CUESTA COLLEGE

**ASSESSMENT OF DUAL ENROLLMENT INSTRUCTIONAL PROGRAM**

Each section is to be filled out by the designated program faculty during/after a site visit.

| **School:** **District:**  | **Semester:**  |
| --- | --- |
| **Teacher:**  |
| **Visitor(s):**  | **Observation Date:** | **Time:** | **Room #:** | **Class:**  | **Section:** |
|  |  |  |  |  |  |

**INSTRUCTIONS PROCESS**

1. **Curriculum Review by Cuesta College faculty and School District representative occurs**
2. **Agreement with Cuesta College District and High School District is established**
3. **Cuesta College faculty and High School instructor agree upon a date for observation**
4. **Cuesta College faculty completes Assessment of Dual Enrollment Instructional Program form.**
5. **Cuesta College faculty and High School instructor meet to go over assessment results.**
6. **Recommend or deny Dual Enrollment agreement for the upcoming academic year is made by the Cuesta College faculty member, High School administrator, and Cuesta College administrator**

**RATING RUBRIC:**

Assessment in the performance areas of Content/Rigor and Instructional Material use the criteria specified in the following rubric:

|  |  |
| --- | --- |
|  | **SCALE** |
|  | **Excels**  | **Meets Standards** | **Needs to Improve** |
| **Assessing of Content and Rigor** | A majority of criteria are assessed as “Excels” and there are no criteria assessed below “Meets Standards.”  | A majority of criteria are assessed as “Meets Standards.”  | A majority of criteria are assessed as “Needs to Improve” **or** the evaluator deems a “Needs to Improve” is appropriate due to one or more essential criteria. |
| **Assessment with Interaction of Students** | A majority of criteria are assessed as “Excels” and there are no criteria assessed below “Meets Standards.”  | A majority of criteria are assessed as “Meets Standards.”  | A majority of criteria are assessed as “Needs to Improve” **or** the evaluator deems a “Needs to Improve” is appropriate due to one or more essential criteria. |
| **Assessing of Instructional Material** | A majority of criteria are assessed as “Excels” and there are no criteria assessed below “Meets Standards.”  | A majority of criteria are assessed as “Meets Standards.”  | A majority of criteria are assessed as “Needs to Improve” **or** the evaluator deems a “Needs to Improve” is appropriate due to one or more essential criteria. |
| **Overall EvaluationAssessment** | Content/RigorAND Student Interaction and Instructional Material have Excels | At least two sections are assessed as “Meets Standards” with no needs improvements. | One or more sections are assessed as needs to improve and will require a collaborative plan for improvement which could result in a denial of the dual enrollment agreement for the upcoming academic year |

**SECTION I: ASSESSMENT OF CONTENT AND RIGOR FOR CLASSROOM/LAB MODALITY**

*Scheduled classroom visit and, Visitation Form, and student evaluations shall be the basis of evaluation for this section.*

 **Content reflects college level quality as demonstrated through the following:**

**1. Goals and objectives for the class session are clearly articulated.**

**[ ]** Excels **[ ]** Meets Standard **[ ]** Needs to Improve

**2. Class period is effectively managed.**

**[ ]** Excels **[ ]** Meets Standard **[ ]** Needs to Improve

**3. Class content is organized in a meaningful manner.**

**[ ]** Excels **[ ]** Meets Standard **[ ]** Needs to Improve

**4. Class content provides different problem solving methods and perspectives.**

**[ ]** Excels **[ ]** Meets Standard **[ ]** Needs to Improve

**5. Classroom environment promotes learning.**

**[ ]** Excels **[ ]** Meets Standard **[ ]** Needs to Improve

**6. Provides presentations that demonstrate pedagogical currency and appropriate depth of knowledge in the discipline.**

**[ ]** Excels **[ ]** Meets Standard **[ ]** Needs to Improve

**7. Challenging ideas or critical thinking are integrated in the classroom.**

**[ ]** Excels **[ ]** Meets Standard **[ ]** Needs to Improve

**8. Subject matter engages students in class.**

 **[ ]** Excels **[ ]** Meets Standard **[ ]** Needs to Improve

**9. Questions from students are addressed effectively.
 [ ]** Meets Standard **[ ]** Needs to Improve

**Provide an overall assessment of Classroom or Laboratory Instruction**.

|  |  |  |  |
| --- | --- | --- | --- |
| **ASSESSMENT OF** **SECTION I: CONTENT AND RIGOR****OF INSTRUCTION** | **Excels** | **Meets Standards** | **Needs to Improve** |
| [ ]  | [ ]  | [ ]  |

**Comments:** *Written comments are required only if the rating is below Meets Standards.*

**SECTION II.**  **OVERALL ASSESSMENT OF INTERACTION WITH STUDENTS** *Student evaluations and observation of student interaction shall be the basis of evaluation for this section. Any other evidence used must be at the agreement of the faculty member being evaluated.*

