

## Monthly Report to Academic Affairs for November 2014

### Curriculum, Instruction, and Assessment Support

I continue to forward (and/or facilitate) adjunct faculty inquiries regarding specific curriculum, instruction, and assessment issues to the respective Division Chairs. This is being done systematically in an effort to facilitate improved interdepartmental communication and collaboration. The most recent questions have been related to confusion about Core Assignments and questions regarding the upcoming End of Term procedures.

I provided minor assistance to Derek Sandoval in locating a SACS qualified instructor for Spanish. I provided minor assistance to Abel Ortiz (requested by him) in locating adjuncts in his Division for End of Term preparations. I have also provided Abel Ortiz with historical information regarding the End of Term procedures used for both History and Government for assessment of Course Outcomes and Core Outcomes.

### Instructional Leadership

Evaluation completed for Brandon Callis (Knippa HS dual credit adjunct faculty: Agriculture).

Evaluation completed for Samuel Rodriguez (Hondo HS dual credit adjunct faculty: Spanish).

Evaluation completed for Angelica Camarillo (CC Winn HS dual credit adjunct faculty: English).

Evaluation completed for Delissa Crowe (La Pryor HS dual credit adjunct faculty: Welding).

Second Observation completed for Dr. C. Pena (Carrizo Springs HS dual credit adjunct faculty: Psychology).

Second Observation completed for Patricia Flores-Martinez (CC Winn HS dual credit adjunct faculty: Math).

\* The data review, compliance check, and summative conference will be finished during the next two weeks for those who have received two class observations/visitations. Documentation from formal class observations/evaluations continue to be archived in my office and are available for review upon request. Copies of completed evaluations will be sent to the Office of Academic Affairs at the end of each semester.

### Administrative Guidance

Assistance was provided to Delissa Crowe during our summative conference regarding possible remedies for disruptive student behavior in the classroom. This support included written suggestions for enhancing her syllabus and discussion of a research based article regarding effective classroom management techniques. This focused assistance stemmed from the repeated student disruptions in her class observed during my two class visits. The student disruptions (and the first corrective actions taken) were reported previously and I am listing the aforementioned additional corrective action taken as a situational awareness follow-up to Academic Affairs.

\*\*The aforementioned are highlights only. The discussion in this report of individual personnel, or situations involving personnel, should be considered confidential. Call if you have questions or would like elaboration. Thank you for your attention. **C. A. Garabedian (830) 469-6037**