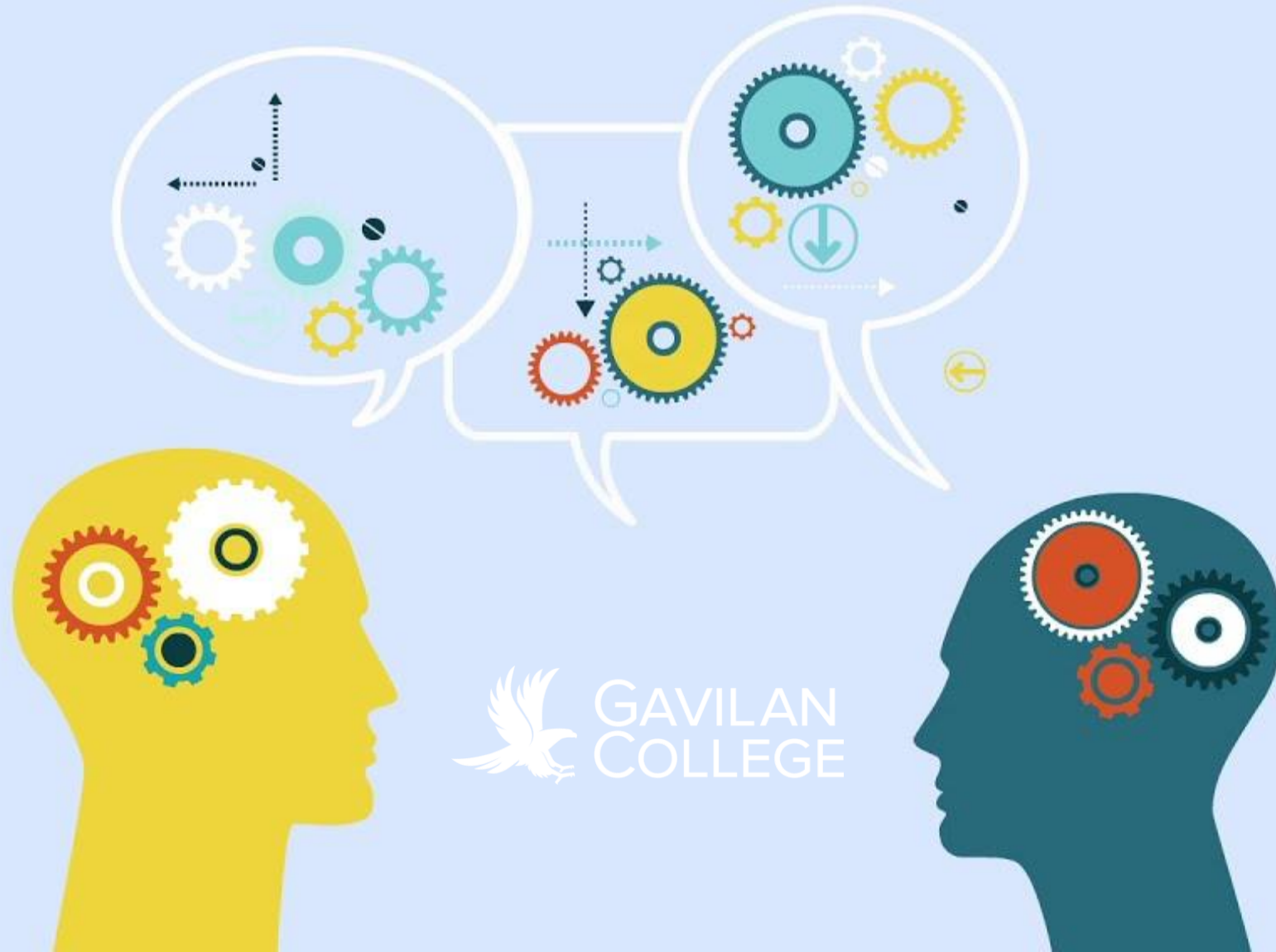


# Peer Observation Training

## Fall 2025



# Purpose Of the Faculty Evaluation (Rob)

19.1.1	To measure the <b>effectiveness</b> of faculty performance, <b>identify those areas needing improvement, and provide assistance for improved faculty performance.</b>
19.1.2	<b>To encourage continued growth in teaching and learning,</b> campus and departmental relationships, and participation in the College governance.
19.1.3	To ensure compliance with District, State, and Federal accreditation policies and standards.
19.1.4	To provide reasonable criteria for granting reappointment and/or permanent and continuing status

# What is Good Teaching? (Rob)

In the chat, please briefly write your definition of good teaching?

