

**Pasadena Area Community College District**  
**Distance Education Evaluation Worksheet**  
**(Peer, Dean, and Designee)**  
**Full Time and Part Time Faculty**

Semester/Year \_\_\_\_\_

Employee \_\_\_\_\_ Division \_\_\_\_\_

Evaluator \_\_\_\_\_ Date \_\_\_\_\_

*Effective and meaningful instructor-learner interaction is essential to learner motivation, intellectual commitment, and personal development.*

	Satisfactory	Needs improvement in Specific Area(s)	Unsatisfactory	Not Observed
<b>Instructor Initiated Regular Effective Contact</b>				
Instructor-student contact includes regular communication about what is expected of students regarding upcoming assignments and tests				
Instructor provides communication or collaborative student activities involving contact and interactions				
General discussion forums for student questions encourage interaction				
Specific discussion forums for questions regarding assignments encourage interaction and critical thinking about course content				
Active interaction (instructor-student, student-student, student-course content) takes place throughout the course, i.e. through discussions, blogs, wikis, self-assessments, posts, email or instant messaging				
Instructor frequently monitors contact activity to ensure students are interacting with peers and substantively staying on topic				
Faculty-created course content is regularly added/updated/revise				
<b>Frequency/Timeliness of Regular Effective Contact</b>				
An active, daily presence is maintained especially during the first weeks of a course				
Specific beginning and ending dates for courses are clearly defined, along with all deadlines for assignments and assessments throughout the course				
Expectations of availability and a turn-around response time are established and posted for student questions/inquiries				
Early in the course, students are given an opportunity to introduce themselves and the instructor introduces themselves to model interaction				
<b>General Performance Indicators</b>				
Uses current materials and theories at an appropriate level for the course				
Uses ADA and 508 compliant materials that are pertinent to the course outline				
Teaches at an appropriate level for all courses				
Expectations and assessments are clear and appropriate for demonstrating student learning				
Assignments and tests are clearly related to expressed student learning outcomes				
Course learning objectives, student learning outcomes, grading procedures, course content, examinations or assignments, and attendance expectations are clearly communicated to students and follow the criteria as stated in the course syllabus				

**Pasadena Area Community College District**  
**Distance Education Evaluation Worksheet**  
**(Peer, Dean, and Designee)**  
**Full Time and Part Time Faculty**

\_\_\_\_\_  
Semester/Year

Employee \_\_\_\_\_ Division \_\_\_\_\_

It is suggested that the evaluator consider both strengths and suggestions for improvements.

Evaluator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee (signature): \_\_\_\_\_

Employee (print name): \_\_\_\_\_ Date \_\_\_\_\_

\*I will submit an addendum to this report: \_\_\_\_\_ Date \_\_\_\_\_

\*Addendum must be submitted within ten (10) working days after the committee chair has reviewed a copy of the report with the employee.