



POST OBSERVATION CONFERENCE MEMORANDUM

DATE OF POST OBSERVATION CONFERENCE: 12/20/2013

DATE OF OBSERVATION: 12/4/2013
COURSE AND SECTION: _____

OBSERVER: Xiangdong Li
DEPARTMENT: CST
DISCIPLINE: CST
RANK OF OBSERVER: Professor

INSTRUCTOR: Ashwin Satyanarayana
DEPARTMENT: CST
DISCIPLINE: CST
RANK OF INSTRUCTOR: Assist. Prof

OBSERVATION WAS FILED ON 12/4/2013
(DATE)

WITH CHAIRPERSON Hong Li
(PRINT NAME)

DEPARTMENT APPOINTMENTS COMMITTEE MEMBER OR OTHER ASSIGNED BY CHAIRPERSON

NAME: _____ RANK: _____
(ATTACH ADDITIONAL PAGES IF NECESSARY)

SIGNATURE OF OBSERVER

12/20/13

DATE

SIGNATURE OF INSTRUCTOR

12/20/13

DATE

* I understand that my signature means only that I have read this memorandum and that I may attach any comments I wish.

IF APPLICABLE¹

REPRESENTATIVE (PRINT NAME): _____
DEPARTMENT/DISCIPLINE: _____
RANK OF REPRESENTATIVE: _____

REPRESENTATIVE (PRINT NAME): _____
DEPARTMENT/DISCIPLINE: _____
RANK OF REPRESENTATIVE: _____

¹ Article 18 of the Collective Bargaining Agreement



PEER OBSERVATION REPORT

OBSERVATION DATE: 12/4/2013

TIME BEGAN: 4:00pm TIME ENDED: 5:40pm

INSTRUCTOR: Ashwin Satyanarayana

OBSERVER: Xiangdong Li

DEPARTMENT: CST

DISCIPLINE: CST

DISCIPLINE: CST

RANK OF OBSERVER (check one):

Professor Associate Prof. Assistant Prof. Lecturer



COURSE: CST1204 Database Systems Fund

SECTION: _____

BUILDING/ROOM: N918

What is the topic of this lesson?

Introduction of SQL Operations

Provide a brief summary of the lesson:

This lesson reviews the basic concepts of SQL Operations

What are the objectives of this lesson? (Objectives must be provided by instructor to the observer prior to observation.)

List them:

With the SQL Operations, the students can understand the SQL database fundamentals.

INSTRUCTIONAL COHERENCE

- + Is the lesson coherent in itself, with a clear focus which is clearly presented and reinforced by the instructor?
- + Does the instructor provide/ elicit enough depth and detail to adequately consider the subject?
- + Is the lesson part of a coherent learning process?
- + Is the pacing of the lesson appropriate to the course and to the students?
- + Are topics/activities sequenced logically?
- + What evidence is there that the class fits in with a series of lessons designed to help students achieve the course objectives?

THE INSTRUCTOR:		Unsatisfactory	Needs Improvement	Effective	Outstanding	Not Applicable	COMMENTS (Mandatory for a rating of Unsatisfactory or Outstanding)
1	Introduced the lesson (overview or focusing activity).				✓		He promptly started his class and introduced the topics to the students.
2	Covered topics in a manner consistent with the departmental course outline.				✓		His lecture was clearly outlined by using the computers, projector, and the board, and the lesson clearly fit the course outline
3	Paced topics or activities appropriately.				✓		He managed the time properly and reviewed the exam clearly
4	Sequenced topics or activities logically and with continuity.				✓		He followed the textbook very well
5	Skillfully used the laboratory equipment for planned and unplanned learning experiences.				✓		Excellent
6	Related the lesson to previous or future lessons or assignments.				✓		He reviewed the topic from last classes for the students
7	Summarized or reviewed major lesson objective points.				✓		He gave a summary on the topic covered in the class

(N.B. "Needs Improvement" and "Effective" and "Outstanding" are to be considered satisfactory evaluations; "Not Applicable" shall not be interpreted as a negative evaluation.)

SUMMARY OF INSTRUCTIONAL COHERENCE (MUST BE PROVIDED BY THE OBSERVER)

Prof. Satyanarayana has taught the basic sql concepts very clearly to the students and answered the students very well.

TEACHING STRATEGIES

- + What teaching strategies or premises about teaching does the instructor rely on?
- + How is the subject of the class related to the lesson objectives?
- + How effectively does the instructor's teaching help students achieve the lesson objectives?
- + How does the presentation of material, including discussion, questioning, class and group activities, support learning objectives?
- + Is the teaching of critical thinking* emphasized?
- + Is there good use of examples/explanation to clarify points, including those questioned by students?
- + Are student questions encouraged? Is sufficient time given for students to respond to instructor's questions?
- + Is there opportunity for students to interact so that they may discover, discuss, or apply content points?
- + Are graphics, chalkboard, etc. used effectively?

