

FCT&L Observation Guide

Thank you for conducting a Faculty Center for Teaching & Learning (FCT&L) observation. Observations involve a three-part process:

- I. Pre-Observation meeting to discuss faculty goals and priorities.
- II. Observe the class.
- III. Post-observation debrief.

Process Description:

Pre-Observation Meeting

The pre-observation meeting is usually about 30 minutes with the goal of gathering more input from the faculty member. Consider the following questions:

- What are you hoping to get out of the observation?
- What are your own observations of the class so far in the semester?
- What would you like me to focus on during the observation?

Observe the Class

Use the observation form available in this packet to make note of recommendations and summary comments. We also recommend developing a timeline of course activity. This resource can be incorporated into the observation process and shared with the faculty member with the goal of documenting time management and allocation in the class. See template available in this packet.

Post-Observation Debrief

The post-observation debrief is usually about 30 minutes with the goal of sharing your recommendations about the course. Please share your observation form, along with the course timeline.

Finally, to conclude the process, please share the forms with FCT&L at FCTL@eku.edu.