

Online Peer Class Visits

Department Chairs and Deans Retreat 2020

Kenneth V. Luna, Professor and Department Chair, Linguistics/TESL;
Quality Assurance Faculty Lead for Blended and Online Courses

Mary-Pat Stein, Professor and Chair, Personnel Planning and Review Committee

Agenda



- Collective Bargaining Agreements and Section 600/700 of Administrative Manual
- Visiting online classes
- Resources and guides
- Questions & Answers

You already know how to do this,
even if it's online!



Collective Bargaining Agreements and Section 600/700 of Administrative Manual

- Section 612.5.2.c.(2)(a)(ii):
 - Procedures for making class visits shall be determined by the Department. Scheduling of a class visit shall be made by mutual agreement between the faculty member and the observer.
- Article 15.14:
 - When classroom visits are utilized as part of the evaluation of a faculty unit employee under this Article, the individual faculty unit employee being evaluated shall be provided a notice of at least five (5) days that a classroom visit, online observation, and/or review of online content is to take place. There shall be consultation between the faculty member being evaluated and the individual who visits his/her class(es) regarding the classes to be visited and the scheduling of such visits. (Lecturers: Section 706.3.1.b)

Collective Bargaining Agreements and Section 600/700 of Administrative Manual

- Section 612.5.2.c.(2)(a)(iii):
 - A written report of the class visit shall be placed in the candidate's campus mailbox and otherwise made available upon request within 14 calendar days after the peer class visit. The candidate may request a meeting to discuss the report, to be held within ten (10) calendar days after the written report is placed in the candidate's campus mailbox. The candidate may also submit a rebuttal statement or response in writing within the ten (10) calendar days. At the conclusion of the ten (10) calendar days, the report, and any response or rebuttal statement, will be placed in the Personnel Action File and be sent to the Chair of the Department Personnel Committee and to the Department Chair. A copy of the report shall be retained in the candidate's Personnel Action File for a period of five years. (Lecturers: Section 706.3.1.c)

Collective Bargaining Agreements and Section 600/700 of Administrative Manual

- Section 612.5.2.c.(2)(a):
 - Class visits, not excluding online, distance learning, service learning, and laboratory classes, shall be made at least once each academic year on all probationary faculty and faculty under consideration for promotion. Class visits shall be conducted early enough in the academic year for use during the annual personnel cycle.
- Article 15.3:
 - Evaluation criteria and procedures shall be made available to the faculty unit employee no later than 14 days after the first day of instruction of the academic term.

Collective Bargaining Agreements and Section 600/700 of Administrative Manual

- Article 15.39:
 - A Performance Review shall consist of a minimum of the following reviews:
 - a. evaluations of teaching performance, if the faculty unit employee teaches;
 - b. peer reviews; and
 - c. administrative reviews.
 - Section 632.3.4:
 - Effectiveness in Librarianship and Counseling
 - a. Effectiveness in librarianship shall be described in the personnel procedures from the Library.
 - b. Effectiveness in counseling shall be described in the personnel procedures from Student Affairs.

Visiting Online Classes

- Email faculty member to schedule the visit (at least 5 days prior to your class visit).
- Meet/discuss the purpose, process, date and location of the visit, especially new faculty.
- If an observation form or rubric is used, this should be shared with the faculty member prior to the review.
- Ask for a copy of the course syllabus, and a lesson plan/outline if observing a live session.



Visiting Online Classes

- Ask to be added to Canvas site as an Observer.
- For FOS and FOI, simply visit one of the live class sessions through Zoom or other used medium.



Visiting Online Classes

- For FOA, that's when things diverge from what we're used to:
 - Set time aside to visit the course's Canvas site and explore.
 - Navigate through the modules, assignments, quizzes, discussions, activities, links, resources, etc.
 - Take notes on what you see or do not see, or items you may have questions about.

Visiting Online Classes

- Meet with the faculty member after you review their Canvas site to give the faculty members an opportunity to explain how their course runs and its design—a typical week or even an overall course tour, etc.
 - This is also an opportunity for you to ask questions you may have that arose after you explored the site.
- Write the review letter following the same format for providing feedback as with in-person, and email it to the faculty member (within 14 days).

Are there resources and guides for what to look for during online peer class visits?

- YES!
 - [Kingsborough Community College \(part of CUNY\)](#)
 - [Penn State](#)
 - [Colorado State University](#)
 - [CSUN document on best practices for peer review \(in-person, online, service-learning\) from Faculty Affairs website](#)
 - *[Quality Learning and Teaching instrument \(QLT\)](#)—CSU-wide
 - Next: A homegrown example of what you can do with this!

Q & A