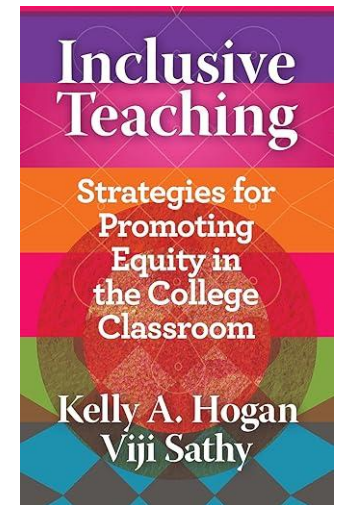
Maybe include some specific examples of good teaching you have seen or experienced.

## Core Principles of Good Teaching

- ✓ **Active Learning** – Engage students with discussions, problem-solving, and hands-on activities.
- ✓ **Clarity & Structure** – Clearly outline learning objectives, expectations, and steps for success.
- ✓ **Equity & Inclusion** – Create an environment where all students feel valued and supported.
- ✓ **Real-World Connection** – Tie lessons to students' lives, careers, and societal needs.
- ✓ **Feedback & Reflection** – Offer timely feedback and encourage self-assessment.

## Resources for Faculty

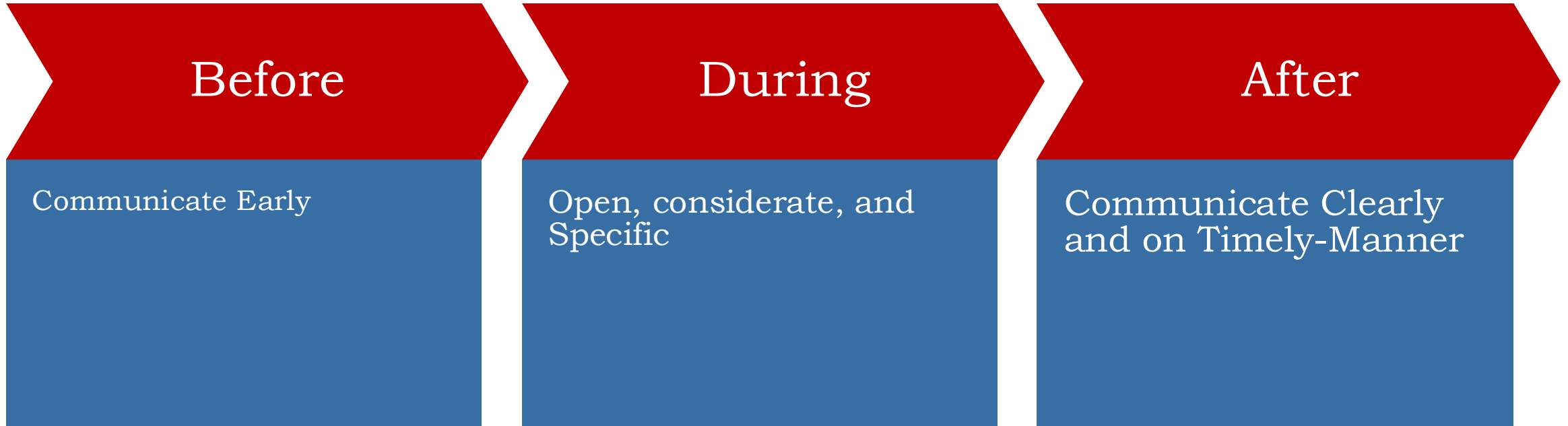
- [Community College Research Center – Columbia College](#)
- [Inclusive Teaching: Strategies for Promoting Equity in the College Classroom](#)
- <https://knowlesteachers.org/kaleidoscope/makes-good-teaching#:~:text=Good%20teaching%20gets%20students%20to,but%20often%20the%20work%20goes>
- [4.0 Best Practices "Observation" Sample](#)





**Open Discussion**

# 3 Stages in the Observation (John)



# Differences Between Modalities (Scott)

<https://www.gavilan.edu/staff/fplc/docs/Best-Practices-Observation-Form-Sample-Suggestions.pdf>



**Open Discussion**

# Teaching and Learning

Home > Staff Information > TLC

## Teaching and Learning Center

[Request Help](#)

[iLearn Login](#)

[TLC Reservation](#)

### TLC Office Hours

#### 2025 Spring Semester:

- Sabrina Lawrence, DE Coordinator  
M-F 9am-3pm or other times by appt. Please email me to meet in my [Virtual Office](#).
- Peter Howell, DE Technologist  
M,W,F 10am-12pm or by appt. [Virtual Office](#)

For specific how-to's, please see our iLearn help pages or

[Workshop Recordings](#)

[GOTT Course Descriptions](#)

[Online Course Evaluation  
Rubric](#)

# OEI Rubric (Peter)

[gavilan.edu/staff/tlc](http://gavilan.edu/staff/tlc)

A thorough examination of all aspects of an online class – both technical and instructional.

