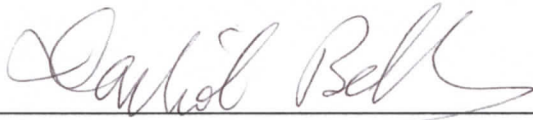


New York City Technical College
Computer Systems Department

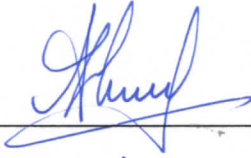
Memorandum of Post-Observation Conference

On Monday December 19, 2016 a conference was held with Professor Satyanarayan to discuss the classroom observation made by Professor Bellehsen on November 23, 2016.

Professor Satyanarayan was informed that the overall evaluation of the lesson was **Excellent**. The specific recommendation for improvement as shown on the Classroom Observation Report was discussed with the observer.



Observer



Observee

12/19/16

Name Professor Ashwin Satyanarayan _____
Rank Assistant Professor _____

() Untenured

Department Computer Systems Tech Course/Sectn CST1100 () Reappointment
() Promotion

Date of Observation 11/23/16 Room N918 () Other

Lesson Topic & Brief Summary:

Review Of chapter 6-7. New Chapter Artificial Intelligence

Please complete each item. This report will be returned unless each category contains Supportive comments. Use additional pages if necessary.

1. CLASSROOM MANAGEMENT (prompt start, efficient attendance check);
(X) Satisfactory () Unsatisfactory

Attendance taken in the beginning of the class. Classroom decorum excellent.

2. PERSONAL TRAITS (professional appearance and demeanor, clarity, volume and pace of speech; establishment of rapport with students)
(X) Satisfactory () Unsatisfactory

Appearance and demeanor professional. Excellent rapport with students.

3. SUBJECT MASTERY (accuracy of presented material, use of appropriate terminology, competence in use of equipment)
(X) Excellent () Very Good () Satisfactory () Unsatisfactory

Excellent mastery of subject. Careful use of correct terminology.

4. ORGANIZATION AND DEVELOPMENT OF MATERIAL (clear statement of objectives; logical sequence; budgeting of time; review, summary and outside assignments as appropriate)
(X) Excellent () Very good () Satisfactory () Unsatisfactory

Excellent organization of material. Subject logically presented. Lessons objectives were clearly stated. Review was beneficial to the students.

5. PRESENTATION OF MATERIAL (level and clarity of presentation, appropriate use of learning aids)
(X)Excellent ()Very Good ()Satisfactory ()Unsatisfactory

Material presented in clear manner. Good use of blackboard and projector. Lecture was given at good pace.

6. STUDENT-INSTRUCTOR INTERACTION (relevance, variety, and clarity of questions; appropriate recognition of student contributions)
(X)Excellent ()Very Good ()Satisfactory ()Unsatisfactory

Students were attentive and cooperative. The Professor called the students by name and recognized students' contribution.


7. OVERALL EVALUATION (categories 1 through 6)
(X)Excellent ()Very Good ()Satisfactory ()Unsatisfactory

Professor Satyanarayan made the lesson very lively and enjoyable.

8. SPECIFIC RECOMMENDATIONS FOR IMPROVEMENT (Use additional pages if necessary.)

Keep up the good work.

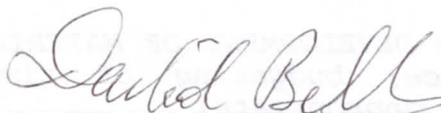
I have read and have been given a copy of the above report and so signify by my signature below. I understand that I may attach additional comments to this document.



Signature of Observee

12/19/16

Date



Signature of Observer

12/19/16

Date

(form observtn.doc)