**GROSSMONT/CUYAMACA COMMUNITY COLLEGE DISTRICT**

 **PEER/MANAGER**

 **ONLINE INSTRUCTOR EVALUATION**

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| Instructor:       | Course:       | Date:       |

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| Evaluation statement prepared by:       |

**Categories for evaluation are based on the official *Job Description* and include the following:**

**A. Subject Matter Mastery**

Command of subject matter

 Communication of subject matter

**B. Organizational Skills**

 Preparation for class

 Relationship of content to course objectives

**C. Teaching Skills \*Online Examples Attached**

 Teaching methods used

 Responsiveness to students

 Availability to students

 Classroom climate created

 Awareness of student differences

 All materials required of, and provided to, students are ADA & FRA Sect. 508 compliant

**D. Professional Skills**

 Evidence of professional growth

 Quality of professional relationships

 Department, Division, College and District requirements are followed

 Related duties as specified in the official *Job Description*

**COMMENTS/SUGGESTIONS**

The instructor meets the standards for employment at this institution.

Strongly Agree 5[ ]  4.5[ ]  4[ ]  3.5[ ]  3[ ]  2.5[ ]  2[ ]  1.5[ ]  1[ ]  Strongly Disagree

**RECOMMENDATIONS: The Collective Bargaining Agreement  (sections 5.6.2.14, 5.7.5.1, 5.8.5.1) states that IF recommendations are made by the evaluator(s), a written response to these recommendations is required by the evaluee and that response must be submitted to the appropriate dean within ten working days of receipt of the Summary Report**.

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|       |  |       |
| Evaluator |  | Date |

**C. Examples of Online Teaching Skills\***

* The instructor knows and understands current effective practices for online teaching that support student success, and can apply that knowledge to the design and implementation of his/her course. EXAMPLES:
	+ The instructor can cogently discuss barriers to and support of student success within the online environment;
	+ The syllabus and/or course materials include explicit policies and procedures, such as a communication policy, that address and support regular and effective contact;
	+ The instructor incorporates tools and/or strategies to assist student readiness for online success.
* The instructor effectively uses a range of technologies tools both within and outside of the Learning Management System that support student learning and engagement to meet the Title 5 requirements for regular and effective contact hours. EXAMPLES:
	+ The instructor incorporates tools that meet the content demands of the course;
	+ The instructor uses a variety of tools for communicating with students, delivering content, assessing student learning, and analyzing effective teaching;
	+ The instructor incorporates a variety of tools to meet various learning needs of his/her students.
* The instructor knows and understands the value of active learning, participation, and collaboration

within the online classroom, and applies this knowledge to the design of his/her course. EXAMPLES:

* + The instructor incorporates a variety of tools that support interaction and community;
	+ The instructor promotes active learning through collaborative activities;
	+ The instructor facilitates and monitors appropriate student-student interactions;
	+ The instructor fosters an environment that welcomes and engages each individual learner
* The instructor knows and understands the importance of teacher student communication, and applies this knowledge in various ways within the course environment to meet the Title 5 requirements for regular and effective contact hours. EXAMPLES:
	+ The instructor uses a variety of tools for contacting students;
	+ The instructor models and facilitates appropriate communication;
	+ The instructor sets clear expectations through course policies and well written assignments with rubrics;
	+ The instructor provides timely and useful feedback.
* The instructor knows, understands, and facilitates legal, ethical, and safe technology use. EXAMPLES:
	+ The instructor knows and follows guidelines for fair use, copyright, and acceptable use;
	+ The content, grading, and feedback comply with FERPA guidelines;
	+ The instructor discusses and incorporates Netiquette within the course.
* The instructor knows and understands the implications of the Americans with Disabilities Act and Sect. 508 of the Federal Rehabilitation Act, and ensures that course material is accessible. EXAMPLES:
	+ The instructor provides a link to campus services, and/or discusses available services with the course;
	+ The instructor includes accessible material, including multi-media;
	+ The instructor is aware of accessibility issues with the Learning Management System (LMS).
* The instructor is able to arrange media and content that supports student learning, success, and progression through the course and to meet the Title 5 requirements for regular and effective contact hours. EXAMPLES:
	+ The instructor explains to students how they should proceed through the course;
	+ The instructor appropriately and effectively uses tools within the LMS;
	+ The instructor can create and modify content within the LMS

 \*This is not a check list; it is a list of suggestions that may be beneficial regarding each teaching skill listed

 in Category C.