A useful guide during evaluation.

# ACCJC RSI Rubric

In-depth look at all types of ***interaction***.

(regular and substantive interaction)



# OEI Rubric

- A. Content Presentation
- B. Interaction
- C. Assessment
- D. Accessibility



## ACCJC RSI Rubric

- Direct Instruction
- Feedback
- Group discussion
- Other opportunity for interaction
- Progress reporting

# Good Teaching hasn't changed

- ...although it might look different
- Look for effective teaching
  - **Presentation**
  - **Assignments**
  - **Assessment**
  - **Interaction**



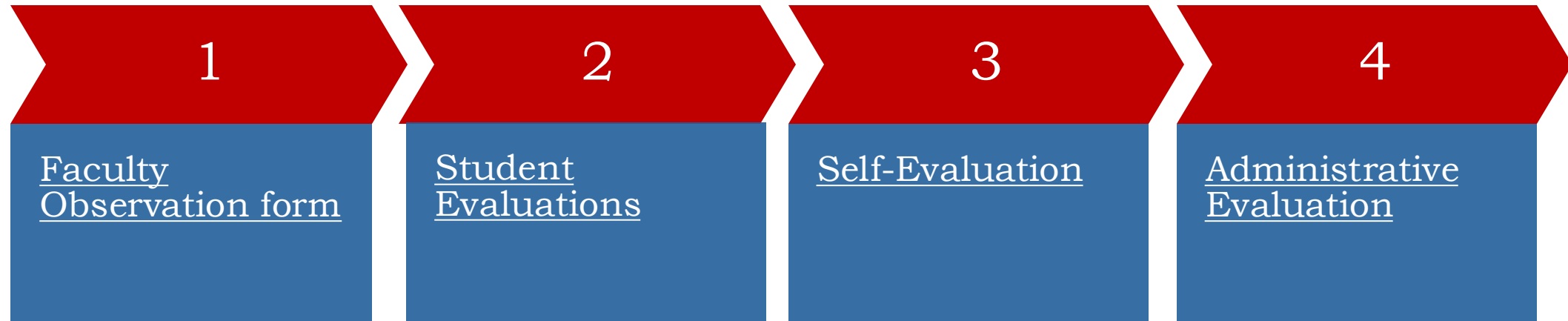
[More on online  
course evaluation...](#)



