



# Coastal Bend COLLEGE

## CLASSROOM OBSERVATION & INSTRUCTIONAL ASSESSMENT INSTRUMENT

This form is designed to be completed by assigned CBC peer, Coordinator, Assistant Director, Director, or Dean for the purposes of instructional assessment. All full-time faculty assessments must be completed by an Instructional Director or Dean.

Date of Observation	1-18-17	Evaluator	Normi Aguilar
Course ID Number	DFT 1317	Title	Arch Drafting Residential
Evaluation Site	BV <input checked="" type="checkbox"/> AL <input type="checkbox"/> KV <input type="checkbox"/> PL <input type="checkbox"/>	High School (name)	
Instructional Delivery Mode	<input checked="" type="checkbox"/> FACE TO FACE	<input type="checkbox"/> DISTANCE LEARNING	
Name of Instructor Assessed	Jack Young		

Assessment strategy: Concisely and accurately describe listed observations. Use back of sheet if needed.

1. TOPIC OF DISCUSSION OR NATURE OF ACTIVITY OBSERVED:

<input type="checkbox"/> Superior	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Needs Improvement *	<input type="checkbox"/> Not observed
-----------------------------------	-------------------------------------	--	---------------------------------------

\*required documentation

Blueprint - how to measure doors for handicap  
min 2'8" prefer 3' ft.

2. INSTRUCTIONAL STYLE (E.G. LECTURE/DISCUSSION, DEMONSTRATION, STUDENT ACTIVITIES):

<input type="checkbox"/> Superior	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Needs Improvement *	<input type="checkbox"/> Not observed
-----------------------------------	-------------------------------------	--	---------------------------------------

\*required documentation

Lecture - Showing drawing on square footage  
and door measurement to restroom

3. CLASSROOM CLIMATE (E.G. INSTRUCTOR/STUDENT INTERACTION, RESPONSES, LEARNING ENVIRONMENT):

<input type="checkbox"/> Superior	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Needs Improvement *	<input type="checkbox"/> Not observed
-----------------------------------	-------------------------------------	--	---------------------------------------

\*required documentation

Textbook: Residential Design, Drafting Detail

4. A. LAB CLIMATE (E.G., INSTRUCTOR/STUDENT INTERACTION, RESPONSES, LEARNING ENVIRONMENT):  
Note: this question is directed at classes with required labs and may be skipped by Evaluator if not applicable.

<input type="checkbox"/> Superior	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Needs Improvement *	<input checked="" type="checkbox"/> Not observed
-----------------------------------	-------------------------------------	--	--

\*required documentation

---

---

---

---

---

---

---

---

B. LABORATORY SITE ASSESSMENT

<input checked="" type="checkbox"/> Lab approved for instruction	<input type="checkbox"/> Lab not approved for instruction*(list reasons below)
--	--

\*required documentation

---

---

---

---

---

---

---

---

5. KNOWLEDGE OF SUBJECT MATTER:

<input checked="" type="checkbox"/> Superior	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Needs Improvement *	<input type="checkbox"/> Not observed
--	-------------------------------------	--	---------------------------------------

\*required documentation

---

---

---

---

---

---

---

---

6. FURTHER COMMENTS AND OBSERVATIONS:

---

---

---

---

---

---

---

---

Coastal Bend College

2020

VISION 2020 Keeping Student Success In Sight

### Full-Time Faculty Evaluation

Evaluator: Noemi Aguilar

Employee Name: Jack Young

Evaluation Period: 2016-2017

Date of Evaluation: January 18, 2017

This tool is based on the current job description for Full-Time Academic/Workforce Faculty.

Items in red will be used to determine eligibility for the 2019 SACSCOC 5 Year Interim Report bonus incentive.

