

Observing Remote Teaching

You have been designated by your department chair to evaluate the teaching of one or more of your faculty colleagues. Evaluating remote teaching introduces some additional challenges: 1) there are student educational record privacy issues that don't apply during in-person observation; and 2) the colleague you are observing may face additional stresses because of the unfamiliar technology and mode of instruction. Remember that observations are intended to provide constructive feedback, and it's best if you can talk to the instructor both before and after the class to learn about how they communicate with students and share any recommendations.

Here are guidelines for how to go about remote observation. See also the separate **Remote Teaching Observation Rubric**, and the **FERPA Reminder**.

For live remote (Zoom or similar) courses (remote scheduled):

- The instructor of the class will invite you to attend one or more session.
- Any electronic class brings up student privacy concerns distinct from in-person classes. The instructor will most likely introduce you at the beginning of class and assure students that you are UNM faculty who are under the same obligation to respect privacy of student information as is the instructor. Once you've been introduced, maintain a low profile during the class, perhaps muted and with camera off – out of sight, out of mind.
- Your department has been asked to avoid recording Zoom classes because doing so creates a student record covered by FERPA.
- If you are asked to view a Zoom class recorded for later evaluation, the recording will be stored in the Learn system. At the instructor's request, Learn Support will notify you that you've been added to their course as a "student," along with a FERPA reminder.

For asynchronous remote courses (remote arranged, hybrid, or OnlineMAX):

- Many faculty are doing remote asynchronous teaching for the first time and with limited time to prepare. We are not looking for Golden Paw performance. These should be "formative" observations to provide constructive feedback. Use the suggested **rubric for evaluating remote teaching**.
- You will receive a notice from the Learn Support team that you have been added to a course as "student," along with a FERPA reminder. Log in to Learn and the course will appear in the center of the welcome page, under "Courses where you are: Student."
- The scope of observation should be comparable to sitting in on one or two classes. Sample course materials, look at assignments, and look for instructor/student interaction. It should not take hours.
- In some cases the faculty member will invite you to a live Zoom session, share their screen, and give you a tour of the course. In this case, your chair will send you a FERPA reminder.