



Faculty Site Visit Report

Curriculum Standard 3 (C3)

Faculty liaisons conduct site visits to observe course content and delivery, student discourse and rapport to ensure the courses offered through the CEP are equivalent to the courses offered on campus.

Required Evidence

A description of what happens during a typical site visit and an explanation of how site visits are used to provide feedback from college/university faculty to CE Teachers. It is important that faculty prepare a reflective report of their observations.

Date: _____ Semester: _____

Faculty Reviewer: _____

Class being visited: _____

High school where class is taught: _____

CE Teacher: _____

Site Visit Checklist

Review Course Materials

- | | | |
|---|---------------------------|--------------------------|
| 1. Syllabus criteria continuing to be met | <input type="radio"/> YES | <input type="radio"/> NO |
| 2. Course materials continue to meet the discipline standards | <input type="radio"/> YES | <input type="radio"/> NO |
| 3. Assessment techniques align with yours | <input type="radio"/> YES | <input type="radio"/> NO |
| 4. Clear expectations set for students | <input type="radio"/> YES | <input type="radio"/> NO |
| 5. Grading scale aligns with yours | <input type="radio"/> YES | <input type="radio"/> NO |
| 6. Course assignments & assessment align with student learning Outcomes | <input type="radio"/> YES | <input type="radio"/> NO |
| 7. Course textbook approved by liaison | <input type="radio"/> YES | <input type="radio"/> NO |

Course Observation

- 1. Instructor demonstrates knowledge of the course material YES NO
- 2. Instructor is confident in their presentation YES NO
- 3. Instructor is presenting material that is current and up to date YES NO
- 4. Students were monitored and instructed in an organized manner YES NO
- 5. Instructor maintained a high level of professionalism YES NO
- 6. Instructor engaged students by asking probing questions, Providing examples, and suggestions for problem solving YES NO
- 7. Instructor treats students with respect YES NO
- 8. Instructor responds appropriately to student questions/concerns YES NO
- 9. Students were engaged during the class YES NO

Upon review the course meets Rochester Community and Technical College Standards YES NO

For areas marked *no*, please provide a description of a plan for improvement:

Include comments offered by students on course content

Additional comments that demonstrate the strengths or challenges of the class:

How will this site visit be used to strengthen future classes?

Additional comments from the faculty liaison:

Additional comments from the high school teacher:

By signing below, I understand that this site visit is not a formal evaluation and is required for maintaining NACEP and HLC accreditation standards. Should there be areas that need to be addressed/corrected, it is expected that we, the liaison and high school teacher, will work together to improve the areas of concern. If these areas continue to be of concern, we understand that Rochester Community and Technical College has the authority to discontinue the course offering at the high school until these areas are in compliance.

Faculty Liaison Signature/Date

High School Teacher Signature/Date