

## **COTE –*Up* Program: Class Observation for Teaching Effectiveness - Upstate**

The COTE-*Up* program is designed to enhance teaching and to provide feedback on all major aspects of the class (online or face-to-face) or it can focus on a particular concern expressed by the faculty member requesting an observation. This peer observation program will provide faculty another means of evaluating their teaching, regardless of their academic rank or tenure status.

Class observations are conducted only when an individual faculty member requests them, and all discussion concerning such observations are kept confidential between the faculty member and the observer. If the faculty member wishes the observation to be videotaped, this will be provided by CETL and the video recording becomes the property of the faculty member.

Faculty observers have been selected from a list of faculty who have been awarded the Bank of America Excellence in Teaching and Advising Award and /or recommended by chairs or deans. These faculty members will have attended faculty development workshops and a training session on classroom observation scheduled by CETL.

The COTE –*Up* program aims to provide helpful information that can be combined with other sources to offer a comprehensive view of a faculty member's teaching. Faculty interested in arranging a class observation should contact CETL at [cetl@uscupstate.edu](mailto:cetl@uscupstate.edu) or by calling June Carter, Director of CETL, at 864-503-5881.

The Center for Excellence in Teaching and Learning is committed to enhancing and promoting excellence in teaching and learning at USC Upstate. We hope that you will join us in this collaborative program in which faculty members work closely with a colleague or group of colleagues to enhance, evaluate, and improve teaching and learning in the class, whether online or face-to face.

The Center for Excellence in Teaching shares the University's vision of becoming "one of the leading metropolitan universities of the Southeast, recognized as a center of superb teaching . . ."

### Faculty who wish to be observed:

- Will be contacted by an observer to set up a pre-observation conference and the classroom observation dates.
- Will also set up a post-observation conference date that should occur as soon as possible after the observation.
- Will describe the context of the course, the objectives of the class session, discuss the purpose of the observation, and share any teaching concerns.
- Will be observed the entire class period or part of the class session for 75-minute classes. Will introduce the observer if they would like to do so.
- Will be videotaped if desired.
- Will receive oral feedback about the observation at the post-observation conference/conversation. The results of the observation are confidential and the property of the faculty observed

### Faculty doing the Observation

- Must attend at least two teaching and/or learning workshops offered by CTE, Distance Education, and/or Learning Technologies before being able to observe in the COTE - UP program.
- Will be contacted to set up a pre-observation conference when an observation has been requested.
- At the pre-observation conference several things will take place. The faculty observer will be provided the context of the course and class session; will be told the purpose of the observation; will be provided the objectives of the class session, will be explained how notes will be taken; will be notified where he/she will sit during the observation.
- Will collect from the faculty being observed, a copy of the class syllabus as well as an outline of the class he/she will observe; will discuss the context of the class to be observed, and if there are any special behavior to observe.
- Will remain as unobtrusive as possible and will not interrupt or participate in the lesson.
- Will provide the faculty member observed feedback during the post-observation

conference. This will be done in the manner of a conversation about teaching. During the conversation he/she will allow the faculty member to begin the conversation. He/she will provide positive feedback in the form of praise, but will also give honest and useful feedback.

- Will complete a Classroom Observation Report and/or write a narrative report for the faculty observed. He/she will sign and date the report and present it to the faculty member observed within 5 working days of the post-observation conference.