

# **CCD Faculty/Instructor Observation Report**

Observation of teaching is a valuable tool in supporting student learning and success. Community College of Denver (CCD) provides colleagues an opportunity for mutual learning, collaboration and continuous growth. This observation process is designed to provide constructive feedback and create space for dialogue about techniques and practices of effective teaching.

Instructions: The observation report contains three parts: (1) pre-observation questions, (2) classroom observation, and (3) post-observation meeting.

### Part 1: Pre-observation questions

(To be completed by the faculty/instructor and sent to the observing faculty/instructor/supervisor prior to their observation)

Name: \_\_\_\_\_Course Number/Section: \_\_\_\_\_

Have you taught this course before?	Yes	No
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Modality: \_\_\_\_\_

- 1. What content will you be covering and what is the learning outcome for the session?
- 2. Describe what learning activities the students will engage in during the session. For example, lecture, student presentation, small group work, laboratory or clinical.
- 3. At the conclusion of the session, how will you know the learners have learned what you planned to teach them?

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- 4. What is one aspect of your teaching (pedagogy, presentation, student engagement, organization) that you want to receive specific feedback on from this observation session?
- 5. Is there any additional information the observer should know about the class before the observation?

### Part 2: Observation

Observer: \_\_\_\_\_ Number of Students: \_\_\_\_\_ Date/Time: \_\_\_\_\_

- 1. Content: Discuss the instructor's command and knowledge of the subject matter.
- 2. Organization: Discuss how the learning session was organized, including evidence of preparation, stated objectives of the session, and effective use of time.
- Learning Climate: Comment on the tone of the class. Describe how the instructor demonstrates engagement with individual students (i.e. personal culture, gender differences, ability) and responds appropriately to foster a non-threatening learning environment.

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4. Student Learning: Please comment on items related to learner's active involvement/ engagement, small group dynamics, individualized instruction, culture/emphasis on learning from mistakes, problem solving.

#### **Part 3: Post-Observation Meeting**

The observer and observee should discuss the following:

- 1. How the learning session went
- 2. The teacher's strengths and areas for growth
- 3. Examples of learner engagement and participation
- 4. Examples of student demonstration of learning

Additional Feedback/Comments (include feedback from Part One):	
Observer Name (Print):	_ Date:
Observer Signature:	
Faculty/Instructor Name (Print):	_Date:
Faculty/Instructor Signature:	

\*Signature does not signify agreement with the comments of the observer, but only that the faculty understands the comments.

Revised: 02/24/2021