Syllabi/SLO Training

Article 4

Evaluation

Friday, April 6, 2018

Faculty Evaluation Goals

1. Improved job performance.
2. Fostering of a "learning environment."
3. Active participation by all team members.
4. Robust evaluation of all parts of the job.
5. Not everyone is a "5"…

Article 4.3
General

- The final evaluation shall include all team opinions
- All courses evaluated using the same process
- Peer evaluators must be approved by the Academic Senate
- Unit members should not serve on each other's evaluation team
- Evaluation teams should include a discipline peer

Article 4.4
Procedure

- Individual pre-evaluation meetings
- Pre-evaluation meeting should specify elements of the evaluation

Elements of the evaluation may include classroom observations, student evaluations, self evaluations, professional development goals/plans, committee work, meeting attendance, involvement in curriculum development and review, and course syllabi. The administrative evaluator may also include in the evaluation summary any commendation or recommendations regarding the unit member's performance. The evaluation may include unit member participation in the student learning outcome process and discussions regarding success, retention, and persistence rate data.

Article 4.4
Procedure

- Syllabi must be provided to team for courses observed
- Distance Education courses must be included in evaluation
- Use of student evaluations
- Evaluation summary provided to entire team
- Clarification of timelines throughout the procedure

The Syllabus

- What should be included?
  - Title 5 Requirements 55002 G(3)

The course outline of record shall specify the **unit value**, the expected number of **contact hours**, **outside-of-class hours**, and **total student learning hours** for the course as a whole; the **prerequisites**, corequisites, or advisories on recommended preparation (if any) for the course; the **catalog description**, **objectives**, and **content** in terms of a specific body of knowledge. The course outline of record shall also specify types or provide examples of **required reading and writing assignments**, other **outside-of-class assignments**, **instructional methodology**, and **methods of evaluation**.

The Syllabus

- What should be included?
  - ACCJC Requirements (II.A.3)

The institution identifies and regularly assesses learning outcomes for courses, programs, certificates and degrees using established institutional procedures. The institution has officially approved and current course outlines that include student learning outcomes. In every class section students receive a course syllabus that includes **learning outcomes** from the institution's officially approved course outline.

The Syllabus

- What should be included?
    - Best Practices Requirements
        1. Grading Policy
        2. Description of Criteria used for Grading
        3. Late Work Policy
        4. Electronic Devises Policy
        5. Sneezing Policy
        6. Classroom/Behavior Expectations
        7. Keys to Success
        8. ?????