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?