



Distance Education Faculty Evaluation Packet

This packet is designed to assist you in completing the process of faculty evaluations per FARSCCD contract, Article 8.

Distance Education Faculty Evaluation Criteria

Title 5, Section 55202 - The same standards of course quality shall be applied to any portion of a course conducted through distance education as are applied to traditional classroom courses.

Title 5, Section 55204 - In addition to the requirements of section 55002 and any locally established requirements applicable to all courses, district governing boards shall ensure:

Any portion of a course conducted through distance education includes regular effective contact between instructor and students, through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, correspondence, voice mail, e-mail, or other activities. Regular effective contact is an academic and professional matter pursuant to sections 53200 et seq.

Regular Effective Contact Guidelines:

Recognizing that a student-centered pedagogy increases student achievement and improves learning outcomes, a well-established policy of regular and effective contact will be derived from the methods from each of the three categories listed below, as applicable:

Faculty Guided Interaction:

- Faculty-Initiated Announcements
- Begin class with instructor-guided introductions, syllabus, and assignments
- Design weekly or monthly assignments and projects that reflect the course outline of record and departmental guidelines
- Assign questions / discussions in the discussion boards/blogs/chat rooms which encourage critical thinking skills and promote interaction among all course participants
- Grade or participate regularly in discussion activities
- Monitor activity meter to ensure that students participate
- Create a specific forum for questions regarding course assignments

Frequency of Interaction:

- Establish guidelines for frequency of contact that are the same as in the face-to-face classroom in asynchronous and/or synchronous mode
- Declare response time for student questions and/or assignment feedback
- Maintain an active presence, particularly during the beginning weeks of a course
- Give frequent and substantive feedback throughout the course
- Clear Expectations for Interactions
- Specify course policy in the syllabus regarding frequency and timeliness of all contact initiated by the instructor
- Explain course policy regarding student-initiated contact
- Clarify important dates, such as assignment and assessment deadlines

Tools for Effective Contact:

- Course Announcements
- Personalized Feedback via grading and Discussion Board
- Discussion Boards (e.g., question and answer forums)
- Collaborative Projects (Blogs, Discussion Board)
- Instructor-Created Modules/Units
- Lectures
- Podcasts
- Webinars
- Virtual Office Hours
- Email
- Private Messaging – Email/Chats
- And other methods, not listed here, as deemed appropriate by the instructor.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Faculty Observation Report for Online Classes

Faculty Member's Name: _____
(Please print)

Date: _____
(Date of observation)

Faculty Member's Employee ID #: _____

Semester: _____

Class/Assignment: _____

I. Demonstrates professional knowledge in his/her field for preparation/instruction:	<u>Check one:</u> Does not meet expectations* ____ Meets expectations ____
--	--

II. Utilizes appropriate materials, methods and techniques for effective instruction:	<u>Check one:</u> Does not meet expectations* ____ Meets expectations ____
---	--

III. Communicates ideas, instructions, assignments, and other presentations in a clear, organized and effective manner; is responsive to students needs and requests:	<u>Check one:</u> Does not meet expectations* ____ Meets expectations ____
---	--

Strengths Observed (Narrative Required):	
--	--

Suggestions for Improvement (Narrative Required):	
---	--

* Comments regarding performance that does not meet expectations should include specific citations of weakness and specific recommendations for improvement.

Overall Observation: ____ Meets Expectation ____ Does Not Meet Expectations

Evaluator (please print): _____

Date: _____

Signature: _____

Faculty Member (please print): _____

Date: _____

Signature: _____

Administrator: _____

Date: _____

Signature: _____

Note: Evaluatee's signature does not imply agreement. It is merely an acknowledgement that the complete report has been read and a copy received. Within fifteen (15) working days of receipt of this evaluation report, the evaluatee may also submit a written statement to be filed with this evaluation report. Attach additional sheet if necessary.