_ Date: \_\_\_\_\_ Department: \_\_\_\_\_

Observer: \_\_\_\_\_

Appraisee: \_\_\_\_\_ Observer: \_\_\_\_\_ Class/Activity: \_\_\_\_\_

Description of observation/visitation: Please provide a brief description of the type of observation/visitation and purpose/topics presented and discussed (e.g. class lecture or lab along with the topic(s), counseling appointment, or other non-instructional assignment).



Number of Students Enrolled \_\_\_\_\_ Number of Students Present \_\_\_\_\_

Based on your observation, appraise the faculty member on each of the following contractual criteria.

## Content and Instructional Quality

[illegible]

Observer's Comments:

**Inclusivity and Accessibility**

	Excellent	Above Average	Average	Below Average	Far Below Average	Not Observed
Demonstrates reasonable effort to ensure course, instructional, and any other student materials are accessible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrate an ability to adapt methodologies for students/clientele with special needs and different learning styles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Include multiple perspectives and diverse representation from varied racial, ethnic, sex, gender, sexuality, socioeconomic status, religion, ideology, age, and abilities in teaching, and course materials as appropriate to the assignment(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Observer's Comments

## Structure and Organization

	Excellent	Above Average	Average	Below Average	Far Below Average	Not Observed
Demonstrate evidence of careful preparation and organizational skills in area of assignment.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide clear assignments or directives to students and regularly inform students of academic standing in class.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Course management system includes course syllabus that includes the following (instructional assignments only). <ul style="list-style-type: none"> <li>a. Informs students of access to services and resources.</li> <li>b. Criteria as required by Title 5: SLOs, catalog description, and content are in alignment with course outline of record, instructor contact information, office hours, classroom procedures, requirements, and grading policies</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Observer's Comments

<b>Distance Education</b> (only complete for distance education assignments)	Excellent	Above Average	Average	Below Average	Far Below Average	Not Observed
Demonstrate regular substantive student contact for courses offered either fully or partially through Distance Education (Title 5 §55204).						
Regular and effective contact is established between instructor and learner, between learner and learner, and between learner and course material.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Links, software, programs, and tools for delivering the course content are current, active, functional, and easily operable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FAQs and/or information about where students can find academic and technical support are clearly visible and accessible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Assignments and activities include opportunities for students to collaborate (such as discussion boards or group project.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Observer's Comments

What are the faculty member's greatest observed strengths? Please give specific examples.

What are the faculty member's area for improvement or growth? Please give specific examples.

Please comment below on your overall observation and assessment of the appraisee. Add any additional comments or observations that were not included above.

\_\_\_\_\_  
Appraisee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Observer's Signature

\_\_\_\_\_  
Date