

## Appendix F: BEVILL STATE COMMUNITY COLLEGE CLASSROOM OBSERVATION FORM (Web-based)

Instructor: \_\_\_\_\_

Class Name/Call Number: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Campus: \_\_\_\_\_

The following is an observational evaluation of your Blackboard class on the date listed. Your Division Chairperson or Associate Dean will be glad to discuss any aspect of the evaluation with you. This evaluation will be utilized as part of the faculty evaluation process.

Item for Analysis	Agree	Disagree	No Basis for Rating
1. The official college syllabus is posted.			
2. The class schedule/calendar is posted.			
3. The instructor contact information is prominent.			
4. The written material appears clear and concise.			
5. The student to student interaction is encouraged by creating a learning community.			
6. The instructor uses tools to provide prompt feedback (Example: My Grades, My Progress)			
7. The instructor returns emails within 24 hours (except for holidays and weekends).			
8. If the instructor provides online office hours outside of normal business hours, these office hours are conducted at the posted time.			

Evaluator's comments (*For all items rated **disagree** by the evaluator, there should be a stated rationale for that opinion and suggestions for improvement*):

\_\_\_\_\_  
\_\_\_\_\_

Instructor's response: \_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_

Instructor

Date

\_\_\_\_\_  
Division Chair

Date

\_\_\_\_\_  
Campus Associate Dean

Date

\_\_\_\_\_  
College-wide Associate Dean

Date