

Class Observation Policy

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| Policy Name : Class Observation Policy |
| Domain : Staff and Staff Support Services |
| Policy Code : St 5.7 |
| Policy effective date : |
| Responsible Executive : ADAA |
| Approval Authority : College Council |

Introduction

Class observation is an integral part of Quality Assurance and continuous quality improvement in the area of teaching and learning in any educational institution. It is an observation of teaching while it is taking place in a classroom, laboratory or any other learning environment. It can be formal, informal, focused, and/or peer observation. Formal observation, in addition to the primary objective of continuous improvement in teaching and learning, is considered for staff appraisal and performance evaluation. The input received can be used for planning, organizing, and conducting various professional development activities for the staff.

1. Purpose

Within the College's culture of critical self-evaluation and support for staff, the class observation policy and code of practice will seek to;

- Provide the highest standard of learning experience for all learners.
- Provide constructive feedback to the academic staff members about the delivery of their lessons.
- Monitor the quality of teaching and learning within the college.
- Promote a culture of sharing professional expertise.
- Disseminate good practice in the areas of teaching and learning in the college.
- Identify areas for professional development.

In the process, the college will ensure that the needs of learners are given the highest priority to produce highly competent graduates with strong technical and personal skills.

2. Scope

This Policy will apply to all academic staff members working in the college.

3. Definitions

4. Policy Statement

ICT will provide a comprehensive system of class observation to enhance the quality of teaching and thereby enhancing student's learning.

5. Roles and Responsibilities

| | Roles | Responsibilities |
|-----|-----------------|---|
| 5.1 | Chairman | <p>The Assistant Dean for Academic Affairs is assigned as the chairman of the college class observation committee with the following responsibilities:</p> <ul style="list-style-type: none">• Coordinate the observation/evaluation process in the college.• Call for meetings at the beginning and end of each semester.• Approval of the meetings minutes. |
| 5.2 | HoD's/HoCs/HoSs | <ul style="list-style-type: none">• Handle all aspects of a classroom observation process.• Ensure that observation/evaluation documentation is complete.• Disseminate the feedback to the observed lecturers. |
| 5.3 | Observers | <ul style="list-style-type: none">• Observe classroom and provide observees with feedback.• Discuss the feedback with the HoD and arrange post-class observation discussion. .• Provide needed support to the observees. |

6. Procedures

6.1 Management of the observation process

There should be a consistent approach to lesson observations;

- Class observation should be conducted by observers who are experienced staff members in the department with appropriate professional skills who have undergone training in class observation.
- A teacher being observed should expect to receive fair and just feedback that is objective, evidenced and reflects the level of his/her performance.

6.2 Procedure for training the observers

The HoD/HoC will set a timetable for observations, select one or more learning sessions, and then invite a member of the observation team to accompany them on a joint observation.

At the end of each joint visit the trainer will provide the needed feedback to the observer for the purpose of professional development.

6.3 Procedure of classroom observation

The college will follow the below mentioned procedure:

- Prepare an observation plan for the semester.
- Formal class observations should be arranged in advance
- It should include pre and post- session discussion.
- The focus of the observation should be discussed with the teacher to be observed.
- The observer must arrive at the class on time, and before the start of the class.
- The observation should generally last for a whole class– (time depends on the purpose of the visit).
- The lecturer with low performance and those subject to disciplinary procedures should be visited more than once in a semester.
- New teachers should be visited before the end of their probation period.
- A copy of the class observation report should be given to the observed lecturer and a copy should be kept in the staff file.
- The completed report should be signed by both observer and observee.

Observers do not:

- Interrupt or interfere during the lesson.
- Observe teachers without any prior notice except in cases where observation is deemed necessary by the administration, for instance, student's complaints.

The observer should have the following:

- **Observation Skills** (skills in class room observation and recording evidence using an appropriate observation tool/form)
- **Discussion and reflection skills** (skills in questioning to enable the observed teacher to reflect on the lesson and not to be evaluative or judgmental)
- **Report-writing skills** (skills in writing a formative report that reflects the post Observation discussion)

6.4 Post-observation discussion should:

- Take place within two working days after the observation.
- Be conducted in a convenient place that guarantees the privacy and confidentiality of the discussion.
- Occur in a friendly atmosphere that leads the observee to reflect upon her/his lesson comfortably.
- Be clear, constructive and honest.

Note: The written report should reflect what has been discussed and agreed upon in the post-observation discussion.

6.4.1 Record Keeping

A copy of all monitoring records, including written observation feedback, will be maintained by the Head of the Department.

7. Dissemination

This policy will be disseminated to all stakeholders through the Quality Manual and the college website.

8. Related Documents

- Bylaws of Colleges of Technology

9. References

- Hailey Hall School Lesson observation policy

10. Appendix

- Class observation form

Document History:

| Version | Effective Date | Review Date | Author | Approval | Amendments | Circulated to |
|---------|----------------|---------------------|--------|-----------------|---------------------------|----------------------|
| 1 | | Every academic year | ADAA | College Council | This is the first version | Asst. Deans, HoC/HoD |