Expectations/Job Duties	Yes	No	Comments (NA where appropriate)
<b><u>Mastery of Subject Matter:</u></b>			
Demonstrates a thorough and accurate knowledge of the field or discipline.	✓		
Possess appropriate educational/professional credentials to teach in field or discipline.	✓		
Connects subject matter with related fields.	✓		
Maintains proficiency in subject matter through professional development.	✓		
<b><u>Teaching Performance:</u></b>			
Respond to student inquiries in a timely manner.	✓		

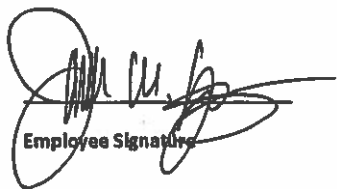
Plan and organize instruction in ways which maximize student learning.	✓		
Effectively employ teaching and learning strategies.	✓		
Modify instructional methods and strategies to meet diverse student needs.	✓		
Follow division-approved standardized curricula and syllabi.	✓		
Effectively employ available instructional technology when appropriate.	✓		
Encourage the development of communication skills and higher order thinking skills through appropriate assignments.	✓		
Effectively communicate subject matter content to student.	✓		
Contribute to the selection and development of instructional materials.	✓		
<b><u>Evaluation of Student Learning:</u></b>			
Establish and adhere to cogent learning outcomes.	✓		
Develop and use evaluation methods which fairly measure student progress toward outcomes.	✓		
Evaluate and expeditiously return student work to promote maximum learning.	✓		
Maintain accurate records of student progress.	✓		
Post all academic contacts with students in the College's learning management system.	✓		
Participate in Institutional Effectiveness by assessing course	✓		

<p>outcomes and Student Learning Outcomes (SLOs) and reporting them after each instructionally aligned time line.</p> <p>Submit quarterly and final grade rosters and supporting documents according to established deadline.</p> <p>Inform students of student evaluations forms including open and close dates, website, etc.</p> <p>If teaching via Distance Learning Video Conferencing, faculty member rotates to all four sites at least once a semester to meet the students face-to-face.</p>	<p>✓</p> <p>✓</p>	<p>Quarterly grades sometimes not turned in on time.</p> <p>Not for drafting courses since taught in Beeville only and Galveston HS, But does for BCIS.</p>
<p><b><u>Support of College Policies and Procedures:</u></b></p> <p>Maintain familiarity with and adheres to College Policies and Procedures.</p> <p>Maintain and post regular office hours to ensure accessibility to students/colleagues.</p> <p>Provide support to part-time (adjunct and dual-enrollment) faculty and ensure they follow division-approved standardized curricula and syllabi.</p> <p>Serve as a faculty mentor to part-time (adjunct and dual-enrollment) faculty and provide them with support and a point of contact.</p> <p>Maintain regular office hours to ensure accessibility to students/colleagues, and is available for a minimum of 10 office hours per week.</p> <p>Prepare, distribute, and submit syllabi and approved course outlines for all assigned sections in accordance with program, division and college procedures.</p> <p>Assure confidentiality.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>Trains faculty to teach BCIS and drafting classes.</p>

<p><b><u>Participation in College, Division, and Program Activities as assigned:</u></b></p> <p>Serve on college, divisional, and program committees, teams, and task forces.</p> <p>Assist directors and/or assistant directors and/or coordinators with the development of course scheduling by the due dates.</p> <p>Attend meetings, professional development days, in-service, graduations, and other events as required by the college administration.</p> <p>Participate in professional activities which contribute to the educational goals of the College and its constituents.</p> <p>Respond in a timely fashion to information requests from college and division administrators and/or coordinators.</p> <p>Foster and maintain effective working relationships with students, colleagues, and supervisors.</p> <p>Assist the director and/or assistant director and/or coordinator in developing, reviewing, and revising curriculum.</p> <p>Work with director and/or assistant director and/or coordinator regarding program reviews for their area, and submit them by due date.</p> <p><b><u>Workforce Faculty:</u></b></p> <p><u>Submit</u> program updates for weekly report at least once a Month.</p> <p>Work on meeting program goals that were set at the beginning of each academic year. Two Reports per semester updating</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>	<p>Has submitted</p>

progress must be reported to the directors of your unit per semester (1<sup>st</sup> report due at mid-term, and 2<sup>nd</sup> report due by end of finals).

General Comments:



Employee Signature

1/19/17  
Date



Supervisor Signature

1/18/17  
Date