

Process:

1. The Academic Affairs Coordinator (AAC) will reach out to faculty member to initiate process.
2. The faculty member selects the course they wish to have observed and works with the Academic Affairs Coordinator to schedule the observation. Should the faculty member or dean need to reschedule the observation, the Academic Affairs Coordinator will be contacted to facilitate.
3. Faculty then completes the *Faculty Pre-Observation Form (FPO)* including the *Syllabus Checklist* and submits the full *Course Observation Packet (COP)* to the Academic Affairs Coordinator according to the schedule below.
4. The Academic Affairs Coordinator will add the appropriate syllabus to the packet.
5. The Dean will complete the *Course Observation Form (COF)* at time of observation:
 - If an online course is to be observed: The faculty members' observing dean will be enrolled in the online course for a three-day window with student level access.
 - If an in-person course is to be observed: The faculty member's observing dean will attend the selected on-campus class for one class period.
6. The *Course Observation Form* is shared with the faculty member within 2 business days of observation completion. Note: the entire packet should be emailed, not a single form.
7. Within 1 week, faculty will provide feedback via the *Faculty Self-Reflection Form (FSR)* and sign the document acknowledging that they have reviewed the completed *Course Observation Packet* including the *Course Observation Form*. The completed packet is then emailed to the Academic Affairs Coordinator. If a follow-up meeting is requested, the coordinator will reach out to schedule the meeting which must occur within 2 weeks of the faculty submitting the completed packet.
8. The Academic Affairs Coordinator will send a copy of the completed packet to the observing Dean for signature and filing.

Faculty Name:

Probationary Annual Review / 3-year Review:

Course Title & Section:

Term/Year:

Observing Dean:

Date(s) of Course Observation:

Form:	Due Date:
Faculty Pre-Observation Form (Due @ least 1 week prior to course observation)	
Course Observation Form to Faculty for Review (within 2 business days after review)	
Faculty Self-Reflection Form (due 1 week after completed COF form is received)	
Follow Up Meeting (if requested; within 2 weeks of FSR submittal)	

Faculty Pre-Observation Form: (add additional pages as needed)

1. Do the observed course materials tie to a specific common course outcome (CCO), program learner outcome (PLO), or institutional learner outcome (ILO)? If so, please list which one(s):

2. How will the observed course objectives be assessed?

3. Is this an introduction, reinforcement, or master level lesson?

4. What instructional materials/resources are utilized for the observed content's objectives?

5. Any other information you would like the Academic Dean to be aware of for the observation process

Syllabus Checklist

The syllabus is an expansion of the common course outline that includes details relevant to the instructor, course, semester offered and statements to comply with the Office of Civil Rights (OCR) standards. The AAC will attach the syllabus submitted to the Dean's Desk for the semester to this packet for review in conjunction with the classroom observation. Per MSCF contract and System Policy 3.22: Course Syllabus, the syllabus must be developed and disseminated during the first week of classes to all students registered in the course.

Suggested information items included in the course syllabus (please refer to Course Syllabi Template <https://www.northlandcollege.edu/employees/documents-forms/> for more details):

Yes	No	
		Course prefix, number and title
		Instructor contact information (name, email, phone, office location)
		Course information (credits, prerequisites, co-requisites)
		Course description
		Student learning outcomes
		Required materials
		Grading/evaluation
		Course policies and practices
		Academic dishonesty statement
		Statement of accommodations
		Statement of diversity
		Other items unique to course, content, instruction, etc.
		Office hours listed
		Consistent with the Common Course Outline

Course Observation Form:

	Needs Improvement:	Developing:	Proficient:
Instructional Planning & Organization:			
Objectives aligned with course outcomes			
Content organized logically			
Materials support learning			
Content Delivery & Instruction:			
Demonstrates subject expertise			
Uses effective teaching methods			
Explanations are clear			
Student Engagement & Learning Environment:			
Students actively engaged			
Promotes interaction			
Respectful learning environment			
Assessment & Feedback:			
Checks for understanding			
Provides constructive feedback			
Assessment aligns with objectives			
Classroom Management & Professionalism:			
Uses time effectively			
Displays professionalism			
Sets clear expectations			
Compliance & Program Alignment:			
Aligns with curriculum and outcomes			
Reflects current standards of practice			
Meets accreditation expectations			
Overall Evaluation:			

Dean Additional Comments:

Faculty Self-Reflection Form:

Instructional Planning & Organization:

How effectively did your lesson align with course outcomes and objectives? What would you adjust for future instruction on this topic?

Content Delivery & Instruction:

How well did your instructional methods support student understanding? What worked well or could be improved?

Student Engagement & Learning Environment:

To what extent were students engaged? What strategies did you use to promote participation and inclusivity?

Assessment & Feedback:

How did you assess student learning during this session or in relation to this session? Was your feedback clear, timely, and meaningful?

Classroom Management & Professionalism:

How effectively did you manage class time and maintain a professional learning environment?

Compliance & Program Alignment:

How did your instruction align with program outcomes, curriculum requirements, or current professional practice?

Faculty Additional Comments (add additional pages as needed):

Is a follow-up meeting requested: YES / NO

Faculty Signature

Date

Dean Signature

Date