

## **Faculty Council Committee Report**

**Month:** April **Year:** 2024

**Committee:** Hybrid Observation Committee  
**Submitted By:** Robert Whitaker

**Last Meeting Date:** April 12, 2024

### **Active Members:**

Patrick Greenough  
Evans Jarnefeldt  
Elizabeth Johnson  
Andrea Martinez  
Robert Whitaker

### **Summary of Discussions/Activities:**

The committee met to discuss the creation of a Hybrid Class Observation Form and decided to adapt the current On-Site Observation Form (Approved COE Spring 2022) for this purpose. Some elements from this adaptation also come from the current Online Class Observation Form. The following recommendations, in red text, highlight the changes to the On-Site Observation Form for the new Hybrid Observation Form:

#### Preamble before Observation Sections:

Meet with the instructor either face-to-face or via a web conference to discuss the structure and dynamics of the course at which time the faculty member will guide the evaluator through the course to demonstrate the criteria listed below;

Access the course in student view to gain a student perspective with regard to the criteria listed below;

Evaluator may provide examples of observed elements/behavior within each section and should provide an explanation for any element where improvement is needed. Following the visit, the faculty member and evaluator may meet to discuss the structure and dynamics of the class.

#### Section 1: Preparation & Structure

- 1.1 Instructor provided an overview of the topic(s) of discussion/objectives for the class **in person or online.**
- 1.2 Instructor connects prior learning with new concepts in a logical manner **in person or online.**
- 1.3 Instructor held class according to the scheduled time; material/resources were cued and ready when needed **in person or online.**

#### Section 2: Content & Delivery

- 2.1 Class content is presented in a logical and purposeful manner **in person or online.**
- 2.2 Instructor delivers content/leads students through skills practice effectively **in person or online.**
- 2.3 **Learning activities and assignments are aligned with course goals and objectives to facilitate the accomplishment of learning outcomes.**

### Section 3: Learning Environment

- 3.1 Instructor provides opportunities either/or designs activities that promote student engagement **in person or online.**
- 3.2 When appropriate, activities allow for real-world applications of the discipline such as, but not limited to, experiential learning, case studies, or problem-based activities.
- 3.3 Instructor maintains a welcoming learning environment **in person and online.**
- 3.4 Instructor encourages participation of all students, checks for understanding during class, solicits questions, or provides clear answers to students' questions.
- 3.5 Instructor communicates effectively and professionally **in person and online.**

In addition to these recommendations, the committee also discussed at length the question of time of observation in the hybrid classroom. In other words, *should there be a prescribed length of time an evaluator should observe a hybrid class, specifically the online portion of the course.* The committee does not suggest a prescribed length of time for online observation in a hybrid course but does recommend that the question of observation time should be based on conversations between the course instructor and the evaluator prior to the start of observation.