

Teaching Observation Process Development Questions

- I. Teaching Observation Process Development
 - a. Purpose—Formative vs. Summative (Initially)
 - i. What will be done with the information that is collected in the teaching observation process?
 - b. Logistics
 - i. Which courses will be included?
 - ii. Who will be involved and how will they be paired/ grouped?
 1. One-on-one
 2. Reciprocal
 3. Team approach
 - iii. What will be included in the review?
 1. Class observation(s)
 - a. When?
 - b. How often?
 - c. Process?
 - i. Pre-Observation Discussion
 - ii. Review
 - iii. Post-Observation Discussion
 - d. Criteria/ instruments?
 2. Review of syllabus and other course material
 - a. Process?
 - b. Criteria/ instruments
 3. Self-evaluation
 - iv. How will reviewers be prepared for the process (e.g., trainings)?
 - v. If formative, how will reviewer(s) report to instructor?
 - vi. If summative, what will be the content and extent of the report and who will receive the report?
- II. Implementation of Teaching Observation Process
 - a. Timeline/schedule
 - b. Assessment
 - i. Who will monitor the process and how will the effectiveness of the teaching observation process be evaluated?

