

## Process for Conducting an Online Class Observation

A very brief summary of this process is provided below. Observations of full-time faculty will be used to inform their annual performance appraisal. Observations of adjunct faculty may be conducted by the associate dean/director or a trained faculty observer and will be used to inform their biennial appraisal.

<b>Access Canvas Course</b>	Secure TA access to class Use class observation form to guide the independent evaluation
<b>Meet with Faculty (F2F or Zoom)</b>	Conduct a walkthrough of the course with the instructor Identify areas of strength and potential opportunities for improvement Discuss resources and means of support for the instructor
<b>Complete Class Observation Form</b>	Provide the completed form to the instructor for their comments and signature Upload the completed form to Workday

### Protocol for Online Class Visit

- Observer will inform the instructor of the start date for the observation. The associate dean/director will request from WebServices access to the course shell as a TA.
- The associate dean/director or faculty observer will use the Online Class Observation form to guide the evaluation of the course.
- The associate dean/director or faculty observer may arrange a time to review the course shell together, either in a F2F or Zoom visit.
- The observer will point out areas of strength and examples of the application of best practices. The observer will also discuss opportunities for improvement, keeping in mind the importance of establishing the standards of outstanding course delivery expected of Collin faculty.
- Guide the instructor to professional development that may be warranted and assist the instructor in identifying appropriate resources.
- Evaluative data, summaries, and recommendations should be captured on the Online Class Observation form. Once the form is completed, the observer will submit the observation in Workday. The faculty member will be afforded the opportunity to review the information, provide their own comments, and acknowledge the observation in Workday where the observation document will be stored and accessible at any time.

Note: Please note that it is NOT the intent of this process that supervisors be granted long-term access to a course for evaluation for an extended period of time (e.g. a month or an entire semester). Online class visits should be conducted in a well-defined time frame so that feedback is provided in a timely manner and any necessary adjustments that are agreed to with the faculty member can be made or incorporated into the course quickly.