

CTL Peer Pre-Observation Meeting Guide

This meeting guide is designed to pair with the CTL's BUFF Classroom Observation Framework, template observation form, and post-observation meeting guide.

Plan for a 30-minute conversation with the person you are observing (or one hour if you will observe each other and are scheduling a single meeting to discuss both observations).

Purpose of the pre-observation meeting

- Establish comfort and trust in the process.
- Understand the instructor's goals for the observation and/or their course.
- Collaborate with the peer instructor to select the best observation dimensions that fit their needs/goals.
- Identify a date to observe their course.

Discuss instructor goals

- Use the BUFF Classroom Observation Framework as a guide
- Get an understanding of their goals for the specific class session to be observed, e.g., you might ask:
 - How's class going this semester?
 - How is a "typical" class session structured?
 - How do you get students to engage with one another and with you as the instructor?
 - How do you know if students are engaged in class and with the content?
 - Are there any new things you're considering trying out (e.g., an active learning technique, an inclusive practice, a new module, etc.)?
 - What are you aiming to improve, and why?
 - What advice would you like for improving?
 - What are they hoping to learn and/or do with what they learn from this process?

Select BUFF Classroom Observation Framework dimensions to focus on

- Collaborate to identify dimension(s) or specific subcategories from the BUFF classroom observation framework to focus on during the observation
 - What dimension(s) best fit the needs/goals of the observation?
 - Which areas are they trying something new and want feedback?
 - If helpful, you may wish to copy the selected categories (and their example behaviors) into your copy of the BUFF observation form template in the spaces provided.

Identify an observation date

- When selecting a class session (or sessions) to observe, it should be a typical class session. In other words, avoid test days, days with guest speakers, or days with back-to-back student presentations.
- The observation will need to be completed in time to have a post-observation meeting before the Teaching Triads wrap-up meeting near the end of the semester.
- Ideally also identify a date for the post-observation consultation at this time.

Is there anything else about the course/class you would like to discuss prior to the observations?

Notes: