

**APPENDIX B
EVALUATION FORMS**

Evaluation of Teaching Effectiveness by Department Chairs/Peers

Each of the following questions deals with a Characteristic of Teaching Excellence which is considered important at Alfred State College.

First, fill in the instructor's name, the course name, number, and section number. Then, indicate your rating for each question circling a number from 7 (highest) to 1 (lowest).

The first section, entitled COURSE ORGANIZATION, should be evaluated by reviewing the course syllabus and other course materials as shared with you by the instructor.

The second section, entitled CLASSROOM OBSERVATION, should be evaluated while observing a class in session.

When the evaluation is complete, please share a copy in person with the individual being evaluated.

Instructor's Name: Dr. Kevin Cassell Date: 02/28/2017

Course Name/No. Introduction to Film Section: Spring 2017

COURSE ORGANIZATION

1. Are the course materials shared with students clear and understandable?

7 6 5 4 3 2 1

Well outlined

Poorly outlined

Comments: The lecture material was clear and interesting! Dr. Cassell presented the students with an innovative PowerPoint lecture on "Acting and Narrative Conventions."

2. Are the grading procedures shared with students clear and understandable?

7 6 5 4 3 2 1 NA

Very clear, easy
to understand

Not clear, difficult
to understand

Comments: I did not review the grading procedures; however, Dr. Cassell mentioned that he was grading an assignment and told the students where he was in the grading process. I do know that Dr. Cassell grades from clear, intricately planned rubrics that the students have access to through Blackboard.

3. Do the evaluation tools (exams, projects, assignments) relate directly to the course objectives?

7 6 5 4 3 2 1

Well outlined

Poorly outlined

CLASSROOM OBSERVATION

4. Does the instructor appear well prepared for class?

7 6 5 4 3 2 1

Well prepared

Poorly prepared

Comments: Yes, Dr. Cassell arrived early to set up the technology in advance. It was clear that he had carefully planned the lecture beforehand; he was articulate, poised, and energetic.

5. How well does the instructor communicate with students?

7 6 5 4 3 2 1

Highly effective
communicator

Poor
communicator

Comments: He was loud and clear in the large room. He projected all the way to the back where I was sitting. He was engaged and used productive arm gestures.

6. What is the instructor's attitude toward questions?

7 6 5 4 3 2 1

Highly receptive

Not receptive

Comments: Dr. Cassell asked students if they had questions throughout the session. He was very receptive to their inquiries. However, the students were quiet and seemed hesitant to speak. This could be because Dr. Cassell covered the material very thoroughly. I would just suggest pushing them to be less passive by calling on a few by name, or asking more questions throughout. The large room size makes discussion difficult. Nevertheless, the large room with the large projection is the best setting to show the films.

7. What is the instructor's attitude toward the subject matter of the course?

7 6 5 4 3 2 1

High level of
enthusiasm

Low level of
enthusiasm

Comments: Strong enthusiasm was exhibited throughout the class time. Dr. Cassell began the class with a joke, which drew in his audience. The students reacted to his use of humor. He also used humor later in the lecture through references to pop culture. For example, he referenced *Twilight*.

8. What is the instructor's attitude toward students?

7 6 5 4 3 2 1

Highly positive

Highly negative

Comments: It was very apparent that Dr. Cassell enjoys teaching and helping students!

9. To what extent were the instructor's presentations generally thought provoking?

7 6 5 4 3 2 1

Very thought
provoking

Not thought
provoking

Comments: Dr. Cassell's PowerPoint design was simply fabulous! It is clear that he is a tech. writer. His skill with technological design is terrific. Dr. Cassell's PowerPoint was not what you might expect. The slides were aesthetically pleasing and always surprising. He used a white backdrop, little text, and many images and short clips. His voiceover gave them the key terms and definitions, while the images reinforced the information and provided examples. Simply put, I was very impressed! His innovative slideshow was well-designed for his target audience. The information covered was tailored to the student body. He also made sure not to only choose examples from the dominant mainstream. He used a diverse set of examples when covering acting and character types. For example, he referenced Hattie McDaniel (starred as Mammy in *Gone with the Wind*) and stated that she "opened up Hollywood to more diversity."

10. Overall, on basis of examination of course materials and classroom observation, how would you rate this instructor as compared to other instructors you have had the opportunity to evaluate?


7 6 5 4 3 2 1

Very high

Very low

Comments: It was a truly a pleasure to attend Dr. Cassell's lecture. He made insightful points throughout the class time. His PowerPoint lecture design was innovative! Slideshows like that take a great deal of time to animate. I'm sure the students appreciate the time he takes to prepare interesting presentations. We are lucky to have Dr. Cassell as a faculty member here at Alfred State.

Comments by faculty member following evaluation feedback:

Evaluator: Trisha M. Cowen  Date: 03/09/2017
Department Chair or Peer Evaluator

Faculty Member Signature: Kevin Cassee
(Does not indicate agreement with evaluation but merely that evaluation has been read.)

Date shared with instructor: 3-10-17