

College in the Schools Faculty Site Visits and Instructor Self-Assessments

Purpose

A [CIS faculty site visit](#) is one way that the program ensures that the U of M course taught in the high school is the same as, or comparable to, the course taught on the U of M campus. The National Alliance for Concurrent Enrollment Partnerships (NACEP) requires faculty site visits for College in the Schools' accreditation and states that the faculty coordinator, representing the department associated with the course, makes a site visit "to provide discipline-specific verification of the course as the college/university course." A site visit also provides "an opportunity for collegial interaction" between the faculty coordinator and the teacher and "allows the faculty to observe course delivery, student discourse and rapport." It is an opportunity for faculty to connect with teachers regarding course content, collegiate pedagogy and student learning.

Frequency

Faculty coordinators are required to make a classroom observation at least once during a teacher's first year teaching the course, and thereafter on a three year cycle. Additional site visits may be made for a variety of reasons including observation of multiple types of pedagogy, student performance, mentoring, and to provide lectures and/or lessons directly to students.

Instructor self-assessment

To maximize the value of the site visit, CIS asks the faculty coordinator to contact the teacher with the following questions in advance of a site visit. The intent is to provide the teacher with time to reflect and write responses, and return these to the faculty coordinator 2-3 days before they meet.

- What is your greatest pedagogical challenge in teaching this class?
- What are the logistical or administrative issues you are dealing with this term?
- Describe the dynamics of this class. Are there any classroom management issues?
- What else would you like the faculty coordinator to know before s/he makes a site visit to your class?

Reporting

CIS faculty coordinators and faculty coordinator assistants are asked to include, at a minimum, the information requested on the observation report summary on the next page.

Use MyCIS for all site visit reporting and document collection. [Site visit report upload instructions](#) are available in the CIS Welcome Site.

Reimbursement

Mileage reimbursement can be requested using Chrome River. See the [CIS Welcome Site](#) for more information.

College in the Schools Faculty Site Visit/Observation Report

Note: Use the tab key to move between questions. To select a check box, tab to your selection and hit the spacebar, or simply select your option using your mouse.

Visit date: Enter date.

Your name: Click here to enter text.

Title/Dept: Click here to enter text.

School: Click here to enter text.

CIS instructor: Click here to enter text.

U of MN course observed (please include course number): Click here to enter text.

Indicate the type of site visit:

- ☐ Pre-application Observation
- ☐ Provisional Site Visit
- ☐ Classroom observation

Additional components:

- ☐ Gave class lecture or presentation
- ☐ Visited with administrator(s)
Name of administrator(s): Click here to enter text.

1. Briefly summarize what took place during the visit; such as, class activities or a rough breakdown by percentage of how much time was spent lecturing, how much on student centered activities, etc.

Click here to enter text.

2. Describe the classroom atmosphere and student behaviors such as peer interaction, level of discourse, and rapport with the instructor. How were these representative of a University classroom?

Click here to enter text.

3. Describe content covered and teaching methodologies implemented. Note the instructor's strengths.

Click here to enter text.

4. Provide feedback to more closely align the high school section with U of M pedagogy, content and/or assessments. Indicate resources or suggestions for teaching these concepts in the future.

Click here to enter text.

5. Describe representative comments or remarks from students regarding the course.

Click here to enter text.

6. Did the class observation spur additional insights for you?

Click here to enter text.

Observation follow-up, feedback, concerns, and additional support

Click here to enter text.

Discussion of the class observation took place on the following date:

Enter date.

- ☐ On-site discussion following the observation
- ☐ Written documentation
- ☐ Communicated by telephone

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