Office of Extended Learning (OEL)
Steps for Initiating & Conducting an Online Course Observation

Overview

The peer observation and coaching process guides faculty in the continuous improvement of their online courses. It is meant to be formative, not evaluative; faculty work with a trained observer to receive confidential peer feedback. This confidential process, as defined below, emphasizes the sharing of ideas and experiences, and culminates in a concise, written document which is shared only between the faculty and observer. While the faculty may choose to use the peer observation process as evidence of their instructional improvement efforts, the sharing of any information is at their sole discretion.

Conducting and Documenting an Observation

Step One—Set-up: The faculty member initiates a virtual classroom observation by completing the (very short) ***Observation Request Form***. Faculty may pair up with a colleague, form a 3- or 4-way cohort, or allow the Office of Extended Learning (OEL) to assign an observer from a list of certified observers. OEL will provide the appropriate course access to the observer.

Step Two—Self-assessment: The faculty completes a self-assessment of the online course using the ***Faculty Self-Assessment Form***. This may take an hour or two to complete.

Step Three—Identify Goals: From the self-assessment, the faculty identifies 1-5 goals and transfers these goals onto the ***Observation Documentation*** report.

Step Four—the Meeting: The faculty schedules a meeting with the observer and e-mails the list of goals (the partially completed *Observation Documentation* report) to the observer. The observer records their comments for discussion during the meeting, which typically takes about two hours.

Step Six—Completing the Report: After the meeting, the observer will edit or add any comments (which should take no more than an hour) and e-mail the report to the faculty.

Step Seven—Closing the Loop: The observer completes the process by signing off on the ***Confirmation Form***.