

GROSSMONT/CUYAMACA COMMUNITY COLLEGE DISTRICT

PEER/MANAGER
INSTRUCTOR EVALUATION

Instructor _____ Course _____ Date _____

Evaluation statement prepared by: _____

Categories for evaluation are based on the official *Job Description*. A rating of 3.5 meets the standards; a rating below 3.5 requires an explanation and recommendation for improvement.

A. Subject Matter Mastery

- 1. Command of subject matter
- 2. Communication of subject matter

COMMENTS, Section A:

B. Organizational Skills

- 1. Preparation for class.
- 2. Organization of lesson presentation
- 3. ~~Relationship of content to course objectives~~
- 4. Manages ing Class Time and Students Effectively

ability to relate
management of

COMMENTS, Section B:

C. Teaching Skills

- 1. Effectiveness of teaching Strategies approach
- 2. Responsiveness to students in class.
- 3. Availability to students out of class.
- 3. Learning climate created.
- 4. Awareness of student academic differences _____
- 5. Sensitivity to diversity. _____ (comments: how can availability to students outside of class, awareness of student academic differences & sensitivity to diversity be observed or ascertained?)

COMMENTS, Section C:

D. Professional Skills

1. Evidence of professional growth

2. Quality of professional relations

2-3. Department, Division, College and District requirements are followed, per the Job Description

COMMENTS, Section D:

Overall Evaluation: The instructor meets the standards for employment at this institution.

Strongly Agree 5 4.5 4 3.5 3 2.5 2 1.5 1 Strongly Disagree

COMMENTS (May include other considerations as specified in the official *Job Description* such as service to college, service on committees, regular attendance/participation in Division/Department meetings, keeping official records, etc):

RECOMMENDATIONS: (in accordance with the contract sections 5.4.4.1.1., 5.5.5.1., 5.6.5.1., requires a written response from evaluatee within ten working days of receipt of Summary Report)

Your evaluation may include a self-reflection. Examples of information in your reflection may include what strengths you feel you have, what areas you plan to develop, and in narrative form, your professional activities. Other examples might include research and publishing, performing, involvement in the community, contributions or service to your department or college, committee work, involvement in department SLO activities, or any other professional work you wish to reflect in your evaluation. The self-reflection is due to the Division Dean's Office by at the beginning of the semester's evaluation period for your Division. {DRAFT NOTE: the point is: faculty should be able to participate in their evaluation, and their input would be most helpful before observation by peer or manager}

ATTACHMENT C (Information Item 12-5-2011)

BP 4300

**Instructional Field Trips and Other Student
Travel**

Reference: Title 5, Section 55220

Adoption Date: December 18, 2001

Updated: March 18, 2008

The Chancellor, in a manner consistent with Board Policies 2410 and 2510, shall establish procedures for authorizing field trips and student travel that authorize the college administration to approve instructors to notify administration of field trips and authorize college administration to approve other student travel when used as devices for teaching, learning, or student development integral to the instructional or student services programs of the college. The Board shall approve in advance any such travel that takes students outside the state of California.

Scheduled or ongoing field trips shall require prior written notification to the appropriate administrator.

The Board does not endorse, support or assume liability in any way for any employee staff member of this District who does not follow established procedures for field trips and student travel. ~~takes students on trips not approved by the Board or appropriate administrator of the college.~~

District funds may be used to support student expenses for approved state and out-of-state field trips or excursions. The expenses of instructors, chaperones, and other personnel traveling with students may also be paid from District funds.

Students and staff/district employees shall at all times adhere to the standards of conduct applicable to conduct on campus.

GC 11-17-11

ATTACHMENT D (Information Item 12/5/11)

AP 4300 Instructional Field Trips and Other Student Travel

Reference: Title 5, Section 55220

Date Issued:

Instructional field trips are defined to include class field trips, field courses, and team or performing arts events, as well as sessions at off-campus alternate meeting locations that are associated with scheduled courses.

Other student travel is defined to include co-curricular activities such as clubs or student groups and participation as individuals in conferences, retreats, and meetings.

All Out-of-state student travel requires governing board approval.

Instructional Field Trips

- A signed ~~off-campus activity~~ form should be on file for all pre-scheduled games or events.
- ~~For all regularly-scheduled field trips require prior notification to the dean. The syllabus serves as prior notification to the appropriate administrator.~~
- Unscheduled or impromptu local off-campus activities (the possibility of which are outlined in the course syllabus) require prior notification to the ~~dean, appropriate administrator.~~
- Signed field trip waiver forms are required for each participant.
- A copy of each field trip form must remain in the possession of the trip leader until after the event. Following the event, original field trip waiver forms must be kept on file in the Dean's Office.
- For all regularly-scheduled class field trips, the instructor must provide an alternate assignment for all students unable to attend the off-campus activity. Field courses, team or performing arts events, and courses scheduled at alternative meeting locations are exempt from this requirement.

Formatted: Bullets and Numbering

Other Student Travel

- All students must complete the "Student Travel Approval Form" no later than four weeks prior to the intended travel, unless they have a waiver from the Vice President Student Services.
- All students must fill out a travel waiver form.
- It is expected that students will be accompanied by either a faculty or staff advisor when traveling unless a waiver has been granted by the Vice President Student Services.
- Faculty or staff accompanying students when traveling are expected to complete the travel process at each college prior to the travel. **Note: If travel with students is out-of-state, then faculty or staff advisors will need to complete this process two months prior to the scheduled travel due to necessary Board approval.**
- During travel, students are expected to comply with the *GCCCD Student Code of Conduct* and to follow all directives given by the advisor(s).

Formatted: Font: Bold

**ACADEMIC SENATE PART-TIME FACULTY COMMITTEE
(COMMITTEE OF THE ACADEMIC SENATE)**

| | |
|-------------------------|---|
| Charge | This Committee will ensure that academic and professional issues affecting part-time faculty and their contribution to Grossmont College are brought to the attention of the Academic Senate and the administration for resolution. |
| Meeting Schedule | 4 th Monday of each month, 11:00-12:30 |
| Chair /Co-Chair | Part-time Senate Officer at large |
| Composition | <ul style="list-style-type: none"> • Part-Time Divisional Senators (6) • Part-Time Faculty Representative from each department (up to 45) • Vice President, Academic Affairs • Instructional Dean (1) • ASGC Representative (1) • Part-Time Faculty Representative from each department <p>Part-time faculty senate seats will be filled by one elected part-time senator representative from each of the following divisions:</p> <ul style="list-style-type: none"> • Mathematics, Natural Sciences, Exercise Science and Wellness Division • English, Social and Behavioral Sciences Division • Arts, Languages and Communication Division • Career Technical Education/Workforce Development Division • Student Services Division • Learning Resources Division <p>Part-time Department Representatives and interim Representatives shall be elected by Part-Time faculty in each department in a democratic manner to be determined by each department during flex week.</p> |
| Adopted | May 2007 |
| Revised | March 2009, December 2011 |
| Notes | A simple majority of Senators including Senator designees recognized by the Chair at the opening of meetings shall constitute a quorum. Senator positions not filled by departments will not be included in quorum determination. |
| Support Staff | Senate Administrative Assistant; Senate Officer |