ABOUT USING THE TEMPLATES for “EVALUATIONS BY ABE/ESL STUDENTS” in EACH LEVEL

These standardized templates were developed by the full-time ABE/ESL teachers in Winter and Spring Quarters, 2003, with input on the drafts from the part-timers at the faculty meeting in April. After the faculty piloted the forms at the end of Spring Quarter 2003, the full-timers revised them in Fall Quarter with further input from the part-timers.

The templates were designed to correct a longstanding situation in which teachers were using individually-written evaluation forms that varied widely in types of questions asked, in formats for providing answers (which may have been confusing to students when changing from one teacher to another), and probably in their effectiveness in eliciting information both helpful to the teacher and useful to the director.

Separate templates were written for Levels 1, 2, 3, 4, and 5/6. No templates were created for the supplemental classes. For a one-level supplemental class (e.g., some of the speaking/listening classes), the teacher should adjust the template of that level to fit the course. For a multi-level supplemental class (e.g., computers, citizenship), the teacher should choose the template at the level that will fit the greatest number of the students and adjust it to fit the course.

The templates are intended to be flexible, within the following guidelines:

An asterisk (*) indicates that the item must not be omitted from the template. However, it will need to be adjusted to fit a specific class – for example, by adding the titles of textbooks or by listing certain class activities. Please note that there are asterisks only in the first section of the template: “About the Class.” In the other two sections, “About the Teacher” and “About You,” teachers should choose at least five of the listed items. They can choose to delete others or add different ones in the blank lines – or they can leave all of them just as they are.

Teachers may, if they wish, adjust the verb tenses of the questions to fit the time when they are giving the evaluation to students: i.e., present progressive if earlier than the end of the quarter; simple past tense if at the very end.

According to the Agreement between the SCCFT and the District, here are the requirements for evaluations by category of employment. Please note that the same requirements apply when instructors have Summer Quarter classes.
For non-priority-hire part-timers and tenure-track full-timers: Teachers should have students do anonymous evaluations every quarter and have a student collect the evaluations in an envelope and deliver them to the BTS office for the BTS dean to read.

For priority-hire part-timers and tenured full-timers: Teachers should have students do anonymous evaluations every quarter. All but one quarter per year, teachers should keep them on file. One quarter per year, they should have a student collect the evaluations in an envelope and deliver them to the BTS office for the BTS dean to read.

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December 2003

updated by ESL Faculty
November 2016