



Glendale Community College Academic Affairs
Evaluation Instrument is for Live Online, Online, Hybrid, or In Person

The purpose of this evaluation is to recognize the importance of continuous improvement of teaching and learning for student and faculty success. This evaluation presumes that the faculty member has shared with the evaluator their syllabus, the class objectives, and how what will be observed fits within the greater context of the course.

Subject/Number (e.g., ENG101) and Section Number: HES100			Evaluation Date: Feb 7, 2022				
Instructor Name: Erika Hopson			Evaluator Name: Lisa Lewis – Dept Chair				
Class Format (Live Online, Online, Hybrid, In Person): Hybrid							
Faculty member replied to pre-visit email:		☒ Yes	☐ No	Dual Enrollment Class:		☐ Yes	☒ No

- This evaluation instrument is structured as follows:
 - Preparation and Organization: 4 criteria
 - Delivery of Content: 2 criteria
 - Learning Environment: 3 criteria
 - Overall: best practices and innovation, strengths, suggestions for improvement, and action items for the evaluator
- Note: It is not intended for all areas listed in “Reviewed Areas” to be checked. The list is provided so that the evaluator can easily record where the criteria content was observed.

It is recommended that the evaluation of any faculty member be done in one of the following manners:

- A meeting (50 - 90 minutes) in which the faculty member provides a tour of a portion of their course based on the criteria found in this evaluation instrument. Approximately 5 - 7 minutes can be spent on each of the 9 criteria. The evaluator will check off the areas where the criteria was reviewed and provide observations.
- A mutually agreed upon time for the evaluator to sit in on an in person, live online (synchronized) or hybrid class for 50 - 90 minutes.
- It is suggested that the faculty member put the evaluator in their class as an observer and let them look through the course.
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Preparation & Organization

Criterion: 1 The course syllabus addresses all of the required elements per Administrative Regulations 3.6. Please comment on the overall appearance and length of the syllabus.	Observations: <i>Syllabus is well organized and contains all the required components.</i> ☒Yes ☐No	Reviewed Areas: (Check all that apply) ☐ GCC Syllabus Template ☐ MCCCD Administrative Regulations 3.6
Criterion: 2 Presentation of course material demonstrates preparation and organization.	Observations: <i>Class was all set up 5-10 min before class started – even on a day where Erika was coordinating a visit from 80 WestMec High School students. All props were out of the cabinet and spread around the room for the days activities (food boxes, labels, etc). Erika had her computer on and slides pulled up and ready to go as students were coming into class.</i> <i>Canvas site is extremely well organized and easy to follow.</i>	Reviewed Areas: (Check all that apply) ☒ Announcements/Objectives ☒ Classroom Lecture ☒ Course Modules ☒ Discussions: Online/Lecture ☐ Whiteboard Techniques ☐ Assignment ☐ Speedgrader ☐ Rubrics ☐ Canvas Inbox/Email ☐ Other:



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	☒ Exceeds ☐ Meets ☐ Needs Improvement ☐ Ineffective	
Criterion: 3 The instructor responds to students with encouragement and constructive feedback. <i>(Review can be of feedback to all students and/or individualized feedback)</i>	Observations: <i>Instructor calls on individual students by name. Always very positive and thanks them for contributing. Erika gives students a lot of encouragement to contribute to class activities and discussion.</i> Consider adding some feedback to the module quizzes to let them know you are looking over the grades and see how they are doing. Great use of rubrics on assignments. <input checked="" style="color: red;" type="checkbox"/>Exceeds ☐Meets ☐Needs Improvement ☐Ineffective	☐Announcements/Objectives ☒Classroom Lecture ☒Course Modules ☒Discussions: Online/Lecture ☐Whiteboard Techniques ☒Assignment ☒Speedgrader ☒Rubrics ☐Canvas Inbox/Email ☐Other
Criterion: 4 Utilizes a variety of teaching techniques aimed at engaging students.	Observations: <i>Multiple teaching techniques were used to target all learning styles...video's, Pear Deck slides, poll questions from student phones, pair and share, handouts. I enjoyed the variety of forms that the material was presented in. Keeps students engaged and 'connected' with the instructor during the lecture. With the phone polls through Pear Deck, even those quiet and hard-to-reach students can participate.</i> <i>Canvas modules have a variety of presentations – word documents (OER), video's, websites, copies of handouts given in class, variety of homework assignments to make sure all learning styles are covered.</i>	Reviewed Areas: (Check all that apply) ☐Announcements/Objectives ☒Classroom Lecture ☒Course Modules ☒Discussions: Online/Lecture ☐Whiteboard Techniques ☒Assignment ☐Speedgrader ☐Rubrics ☐Canvas Inbox/Email ☐Other:



