

Arkansas Tech University Concurrent Site Visit Evaluation Form

In accordance with the requirements set forth by the Arkansas Higher Education Coordinating Board Policy 3.15, a site evaluation must be performed by a designated faculty member once per year for each course offered. AHECB accreditation is mandated by the Department of Higher Education. As the chosen faculty member for the concurrent site visit, we would like to express our gratitude for your university service and continued help in building strong relationships with our partnering schools. The site evaluation form must be completed within one week of your site visit. Upon completion, please return all forms to the main campus Office of Admissions, Brown Hall, Suite 104.

Faculty/Site Evaluator: _____

Department of Faculty/Site Evaluator: _____

Adjunct Instructor Being Evaluated: _____

High School Being Evaluated: _____

Evaluation Location: _____

Concurrent Enrollment Course Reviewed: _____

Date and Time of Visit: _____

Concurrent Site Visit Faculty Evaluation:

Class Makeup				
Number of students receiving concurrent credit enrolled in the class				
Number of students not receiving concurrent credit enrolled in the class				
Total number of students enrolled in the class				
Performance Level	Exceeds Minimum Requirements	Meets Minimum Requirements	Problematic	Unacceptable
Class Makeup The class follows AHECB Policy 3.14 which states that "classes with a mixed population must have at least a majority of the students enrolled for concurrent credit."	All students enrolled in the course are receiving college credit through ATU.	A majority of the students enrolled in the course are receiving college credit through ATU.	A majority of the students enrolled in the course are receiving college credit through ATU. Concerns are reported that some of the students who are in the course for high school credit only are not capable of producing college level work and are not able to meet the same requirements for the completion of the course.	A majority of the students enrolled in the course are not receiving college credit through ATU. The class does not follow the policy laid out by the Arkansas Higher Education Coordinating Board.
Notes (Highlights/Suggestions):				

Performance Level	Exceeds Minimum Requirements	Meets Minimum Requirements	Problematic	Unacceptable
Instructional Delivery Content is delivered in such a way that students are able to retain and apply that content. Consider the effectiveness of: <ul style="list-style-type: none"> Resources provided to aid in learning Questions asked to gauge learning Hands-on applications of concepts Quantity and complexity of information delivered (too much/too little) 	Instructional delivery methods effectively engage students in such a way that they are able to effectively retain and apply the content.	Instructional delivery methods engage motivated students in such a way that they are able to effectively retain and apply the content; less motivated students may struggle.	Instructional delivery methods make it challenging for even the most motivated students to retain and apply the content.	Instructional delivery methods are significantly ineffective, seriously affecting students' ability to retain and apply the content.
Notes (Highlights/Suggestions):				
Graded Coursework and Materials			Yes	No
Instructor has provided the evaluator with a sufficient amount of graded material				
Performance Level	Exceeds Minimum Requirements	Meets Minimum Requirements	Problematic	Unacceptable
Graded Coursework The graded coursework mirrors ATU's main campus counterpart. Graded material would include, but is not limited to, homework, papers, portfolios, labs, quizzes, tests, etc.	Coursework and grades mirror ATU's counterpart.	Coursework and grades are similar to ATU's counterpart.	Coursework and grades loosely resemble ATU's counterpart.	Coursework and grades deviate from ATU's counterpart in that the material is not being addressed or appropriately graded.
Notes (Highlights/Suggestions):				
Performance Level	Exceeds Minimum Requirements	Meets Minimum Requirements	Problematic	Unacceptable
Field/Discipline Knowledge Applied to Teaching It is noticeable through the observation of the course that the instructor keeps up to date within the industry through discipline-specific professional development, involvement in that field, or by other means. The instructor applies that knowledge to the class appropriately.	Instructor is current within the industry and appropriately applies that knowledge to the class.	Instructor is current within the industry and occasionally applies that knowledge to the class.	Instructor is current within the industry, but rarely applies that knowledge to the class.	Instructor is not current within the industry and teaches material that is not up to date with current trends.
Notes (Highlights/Suggestions):				

Performance Level	Exceeds Minimum Requirements	Meets Minimum Requirements	Problematic	Unacceptable
Classroom Management Students behave in a way that is reflective of the ATU Concurrent Student Handbook and the instructor maintains a positive and professional learning environment.	Students are enthusiastically engaged in relevant course activities and are behaving appropriately; the instructor creates a constructive learning environment.	Most students are engaged in relevant course activities and are behaving appropriately; the instructor is dealing effectively with those who are not.	Few students are actively engaged in relevant course activities, and/or behaving appropriately; the teacher's efforts to manage student behavior are not effective.	Students are not engaged in relevant course activities and are not behaving appropriately; the teacher is doing little to manage their behavior.
Notes (Highlights/Suggestions):				
Performance Level	Exceeds Minimum Requirements	Meets Minimum Requirements	Problematic	Unacceptable
Facilities/Equipment Instructor utilizes appropriate instructional resources including computers in conjunction with the material being taught in the classroom.	Students have access to resources and a sufficient number of computers that are up-to-date.	Students have access to resources and a sufficient number of computers that are satisfactory for the course.	Students have limited access to resources and computers OR they are outdated.	Students do not have access to resources and computers.
Notes (Highlights/Suggestions):				
Performance Level	Exceeds Minimum Requirements	Meets Minimum Requirements	Problematic	Unacceptable
Textbooks/Class Material Instructor utilizes appropriate instructional resources including approved textbooks OR material in conjunction with what is being taught in the classroom.	The instructor is teaching material from the same textbook OR material used in ATU main campus courses.	The instructor is teaching from an ATU department approved textbook OR material that aligns with what is used in ATU main campus courses.	The instructor is teaching from an outdated textbook OR material that does not align with the content of what is used in ATU main campus courses.	The instructor is not using a textbook OR material that has been approved by the ATU department head.
Notes (Highlights/Suggestions):				

Performance Level	Exceeds Minimum Requirements	Meets Minimum Requirements	Problematic	Unacceptable
<p>Course Consistency The course is consistent with the ATU main campus counterpart. The delivery and content is being administered at the university level.</p>	<p>The course is being taught in a way that is consistent with the ATU main campus counterpart. The instructor's delivery and content is being administered at the university level.</p>	<p>The course is being taught in a way that is similar to the ATU main campus counterpart. The instructor's delivery and content will sometimes vary from the university level.</p>	<p>The course is being taught in a way that is inconsistent with the ATU main campus counterpart. The instructor's delivery and content is rarely being administered at the university level.</p>	<p>The course is not being taught in a way that is consistent with the ATU main campus counterpart. The instructor's delivery and content is insufficient to be considered at the university level.</p>
<p>Notes (Highlights/Suggestions):</p>				

This space is available for you to summarize your experience during your site visit.

<p>Any concerns that you feel are prohibitive to the class being administered at the university level that need to be addressed:</p>