**This instructor:**

1. **Grades students with a consistent and sufficient course grading policy and process as established in the course syllabus.
[ ]** Meets Standard **[ ]** Needs to Improve
2. **Provides timely and helpful feedback on student work.
 [ ]** Excels **[ ]** Meets Standard **[ ]** Needs to Improve
3. **Provides timely and helpful feedback on student progress in the course.
[ ]** Excels **[ ]** Meets Standard **[ ]** Needs to Improve
4. **Creates a learning environment in the classroom and/or on-line that students consider positive.
 [ ]** Excels **[ ]** Meets Standard **[ ]** Needs to Improve
5. **Responds productively to student questions.
[ ]** Excels **[ ]** Meets Standard **[ ]** Needs to Improve
6. **Treats students respectfully.
[ ]** Excels **[ ]** Meets Standard **[ ]** Needs to Improve
7. **Responds appropriately to student concerns.
 [ ]** Excels **[ ]** Meets Standard **[ ]** Needs to Improve
8. **Respects student confidentiality.
[ ]** Meets Standard **[ ]** Needs to Improve

**Provide an overall assessment of Interaction with Students.**

|  |  |  |  |
| --- | --- | --- | --- |
| **ASSESSMENT OF** **SECTION II: INTERACTION WITH STUDENTS** | **Excels** | **Meets Standards** | **Needs to Improve** |
| [ ]  | [ ]  | [ ]  |

**Comments:** *Written comments are required.*

**SECTION III. ASSESSMENT OF INSTRUCTIONAL MATERIALS**

*Review of syllabi, a range of graded student work, and supplemental material provided to students shall be the basis of evaluation of this section.*

**Course materials reflects college level quality as demonstrated through the following:**

1. **Syllabi clearly explain course requirements, grading policy, and student learning outcomes for the course(s) as developed by the division, and adhere to official Course Outlines of Record.
[ ]** Excels **[ ]** Meets Standard **[ ]** Needs to Improve
2. **Instructional and laboratory materials are organized, relevant, and up to standards for the subject matter.**

**[ ]** Excels **[ ]** Meets Standard **[ ]** Needs to Improve

1. **Tests and/or projects accurately reflect** **the course material.
[ ]** Excels **[ ]** Meets Standard **[ ]** Needs to Improve
2. **Tests and/or projects effectively measure students’ knowledge and skills.
[ ]** Excels **[ ]** Meets Standard **[ ]** Needs to Improve
3. **Materials (homework, in-class activities, group work, etc.) clearly relate to course goals and objectives.[ ]** Excels **[ ]** Meets Standard **[ ]** Needs to Improve
4. **Materials demonstrate currency and depth appropriate to the course level.
[ ]  Excels [ ]  Meets Standard [ ]  Needs to Improve**
5. **Materials present information and assignments clearly and effectively by utilizing visual, textual, kinesthetic, or auditory activities.
[ ]** Excels **[ ]** Meets Standard **[ ]** Needs to Improve
6. **Students were successful in obtaining the course Student Learning Outcomes by: using Cuesta College assessment tools, capstone project or comprehensive exam.
[ ]** Meets Standard **[ ]** Needs to Improve
7. **Grades students with a consistent and sufficient course grading policy and process as established in the course syllabus.
[ ]** Meets Standard **[ ]** Needs to Improve

 **Provide an overall assessment of Instructional Materials.**

|  |  |  |  |
| --- | --- | --- | --- |
| **ASSESSMENT OF** **SECTION II INSTRUCTIONAL MATERIALS** | **Excels** | **Meets Standards** | **Needs to Improve** |
| [ ]  | [ ]  | [ ]  |

**Comments:** *Written comments are required only if the rating is below Meets Standards*

*.*

**SECTION IV. OVERALL ASSESSMENT OF PERFORMANCE**

*Provide an overall assessment of Sections I-II*

|  |  |
| --- | --- |
| **EXCELS** Two or more sections are assessed as “Excels” and the remaining sections are at least meets standards.  | [ ]  |
| **MEETS STANDARDS**At least two sections are assessed as “Meets Standards” with no needs improvements. | [ ]  |
| **NEEDS TO IMPROVE**One or more sections are assessed as needs to improve and will require a collaborative plan for improvement which could result in a denial of the dual enrollment agreement for the upcoming academic year. | [ ]  |

**Provide an overall justification that supports your assessment including commendations, considerations, or needed improvements.**

**Applicable Signatures:**

Designated Cuesta College Faculty Date

Dea

School Teacher Date

The above-signed individuals have read and discussed this assessment. The school teacher's signature acknowledges receipt of a copy of the course evaluation document. The teacher’s signature also acknowledges that this evaluation pertains to the program assessment process of the Cuesta College program and is not part of an evaluation process of the teacher. The signature does not necessarily signify agreement. The teacher has ten days to respond in writing to this program evaluation, if desired.