**Open Discussion**

The **PROCESS** 

# Evaluation Components (Moaty)

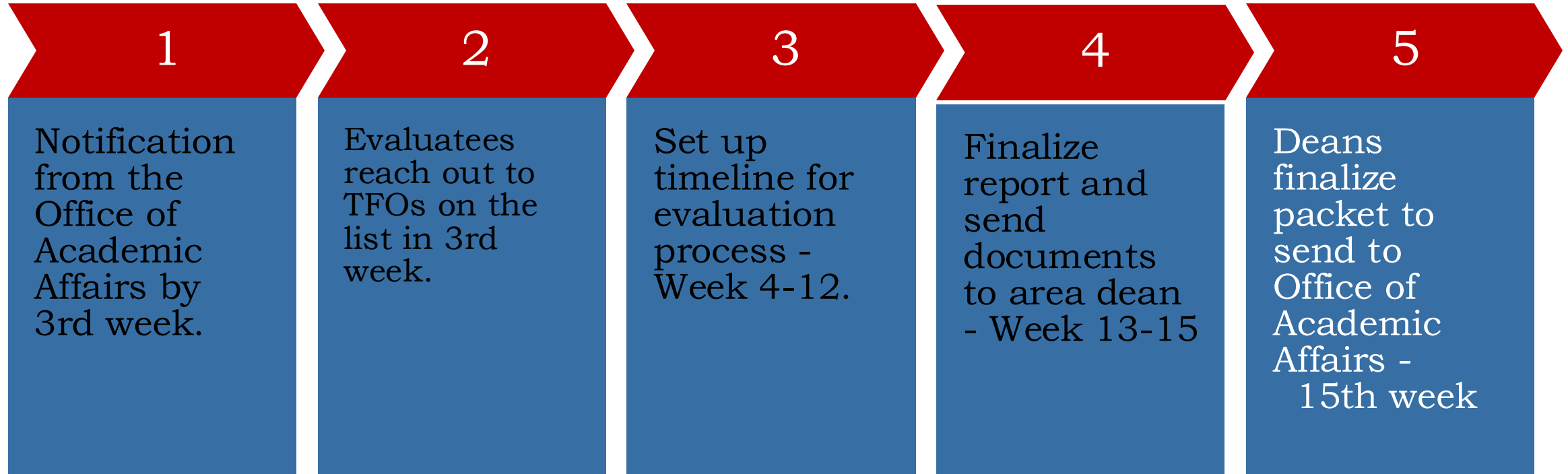


## Best Practices Observation Form

- **Focus on Pedagogy:** teaching methods, student engagement, learning environment, etc.
- **Take Detailed Notes.**
- **Bring the Forms with you** - but complete them after class.


- CRNs provided to Institutional Research.
- Start by the end of Week 6 – Faculty & Students are notified – Links, emails, and CANVAS
- Online Surveys close by end of week 9.
- Survey results available by week 10.


# Timeline for Evaluation -Article 19.A.1 (John)



# Finding the Forms (Moaty)

## Search Gavilan






Web

Image


About 73 results (0.08 seconds) 

Sort by: 


Relevance



**Faculty Professional Learning Committee - Gavilan College**  
[www.gavilan.edu/staff/fplc](http://www.gavilan.edu/staff/fplc)  
To advise the administration on new faculty orientation and faculty-peer mentoring. FPLC Bylaws -  
\*\*\*NEW as of 2.27.25\*\*\* Gavilan College ...



**All Faculty Forms - Gavilan College**  
[www.gavilan.edu/staff/fplc/all\\_documents](http://www.gavilan.edu/staff/fplc/all_documents)  
FPLC Home · All Forms · Full-Time Faculty Deadlines · Committee Members · GCFA - Article 19 · Faculty  
Evaluation Timeline & Contact List · Spring 2025 · Contact ...



**Committee Members - Gavilan College**  
[www.gavilan.edu/staff/fplc/members](http://www.gavilan.edu/staff/fplc/members)  
Unrepresented Departments: Business/CSIS, KIN/ATH. Quick Links. FPLC Home · All Forms · Full-Time  
Faculty Deadlines · Committee Members ...

Search FPLC and click the 2<sup>nd</sup> link to “All Faculty Forms” OR...

Home > [Faculty & Staff](#) > [Faculty Professional Learning Committee](#) > [All Forms](#)



# Trained Faculty Observers

**[PT Evaluation Timeline & Contact List - Fall 2025](#)**

**[Trained Faculty Observer Roster AY25-26](#)** (to be updated after TFO Training on 9.18.25)

**[Faculty Evaluation Standards for TFOs](#)**

**[Trained Faculty Observer Handbook 2023](#)**

**[TFO PowerPoint Presentation Sept. 19th, 2023](#)**

**[TFO Training Zoom Chat Sept. 19th, 2023](#)**

## Quick Links

**[FPLC Home](#)**

**[All Forms](#)**

**[Full-Time Faculty Deadlines](#)**

**[Committee Members](#)**

**[GCFA - Article 19](#)**

**[Faculty Evaluation Timeline & Contact List - Fall 2025](#)**

**[Contact List - Dept Deans Directors  
Dept. Chairs Assistants AY25-26  
\(updated 9.18.25\)](#)**



# The Forms

## **Part-Time Evaluations**

[1.0 PT Faculty Observation Checklist & Process](#)

[1.1 PT Faculty Evaluation Timeline & Contact List - Fall 2025](#)

[2.0 PT Faculty Cover Sheet](#)

[3.0 PT Faculty Observation Form](#)

[3.1 PT Faculty Self-Evaluation Form](#)

[3.2 PT Faculty Administrative Evaluation](#)

## **Best Practices**

[4.0 Best Practices "Observation" Sample](#)

[4.1 Best Practices "Self Evaluation" sample](#)

## **Student Evaluation Forms**

[Student Evaluation Form - AEC](#)

[Student Evaluation of Counselor/Advisor](#)

[Student Evaluation of Teaching Faculty \(English\)](#)

[Student Evaluation of Teaching Faculty \(Spanish\)](#)

# Cover Sheet and Compensation (John)

- Check off choice of compensation or FLEX
- Indicate if a follow-up administrative observation is needed
- Include with signed observation forms in packet. Send to the area dean & assistant.

