

PROPOSAL 9/18/2020

From: UNM-Gallup Operations Committee

To: Dean Primozić and Division Chairs

RE: Process for online teaching evaluation

Introduction:

Due to the ongoing national health crisis, there is a need to conduct the majority of teaching observations remotely. This proposal includes any Administrative, Chair or Peer observations for AY 2020-21. Henceforth, the person conducting the observation of teaching effectiveness will be known as the “observer.”

Guiding Principles:

To maintain fairness and equity in the adjudication of the agreed-upon instrument (attached), the Operations Committee has deemed it necessary to outline specific processes regarding how this observation might take place.

Faculty shall retain their right to declare which course/specific class will be observed and in which semester that the observation will take place.

A timetable for the observation length, post observation reflection and observation completion should be agreed upon beforehand by the observer and the faculty. Any change to the agreed upon timeline must be accepted, in writing, by both parties.

Observers would agree to adhere to FERPA guidelines and divulge any conflicts of interest (family members, dependents, etc... enrolled in the course) before viewing a faculty members online teaching.

Choosing one of the options below would be at the sole discretion of the individual faculty member based on their preferred teaching methodology.

Option 1- The observer could be invited to a synchronous, or recorded, Zoom (e.g., Blackboard Collaborate, Microsoft Teams, etc.) lecture/demonstration of the faculty’s choosing. This would be a comparable replacement for the standard classroom visit. As with a standard classroom visit the faculty would provide the observer with a syllabus and relevant SLOs beforehand and the observer and the faculty would meet remotely, after the observation, to discuss the “post observation reflection.”

Option 2- The observer and the faculty could arrange a Zoom (e.g., Blackboard Collaborate, Microsoft Teams, etc.) meeting where the faculty would be able to “screen share” one of their courses and walk the observer through that section. As with a standard classroom visit the faculty would provide the observer with a syllabus and relevant SLOs beforehand and the observer and the faculty would meet remotely, after the observation, to discuss the “post observation reflection.”

Option 3- The observer may be invited, at the discretion of faculty member, to serve as a “student,” “course builder” or “teaching assistant” in one UNM Learn course for an amount of time to be specified by the faculty member. As with a standard classroom visit the faculty would provide the observer with a syllabus and relevant SLOs beforehand and the observer and the faculty would meet remotely, after the observation, to discuss the “post observation reflection.”

Context

Any faculty, staff, chair or administrator can be assigned a role as specified in option 3. “Course builder” and “teaching assistant” would have the ability to alter course content. The “student” role is just an observer.

To add someone in any of these roles, simply click on the “create a support ticket” link in the Learn course you would like to have evaluated, fill out the requisite information, describe the access level you would like to grant, add the name and NetID of the observer, state the reason for the request (peer/chair observation) and submit.