

New York City Technical College
Computer Systems Department

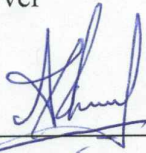
Memorandum Of Post-Observation Conference

On Monday April 28, 2014 a conference was held with Professor Satayanarana to discuss the classroom observation made by Professor Bellehsen on April 23, 2014.

Professor Satayanarana 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

NEW YORK CITY TECHNICAL COLLEGE
OF THE CITY UNIVERSITY OF NEW YORK

CLASS OBSERVATION REPORT

() Tenured

Name Ashwin Satayanarayana Rank Assistant Professor (X) Untenured

Department Computer Systems Tech Course/Sectn CST1204/D656

(x) Reappointment

() Promotion

Date of Observation 4/23/20 Room N904

() Other

Lesson Topic & Brief Summary: Normal Form First, Second and Third Normal form

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.

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. Friendly and relaxing attitude toward students.

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

Careful use of correct terminology. Thorough explanation of details.

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

Lessons objectives were clearly stated at start of lesson. Excellent organization of subject.

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

Professor Satayanarana started by reviewing material, then proceeded to teach new subject clearly and at a good pace. Good use of blackboard and projector.

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

Students were attentive, cooperative and respectful. Questions were asked and answered appropriately. Professor Satayanarana recognized students' contribution.

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

Keep up the good work

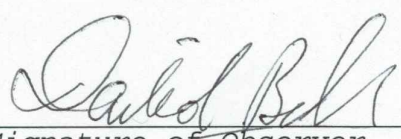
8. SPECIFIC RECOMMENDATIONS FOR IMPROVEMENT (Use additional pages if necessary.)

Professor Satayanarana should try to engage little more some weak and bashful students.

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

Date



Signature of Observer

4/28/14

Date

(form observtn.doc)