

# ▶▶ REAFFIRMATION OF ACCREDITATION ALERT ◀◀

Continuing Education is participating in the reaffirmation of accreditation process during the 2009-2010 school year. This fall we will train instructors to visit approximately 200 randomly selected classes. This is one of our major efforts to look at ourselves, document how well we are serving our students and determine areas for improvement. The purpose is NOT to evaluate instructors, but to identify to what extent the Student Learning Outcomes are being fulfilled in our classrooms. Each observer will observe three to ten classes for no more than one hour and talk to students and instructors. If you would like to be one of the instructors to visit classes, here are the parameters:

- ◆ *You must observe each class for 1 hour.*
- ◆ *In addition you will interview the instructor and two students for 1 hour.*
- ◆ *You will be paid approximately \$75.00 per class (includes 1 hour for classroom observation and 1 hour for interviews, per class).*
- ◆ *You must be able to attend one unpaid 1 ½ hour training session on Wednesday, September 30 from 3:00 p.m.-4:30 p.m. at Mid City in room 301, or Friday, October 2<sup>nd</sup> from 8:30 a.m.-10:00 a.m., or 12:30 p.m.-2:00 p.m. at ECC in Room 169.*
- ◆ *You must observe and interview a minimum of 3 classes and a maximum of 10 classes.*
- ◆ *The classes will not be in your discipline.*
- ◆ *All observations and interviews will take place during the month of October 2009.*

Since you will receive a stipend, the training and visits must be on your non-teaching time. Complete and return the form below to the **Instructional Services Office/ECC, Room 113** By **September 25, 2009**.

Questions?? Call Marne Foster at 619-388-4929 or Laura Burgess at 388-4850. FAX: 619-388-4978

Yes, I Am Interested In Observing Classes For Reaffirmation of Accreditation.

NAME \_\_\_\_\_ HOME TEL. NO. \_\_\_\_\_

CAMPUS \_\_\_\_\_ CAMPUS TEL. NO. \_\_\_\_\_

Email: \_\_\_\_\_

MY DISCIPLINE/INTEREST AREA IS: \_\_\_\_\_

CLASSES I TEACH ARE: \_\_\_\_\_

I Will Attend The Workshop At: (Check One Only)

Mid City, September 30<sup>th</sup> from 3:00 p.m. – 4:30 p.m. in Room 301

ECC, October 2nd from 8:30 a.m. - 10:00 a.m.  
Room 169

ECC, October 2nd from 12:30 p.m. - 2:00 p.m.  
Room 169

How many observations would you like to do? \_\_\_\_\_

RETURN BY SEPT. 25, 2009 TO: INSTRUCTIONAL SERVICES OFFICE/ECC, ROOM 113

▶▶ FOLD IN HALF TO MAIL – RETURN ADDRESS ON BACK ◀◀

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CEISO 09/11/09