

**APPENDIX C-5f: PEER OBSERVATION FORM FOR ARTICULATION OFFICER**



Modesto Junior College

Columbia College

**YCCD Faculty Evaluation  
Peer Observation Form for Articulation Officer**

<b>Articulation Officer's Name</b>	<b>Peer Evaluator's Name</b>
<b>Session Type</b>	<b>Date</b>

**Instructions:** Record your observations of each of the three major categories listed below. Use the comment box to note both areas of commendation and suggestions for improvement. Be specific and descriptive. **The bullets are *suggested* items for consideration within each category, and therefore should not be construed as a checklist.**

<b>ORGANIZATION</b>	<b>COMMENTS</b>
<ul style="list-style-type: none"> <li>• Addresses articulation responsibilities in a timely manner throughout the year</li> <li>• Meets CSU, UC, Private Institution, ASSIST and MJC deadlines</li> <li>• Appears well-prepared in Curriculum Committee meetings</li> <li>• Clearly organizes and communicates effectively with stake-holders via phone, email, newsletter, or office setting</li> <li>• Collaborates with Instruction Office staff to develop catalog, reference, curriculum and articulation resources</li> <li>• Exhibits time-management and multi-tasking skills</li> <li>• Has appropriate resources and materials on hand to support communication with stakeholders</li> <li>• Implements monitoring and tracking grids of Curriculum decisions, general education and C-ID for historical and planning purposes</li> <li>• Exhibits flexibility with the ever changing needs of the stakeholders</li> </ul>	

<b>KNOWLEDGE OF RESOURCES</b>	<b>COMMENTS</b>
Demonstrate appropriate depth of knowledge in: <ul style="list-style-type: none"> <li>• Articulation process</li> <li>• College curriculum</li> <li>• Degree requirements</li> <li>• Transfer requirements</li> <li>• ASSIST/OSCAR submissions</li> <li>• C-ID and TMC programs/process</li> <li>• CSU Executive Orders, IGETC Standards</li> <li>• Title 5</li> </ul>	
<b>COMMUNICATION &amp; PRESENTATION</b>	<b>COMMENTS</b>
<ul style="list-style-type: none"> <li>• Speaks audibly and clearly</li> <li>• Presented material is well researched and legible</li> <li>• Presentation style facilitates instructional faculty, counselor and dean comprehension.</li> <li>• Exhibits a positive/approachable demeanor</li> <li>• Communicates a sense of enthusiasm, excitement and competence</li> <li>• Addresses different learning styles</li> <li>• Establishes and maintains eye contact</li> <li>• Use of humor is positive and appropriate</li> <li>• Returns calls and emails in a timely manner</li> <li>• Presents articulation information/process at various venues</li> <li>• Advocates for faculty and academic program concerns</li> <li>• Serves as liaison to the segmental system-wide offices</li> </ul>	

**In addition, please answer the following questions:**

- 1. What do believe the Articulation Officer did especially well during the time you observed or interacted with him/her?**
  
- 2. What might the Articulation Officer have done to enhance the presentation or interaction?**
  
- 3. Is there anything else you would like to add?**