IF APPLICABLE:

- + Does the instructor encourage utilization of available and appropriate laboratory equipment?
- + Does the instructor use hands-on demonstration to properly demonstrate techniques?
- + Was student's laboratory progress checked and timely feedback provided? Were students encouraged to self-assess?

*Critical Thinking could include any of the following: challenging students to understand complex ideas, analyze, compare/contrast, evaluate arguments carefully considering a variety of perspectives, draw conclusions, synthesize.

THE INSTRUCTOR:		Unsatisfactory	Needs Improvement	Effective	Outstanding	Not Applicable	COMMENTS (Mandatory for a rating of Unsatisfactory or Outstanding)
8	Presented or explained content clearly.				✓		Very clearly
9	Used relevant examples to clarify points.				✓		Examples are used
10	Varied explanations to respond to student questions or need for clarification.				✓		Excellent
11	Fostered critical thinking*.				✓		Yes
12	Emphasized important points.				✓		very well
13	Used chalkboard, graphics, visual aids or other enhancements to support presentation.				✓		Yes, he did
14	Demonstrated and ensured use of appropriate equipment for procedure.				✓		Very well
15	Encouraged student participation/ questions.				✓		Yes
16	Encouraged and assisted student with use of lab equipment.				✓		Yes
17	Asked questions to assess student understanding.				✓		Yes
18	Waited sufficient time for students to answer questions.				✓		Yes
19	Provided opportunities for students to interact together to discover/discuss or practice content points.				✓		Yes

(N.B. "Needs Improvement" and "Effective" and "Outstanding" are to be considered satisfactory evaluations; "Not Applicable" shall not be interpreted as a negative evaluation.)

SUMMARY OF TEACHING STRATEGIES (MUST BE PROVIDED BY THE OBSERVER)

CONTINUED ON THE NEXT PAGE

SUMMARY OF TEACHING STRATEGIES (MUST BE PROVIDED BY THE OBSERVER)

Prof. Satyanarayana explained the topic with great details. He wrote the program on the board and explained clearly, so all the students could follow. He used very good terminology in the class, and presented very good material in the class. He clearly presented the lecture and provided the students the hands-on programming. He let the students to use computers with new software in the class.

Item	Very well	Yes, he did	Yes	Excellent	Good	Very good	Yes
1. Presented an explanation of material clearly.							Yes
2. Used relevant examples to clarify points.							Yes
3. Asked questions to respond to students' questions or needs.							Yes
4. Encouraged student participation.							Yes
5. Encouraged and assisted student with use of lab equipment.							Yes
6. Used chalkboard, graphics, visual aids or other aids to support presentation.							Yes
7. Encouraged and assisted use of appropriate equipment for procedure.							Yes
8. Encouraged student participation.							Yes
9. Encouraged and assisted student with use of lab equipment.							Yes
10. Asked questions to assess student understanding.							Yes
11. Asked sufficient questions for students to answer questions.							Yes
12. Provided opportunities for students to interact together to discuss or solve problems.							Yes

SUBJECT MASTERY

- + Does the instructor demonstrate mastery of the subject matter and understanding of the learning situation (including a sense of the students themselves) in which the subject matter is presented?
- + Is the subject matter and level of analysis being asked of the students of a degree of difficulty suitable to the course?
- + Is the material presented relevant to the purpose of the course?

THE INSTRUCTOR:		Unsatisfactory	Needs Improvement	Effective	Outstanding	Not Applicable	COMMENTS (Mandatory for a rating of Unsatisfactory or Outstanding)
20	Presented content at a level appropriate for the students.				✓		Yes, he did
21	Presented material relevant to the purpose of the course.				✓		Yes, very clearly
22	Demonstrated command of the subject matter.				✓		Yes, he clearly demonstrated the command
23	Explained and discussed results of lab/clinical/studio exercise.				✓		Yes, he reviewed the homework clearly
24	Followed theoretical principles and professional experiences to integrate the didactic and lab/clinical/studio application.				✓		Yes, his lesson is combined with theory and lab

(N.B. "Needs Improvement" and "Effective" and "Outstanding" are to be considered satisfactory evaluations; "Not Applicable" shall not be interpreted as a negative evaluation.)

SUMMARY OF SUBJECT MASTERY (MUST BE PROVIDED BY THE OBSERVER)

Prof. Satyanarayana often brought the students to discuss the questions in his lecture, and these questions were related to the problems found in the exam.