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Delivery of Content

Criterion: 5 Instructor's command of subject matter is evident.	Observations: Excellent! Always willing to share personal examples. Provided evidence-based material to the students. Erika does a good deal of research out of class to find current material and presents it so students can apply it to their everyday lives. ☒ Exceeds ☐ Meets ☐ Needs Improvement ☐ Ineffective	Reviewed Areas: (Check all that apply) ☐ Announcements/Objectives ☒ Classroom Lecture ☒ Course Modules ☐ Discussions: Online/Lecture ☐ Whiteboard Techniques ☐ Assignment ☐ Speedgrader ☐ Rubrics ☐ Canvas Inbox/Email ☐ Other
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Criterion: 6 The instructor provides a meaningful and relevant discipline based context to student learning.	Observations: Everyday examples were given so students could relate. All information was evidence-based. Poll questions and class activities aligned with the lecture material.	Reviewed Areas: (Check all that apply) ☐ Announcements/Objectives ☒ Classroom Lecture ☐ Course Modules ☒ Discussions: Online/Lecture ☐ Whiteboard Techniques ☒ Assignment ☐ Speedgrader ☐ Rubrics
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Learning Environment

Criterion: 7 Creates a pleasant, positive, cooperative academic atmosphere.	Observations: <i>Always positive and supportive. Erika is willing to work with students at their level of learning and will always do her part to make sure students succeed – they just have to be willing to meet her half way.</i> <i>Erika does a great job of welcoming students to class by name and always thanks them for coming and participating.</i> ☒ Exceeds ☐ Meets ☐ Needs Improvement ☐ Ineffective	Reviewed Areas: (Check all that apply) ☐ Announcements/Objectives ☒ Classroom Lecture ☐ Course Modules ☐ Discussions: Online/Lecture ☐ Whiteboard Techniques ☐ Assignment ☐ Speedgrader ☐ Rubrics ☐ Canvas Inbox/Email ☐ Other
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Criterion: 8 Interaction between instructor and students encourages critical thinking, learning and reflects an engaging learning environment.	Observations: <i>Pulls students into the lecture through interaction and discussions. Interacts individually and with the group well. Students all seemed to stay engaged and interested throughout the lecture and activities.</i>	Reviewed Areas: (Check all that apply) ☐ Announcements/Objectives ☒ Classroom Lecture ☐ Course Modules ☒ Discussions: Online/Lecture ☐ Whiteboard Techniques ☐ Assignment ☐ Speedgrader ☐ Rubrics
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Criterion: 9 Methods of presentation and activities are effective and appropriate.	Observations: This is a small class that has several students that are ESL students and very quiet. This makes for a very challenging course, especially for a class that requires a lot of dialogue and interaction. By using multiple methods of presenting the course material, Erika is giving those students every opportunity to learn the material and interact with classmates.	Reviewed Areas: (Check all that apply) ☐ Announcements/Objectives ☒ Classroom Lecture ☐ Course Modules ☒ Discussions: Online/Lecture ☐ Whiteboard Techniques ☒ Assignment ☐ Speedgrader ☐ Rubrics ☐ Canvas Inbox/Email ☐ Other
	☒ Exceeds ☐ Meets ☐ Needs Improvement ☐ Ineffective	

Overall

Noted Innovations and/or Best Practices: Pear Deck

Strengths: Clear communication, very positive and approachable; great use of technology; canvas course is extremely organized and student-friendly

Suggestions for Improvement: Keep thinking out of the box to engage your students. You do an amazing job!



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Action Items for the Evaluator:

Comments of Instructor (Optional)

Date of Conference: _____

Signature of Evaluator: _____

Signature of Instructor: _____