



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
Office of Human Resources
Evaluation: Counseling Faculty Performance Observation Form



(The observation of instruction form is required and must be forwarded to the supervisor)

Location: Chabot College Las Positas College
Semester: Spring Summer Fall Year: _____

(Please Print)

Evaluee Name: _____ Date: ____/____/____

Evaluator Name: _____ Date: ____/____/____

Observation Date: ____/____/____ Observation Time: _____

Counseling Faculty standards

Counseling Faculty are expected to demonstrate a wide variety of counseling skills (listening and interviewing, trusting, encouraging, flexibility, resourcefulness, fairness) and counseling techniques while providing academic, career, and personal counseling services. Counseling Faculty are expected to demonstrate a professional degree of accuracy when providing information concerning college / university transfer, degree requirements, college / district regulations, procedures, and course curriculum information. Counseling Faculty standards include applying new technologies in delivering counseling services.

Performance observation

No single Counseling Faculty is expected to perform all of these tasks in any single observation period and it is understood that some counselors specialize in providing services to targeted populations of students.

I have read and received a copy of this observation of instruction. *

Counseling Faculty signature: _____ **Date:** ____/____/____

Evaluator signature: _____ **Date:** ____/____/____

***The instructor being observed has the right to append a statement to this observation.**

PART I – ACTIVITIES: DIRECTIONS TO OBSERVER

The observer will indicate which specific activities were covered during the observation session by checking the appropriate performance element(s) listed below, and rating the specific elements observed:

Information Distribution Tasks	Skill Rating							
	A	Satisfactory	B	Unsatisfactory	C	Needs Improvement	D	Not Applicable
1. New student information	A	Satisfactory	B	Unsatisfactory	C	Needs Improvement	D	Not Applicable
2. Course Selections	A	Satisfactory	B	Unsatisfactory	C	Needs Improvement	D	Not Applicable
3. Course sequencing / prerequisites	A	Satisfactory	B	Unsatisfactory	C	Needs Improvement	D	Not Applicable
4. Degree or certificate requirement	A	Satisfactory	B	Unsatisfactory	C	Needs Improvement	D	Not Applicable
5. Graduation requirements	A	Satisfactory	B	Unsatisfactory	C	Needs Improvement	D	Not Applicable
6. Transfer requirements	A	Satisfactory	B	Unsatisfactory	C	Needs Improvement	D	Not Applicable
7. Other transfer requirements (CAP, TAA, DAP)	A	Satisfactory	B	Unsatisfactory	C	Needs Improvement	D	Not Applicable
8. Information on other Colleges and services	A	Satisfactory	B	Unsatisfactory	C	Needs Improvement	D	Not Applicable
9. Vocational/career information/ clarification	A	Satisfactory	B	Unsatisfactory	C	Needs Improvement		Not Applicable
10. Information and referrals to campus service area (i.e. Financial aid special programs, child center)	A	Satisfactory	B	Unsatisfactory	C	Needs Improvement	D	Not Applicable
11. Personal issues	A	Satisfactory	B	Unsatisfactory	C	Needs Improvement	D	Not Applicable
12. Use of technology that support counselor resources	A	Satisfactory	B	Unsatisfactory	C	Needs Improvement	D	Not Applicable

PART II – NARRATIVE RESPONSE: DIRECTIONS TO OBSERVER

The observer will respond in narrative to the activities observed during the counseling session. No single counselor is expected to perform all these tasks in any single observation period.

1. Listening and attentiveness.

Yes No Not Applicable

Comment(s):

2. Provided a comfortable environment that encourages student interaction.

Yes

No

Not Applicable

Comment(s):

3. Assisted in clarifying/defining student's questions/needs.

Yes

No

Not Applicable

Comment(s):

4- Introduced options for clarification while giving responsibility of decision making to student:

Yes

No

Not Applicable

Comment(s):

5. Flexible and resourceful in responding to student's questions.

Yes

No

Not Applicable

Comment(s):

6. Encouraged student in developing educational goals and alternatives.

Yes No Not Applicable

Comment(s):

7. Helped student with unclear information and/or how to find further resources such as, but not limited to, occupational information, financial aid, graduation or transfer requirements referrals to special program areas (ex., psychology counseling course(s), library, etc.).

Yes No Not Applicable

Comment(s):

8. Provided opportunity for student to express his/her concerns and opportunities for follow-up meetings as needed.

Yes No Not Applicable

Comment(s):

9. Provided information and access to resources about long-term personal counseling.

Yes No Not Applicable

Comment(s):

10. **Other** (please explain):

SECTION III: EVALUATOR NOTES AND SUMMARY COMMENTS

Please check one and summarized below:

Satisfactory

Unsatisfactory

Needs Improvement

This is the space for elaborating on the observation of counseling, noting strengths and suggestions related to the contract's standards for counseling and excellence in working with students. This is also space to include a summary of Student Response to counseling visit.

Summary Comments

(Attach extra sheets if necessary)

**SECTION IV: APPROPRIATE ADMINISTRATOR'S SUMMARY
– OVERALL EVALUATION RATING (PART-TIME FACULTY ONLY) ***

This is the space for the appropriate Administrator to provide a final summary and overall evaluation on **Part-time Faculty only** based on the applicable contractual faculty standards.

Summary Comments

(Attach extra sheets, if necessary.)

Discuss the Part-time Faculty member's participation in Professional Responsibilities as described below:

18I.7c.1 Participate in program and subject area improvement tasks such as creating and assessment of Student Learning Outcomes (SLOs), Service Area Outcomes (SAOs), Course Learning Outcomes (CLOs) and Program Learning Outcomes (PLOs), program review, and curriculum development.

***Articles 14F.3, 14G.4, 14H.3, and 15G.2 provide for appropriate Administrator review addressing Faculty Standards for Contract and Regular Faculty.**

Reference: Article 14B.3, 14F.2b, 14F.3, 14G.4, 14H.3, 14I.3, 15B.3, 15F.2a, 15F.2a2, 15G.2, 18I.1c – Faculty Collective Bargaining Agreement