

Online Observation Evaluation Form

Instructor		Date		
Course Title	Course Prefix and Number		Section Number	
Department Heads will review two modules or weeks of material as well as instructor profile, announcements, and gradebook.				
Course Design		Yes	No	N.I.
The instructor follows the design template recommended by Distance Learning.				
<ul style="list-style-type: none"> • Use of the approved college template • Module design limits vertical scrolling • Each module is labeled • Instructor follows consistent course design • Unused modules are hidden from students • All web links are active • Textbooks/eBooks or all external tools are integrated in Moodle 		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Course Information and Introduction		Yes	No	N.I.
The instructor establishes and maintains:				
<ul style="list-style-type: none"> • Simple Syllabus is available • Course Calendar with due dates must be readily available • Start Here section is available • Learning objectives are listed for each module • Enrollment Verification activity is available • Icebreaker Assignments are available • Instructor provides a personalized welcome (in text or video format) 		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Course Content		Yes	No	N.I.
Course content in the modules observed:				
<ul style="list-style-type: none"> • Course materials and lectures are labeled • Course materials and lectures relate to course/lecture objectives • Video lectures and/or instructor produced lecture materials are accurate and enhance the course content • Assessments directly connect content to course objectives • ProctorTrack or alternative online assignment is available (online courses only) 		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Yes = Standard is met
 No = Standard is not met
 N. I. = Needs Improvement

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Assessments	Yes	No	N.I.
The instructor follows the substantive and regular interaction policy.			
Assessments: <ul style="list-style-type: none"> • Directly relate to course learning objectives • Are meaningful and relevant to the learning outcomes • Promote student interaction • Are well written with clear expectations • Promote critical thinking and problem solving 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Instructor Engagement	Yes	No	N.I.
The instructor:			
<ul style="list-style-type: none"> • Participates in the course multiple times a week • Maintains a gradebook; assignments are graded in a timely manner • Provides students with substantive feedback on assignments • Provides feedback in Moodle • Posts weekly announcements including, “work due” and a minimum of one instructional announcement either, written, video or audio • Consistently posts announcements in the “Announcements Section” • Provides additional substantive content in weekly forums for students • Fosters student engagement • Promotes study skills or success tips for the course • Models’ effective communication with students by using appropriate and professional language. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Labs: (if applicable)	Yes	No	N.I.
Lab content in the modules observed:			
<ul style="list-style-type: none"> • Matches the material covered in the corresponding course • Video lectures and/or instructor produced lecture materials are accurate and enhance the course content. • Assessments directly connect content to course objectives • Use of purchased labs, simulations, etc. directly correspond to the course and are set up and clearly labeled in Moodle. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Department Head Comments: *Department heads should address any standards not met.*

Faculty Signature

Date

Department Head Signature

Date