## + Part-Time Evaluations

[1.0 PT Faculty Observation Checklist & Process](#)

[1.1 PT Faculty Evaluation Timeline & Contact List - Fall 2025](#)

[2.0 PT Faculty Cover Sheet](#)

[3.0 PT Faculty Observation Form](#)

[3.1 PT Faculty Self Evaluation Form](#)

[3.2 PT Faculty Administrative Evaluation](#)

### Best Practices

[4.0 Best Practices "Observation" Sample](#)

[4.1 Best Practices "Self Evaluation" sample](#)

**Gavilan College**  
**Part-Time Faculty Evaluation**  
**Cover Page**

---

**SECTION 1 PART-TIME FACULTY (EVALUATEE)/OBSERVER INFO**

EVALUATEE NAME: \_\_\_\_\_ SEMESTER: \_\_\_\_\_

COURSE OBSERVED: \_\_\_\_\_ CLASS LOCATION: \_\_\_\_\_

OBSERVER NAME: \_\_\_\_\_ DATE OBSERVED: \_\_\_\_\_

I RECOMMEND THE SUPERVISING ADMINISTRATOR FOLLOW UP WITH  
ADDITIONAL OBSERVATION ☐ Yes ☐ No

**ATTACHED FORMS IN SUPPORT OF EVALUATION:**

☐ OBSERVATION OF FACULTY (completed by observer) ☐ OBSERVATION OCCURRED: \_\_\_\_\_ DATE \_\_\_\_\_  
(WITH TRAINED FACULTY OBSERVER)

☐ ADMINISTRATIVE EVALUATION OF FACULTY (completed by the supervising administrator) ☐ POST OBSERVATION MEETING OCCURRED: \_\_\_\_\_ DATE \_\_\_\_\_  
(WITH TRAINED FACULTY OBSERVER)

☐ SELF EVALUATION (completed by the evaluatee) ☐ REVIEWED STUDENT EVALUATION REPORT(S)

Per Article 19 of the GCFA Contract, the Trained Faculty Observer (TFO) will be paid per completed observation or request three (3) flex/co-curricular hours. My signature below acknowledges that I completed the observation form, reviewed it with the evaluatee, and provided the supervising administrator with confirmation of completion. Please check one option below:

☐ I am requesting stipend compensation per GCFA OR ☐ I am requesting 3 flex or co-curricular hours

\_\_\_\_\_  
Signature of Trained Faculty Observer (TFO)

\_\_\_\_\_  
Date

---

**SECTION 2 EVALUATOR AND EVALUATEE ACKNOWLEDGMENTS**

I ACKNOWLEDGE RECEIPT OF FORMS AND COMPLETION OF THE EVALUATION PROCESS.

\_\_\_\_\_  
PRINTED NAME OF EVALUATEE

\_\_\_\_\_  
SIGNATURE OF EVALUATEE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED NAME OF EVALUATOR

\_\_\_\_\_  
SIGNATURE OF EVALUATOR

\_\_\_\_\_  
DATE

---

**SECTION 3 ADMINISTRATOR**

I ACKNOWLEDGE RECEIPT OF FORMS AND COMPLETION OF THE EVALUATION PROCESS.

\_\_\_\_\_  
PRINTED NAME OF SUPERVISING ADMINISTRATOR

\_\_\_\_\_  
SIGNATURE OF SUPERVISING ADMINISTRATOR

\_\_\_\_\_  
DATE

Rev. 04-18-2023

A word cloud shaped like a map of Africa, composed of various question words in different colors and sizes. The words are arranged to form the outline of the continent. The most prominent words are 'WHAT?', 'WHY?', 'WHEN?', 'HOW?', 'WHERE?', 'WHO?', 'WHICH?', and 'WHOSE?'. The words are in various colors including pink, orange, green, blue, and purple. The size of the words varies, with 'WHAT?' and 'WHY?' being the largest. The words are arranged in a way that they are mostly horizontal, following the shape of the map.

A word cloud shaped like a map of Africa, composed of various question words in different colors and sizes. The words are arranged to form the outline of the continent. The most prominent words are 'WHERE?', 'HOW?', 'WHO?', 'WHAT?', and 'WHY?'. The words are in various colors including orange, green, blue, and purple. The size of the words varies, with 'WHERE?' and 'HOW?' being the largest. The words are arranged in a way that they are mostly horizontal, following the shape of the map.