20	Presented content at a level appropriate for the students.				✓		Yes, he did
21	Presented material relevant to the purpose of the course.				✓		Yes, very clearly
22	Demonstrated command of the subject matter.				✓		Yes, he clearly demonstrated the command
23	Explained and discussed results of lab/clinical/studio exercise.				✓		Yes, he reviewed the homework clearly
24	Followed theoretical principles and professional experiences to integrate the didactic and lab/clinical/studio application.				✓		Yes, his lesson is combined with theory and lab

INSTRUCTOR AND STUDENT ATTITUDES AND CHARACTERISTICS

- + Are interactions in the classroom respectful, positive, and educationally productive?
- + Is it clear that both instructor and students are prepared for the class?
- + What evidence is there of interest, enthusiasm, and engagement in activities on the side of the instructor? students?
- + Does the instructor motivate students and encourage student learning in appropriate ways?
- + Does the instructor respond appropriately to student behaviors and concerns?
- + Does the instructor's tone, voice, volume, and inflection contribute to engaging students?
- + Did the instructor provide timely and specific feedback?

IF APPLICABLE:

- + Was equipment used properly in a safe/sanitary manner?

THE INSTRUCTOR:		Unsatisfactory	Needs Improvement	Effective	Outstanding	Not Applicable	COMMENTS (Mandatory for a rating of Unsatisfactory or Outstanding)
25	Was dressed in appropriate attire for the laboratory/clinical experience.				✓		Yes, he did
26	Communicated appreciation for the subject.				✓		Yes, clearly
27	Showed respect for student questions and responses.				✓		yes very well
28	Used appropriate voice volume and inflection, and was easy to understand.				✓		excellent
29	Presented information or led discussions with enthusiasm and interest.				✓		good enough
30	Provided constructive and timely feedback on assignments (projects tasks/ experiments/ practice) and encouraged students to self assess.				✓		yes
31	Responded appropriately to student behaviors and concerns.				✓		very good
THE STUDENTS:							
32	Were dressed in appropriate attire for the laboratory/clinical experience.				✓		Yes, they did
33	Practiced safe handling and disposal of product and/or equipment.				✓		Yes
34	Were engaged in the lesson.				✓		Yes, very
35	Showed evidence of preparation.				✓		Yes
36	Had a positive rapport with the instructor.				✓		Yes

(N.B. "Needs Improvement" and "Effective" and "Outstanding" are to be considered satisfactory evaluations; "Not Applicable" shall not be interpreted as a negative evaluation.)

SUMMARY OF INSTRUCTOR AND STUDENT ATTITUDES AND CHARACTERISTICS (MUST BE PROVIDED BY THE OBSERVER)

The students were involved in finding the answers. Prof. Satyana then corrected the students' answers. Such the students could learn the topic deeply.

CLASSROOM MANAGEMENT

- + Is the instructor in command of the classroom?
- + Was attendance taken?
- + Is the atmosphere in the class conducive to learning?
- + Did the class begin/end on time?
- + Was the classroom left in a neat, orderly and secure manner?

IF APPLICABLE:

- + Were laboratory equipment and materials arranged for and prepared prior to the start of the session?
- + Were safety precautions discussed and adhered to?
- + Were sanitation rules followed?
- + Were equipment and materials returned or stored properly at the end of the session?

THE INSTRUCTOR:		Yes	No	Not Applicable
37	Started class on time.	✓		
38	Checked attendance.	✓		
39	Maintained an atmosphere conducive to learning.	✓		
40	Maintained an organized and orderly, sanitary lab/clinic/studio environment.	✓		
41	Demonstrated safe use of lab/clinical/studio equipment and instructional materials.	✓		
42	Left classroom in a neat, orderly, and secure manner.	✓		
43	Ended class on time.	✓		

(N.B. "Needs Improvement" and "Effective" and "Outstanding" are to be considered satisfactory evaluations; "Not Applicable" shall not be interpreted as a negative evaluation.)

SUMMARY OF CLASSROOM MANAGEMENT (MUST BE PROVIDED BY THE OBSERVER)

Professor Satyana promptly started his class and was in good management on the class. He had a very professional appearance and demeanor. Professor Satyana's lecture is clear outlined by using the computers, projector, and the board. His voice was loud enough for everyone in the classroom. The pace of his speech was good and all students could catch his voice.

5/10/13



NEW YORK CITY COLLEGE OF TECHNOLOGY



EVALUATION OF LESSON:

How were the objectives of this lesson communicated to the students?

Excellent

Were the objectives of the lesson met?

Yes No

What evidence was there that the instructor did or did not achieve lesson objectives?

The students' questions and their feedback have shown that the lesson objectives has been met.

OVERALL EVALUATION OF LESSON:

Unsatisfactory Satisfactory

Prof. Satyana gave an excellent lesson

SPECIFIC RECOMMENDATIONS FOR IMPROVEMENT:

SIGNATURE OF OBSERVER

DATE

[Handwritten Signature]

12/20/13

SIGNATURE OF INSTRUCTOR

DATE

[Handwritten Signature]

12/20/13

* I understand that my signature means only that I have read this 8 page peer observation report.