

**Faculty Site Visit Report (C3)**

**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: Click or tap here to enter text. Semester: Click or tap here to enter text.

Faculty Reviewer: Click or tap here to enter text.

Class being visited: Click or tap here to enter text.

High school where class is taught: Choose an item.

CE Teacher: Click or tap here to enter text.

**Site Visit Checklist**

**Review Course Materials**

1. Syllabus criteria continue to be met  YES  NO
2. Course materials continue to meet the discipline standards  YES  NO
3. Assessment techniques align with yours  YES  NO
4. Clear expectations set for students  YES  NO
5. Grading scale aligns with yours  YES  NO
6. Course assignments & assessment align with student learning  YES  NO

Outcomes

1. Course textbook approved by liaison  YES  NO

**Course Observation**

1. Instructor demonstrates knowledge of the course material  YES  NO
2. Instructor is confident in their presentation  YES  NO
3. The 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,  YES  NO

Providing examples, and suggestions for problem solving

1. Instructor treats students with respect  YES  NO
2. Instructor responds appropriately to student questions/concerns  YES  NO
3. 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:**

Click or tap here to enter text.

**Include comments offered by students on course content**

Click or tap here to enter text.

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

Click or tap here to enter text.

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

Click or tap here to enter text.

**Additional comments from the faculty liaison:**

Click or tap here to enter text.

**Additional comments from the high school teacher:**

Click or tap here to enter text.

**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