

TENURED FACULTY EVALUATION
1st Meeting Form (Completed by Friday, 9/20/19)

Evaluatee: _____ Date: _____

Division: _____ Discipline: _____

Incorporating findings from the Self Evaluation Survey (SES), discuss and record areas of strength and objectives for growth.

Identify training needs/requests

Review, discuss and revise syllabi, instructional design, assignments and assessments as needed. The Syllabus Checklist, found on the senate evaluation website may be used as a guide.

- Discuss previous Learning Outcomes Assessment
Observations and comments regarding previously assessed outcomes for courses being taught this semester, and how those results are/can be used to guide instructional design and/or assignments.

- Identify courses for which student evaluation will be collected.
 - All teaching faculty must administer student evaluations in their classrooms.
 - Faculty who teach three or more classes must have at least three classes of student evaluations.
 - Librarians and counselors will collect as close to 60 student evaluations as possible, but must include both classroom and non-classroom student evaluations if available.
 - Student evaluations can be administered by the Evaluatee.

Class	Date	# Students

