

Form A1: Faculty Self-Appraisal Report for Full/Part Time Faculty

(The purposes of evaluation are described in Article 11 and Article 12 of the VCCCD Agreement)

NAME OF EVALUATEE: _____ **DATE:** _____

POSITION OF EVALUATEE: _____

Location: Moorpark College Oxnard College Ventura College Other (specify): _____

This form is your self-appraisal report, which is designed to record your own assessment of your performance. *Provide this completed form to the division office before the committee meeting.* The primary purpose of evaluation is to assist in the continuous improvement of faculty performance in service to the students and the District.

This form should be completed and forwarded to your Dean. Use of electronic word processing to complete this form is recommended. Space is provided below for each topic/question. If additional space is required a blank page has been added at the end of this document.

1. List those activities and/or recent accomplishments which have contributed to your professional growth, for example, courses you have recently taken, participation in professional associations, conference or workshops you have attended, papers you have delivered or published, community involvement, etc.
2. Cite the goals and plans for professional improvement you listed in your last self-assessment report and describe how you accomplished those goals and plans, or why you did not.
3. What are your goals and plans for professional improvement during the next three years, and how would successfully completing these goals improve your success in working with students?
4. **This question for is Full-Time Faculty Only:** Part of your full-time teaching assignment includes five college service hours per week. Please describe the activities you engaged in since your last evaluation to meet this requirement. If you served on college committees during this evaluation period, what were your contributions and/or professional development outcomes from that involvement?

- | | |
|---|--|
| <input type="checkbox"/> discussing departmental SLOs | <input type="checkbox"/> contributing to grant proposals/research projects |
| <input type="checkbox"/> continuing professional development | <input type="checkbox"/> recruitment and high school relations |
| <input type="checkbox"/> sponsorship and support of student activities | <input type="checkbox"/> registration advisement |
| <input type="checkbox"/> employment interviewing | <input type="checkbox"/> activities of faculty governance |
| <input type="checkbox"/> college, district, county, regional, state-wide committees | <input type="checkbox"/> reparation and updating of course outlines |
| <input type="checkbox"/> department and division meetings | <input type="checkbox"/> community outreach and interface |
| <input type="checkbox"/> curriculum development or review | <input type="checkbox"/> state/federally mandated trainings |
| <input type="checkbox"/> program development, review, coordination | <input type="checkbox"/> other: |
| <input type="checkbox"/> articulation and matriculation | |

5. What can be done by the college to help improve your services?

Please retain a copy of this form for use in your next evaluation. A copy of your evaluation forms and a summary of your student evaluations will be placed in your personnel file.

Faculty Member's Signature

Date

1. Professional Growth and Accomplishments (2024 – 2025)

- **CHEM V20L Lab Manual Renewal Project:** Led the redesign of the general chemistry lab manual into a unified digital workbook integrating icons, QR-linked setup videos, and improved data-recording templates. The new format enhanced clarity, accessibility, and departmental consistency.
- **Zero Textbook Cost (ZTC/ZEN) Initiative:** Collaborated with colleagues to convert multiple chemistry courses to ZTC status using LibreTexts and Canvas modules, lowering costs while improving navigation and accessibility.
- **Committee Participation – DEAG:** Served as a STEM representative in the Distance Education Advisory Group, contributing perspectives on accessibility, Canvas integration, and AI-supported instruction.
- **Peer Evaluation and Collaboration:** Participated in peer observations and evaluations within the department, refining instructional pacing, feedback methods, and classroom communication.
- **Faculty Bulletin Board Project:** Designed and implemented an updated departmental bulletin board featuring QR-linked faculty profiles and standardized visual design to improve communication.
- **Professional Development:** Completed Ventura College PD workshops on accessibility, Canvas Studio, generative AI, and Title IX compliance, reinforcing inclusive and transparent teaching practices.

2. Review of Previous Goals and Progress

1. **Expansion of Lab Video Resources:** Completed a comprehensive library of over 30 lab instruction and technique videos in collaboration with Antonia Flores. Integrated them into Canvas, significantly improving student preparedness.
2. **Revision of Lab Manual Materials:** Evolved into the *Lab Manual Renewal Project*, producing a polished, accessible digital workbook for department-wide use.
3. **Refinement of Lab-Specific Quizzes:** Revised quizzes to emphasize procedural reasoning and observation-based analysis rather than recall, strengthening applied understanding.
4. **Online Course Accessibility:** Implemented consistent Canvas design, captions, alt-text, and automated transcripts to ensure compliance with accessibility standards.
5. **Committee and Faculty Engagement:** Fulfilled through active DEAG participation and peer collaboration, expanding impact from course-level improvements to program-level contributions.

Overall, these outcomes reflect a transition from individual course development to sustained departmental and institutional involvement.

3. Future Goals and Professional Improvement Plans (2025 – 2028)

- 1. Stabilize the Linked Lecture–Lab Model (CHEM V104):** Refine pacing alignment, shared Canvas assessments, and integrated grading to strengthen conceptual continuity between lecture and lab.
Impact: Improves comprehension and retention by linking theory with experiment.
- 2. Expand the Lab Video Library:** Complete coverage for all V101 experiments with captions and step-by-step overlays.
Impact: Enhances safety, confidence, and accessibility for all learners.
- 3. Support Department-Wide ZTC Adoption:** Share templates, assessments, and Canvas structures to assist colleagues in course conversion.
Impact: Broadens equitable access and resource consistency.
- 4. Integrate AI-Supported Canvas Tools:** Pilot feedback automation and adaptive study modules to individualize learning.
Impact: Improves responsiveness and instructional efficiency.
- 5. Continue Committee and PD Engagement:** Remain active in DEAG and related STEM initiatives to align teaching innovations with institutional priorities.
Impact: Ensures continuous improvement informed by college-wide collaboration.

4. College Service Hours (Full-Time Faculty Only)

Category	Description / Contribution
Continuing Professional Development	Participated in Ventura College PD workshops on accessibility, Canvas design, and AI integration to enhance inclusive and efficient teaching practices.
Department and Division Meetings	Regularly attended departmental and divisional meetings to align grading standards, lab coordination, and safety procedures within chemistry courses.
Curriculum Development or Review	Contributed to the <i>Lab Manual Renewal Project</i> and the <i>CHEM V104 Linked Lecture–Lab Model</i> , improving structure and accessibility.
Program Development, Review, Coordination	Supported ZTC/ZEN program coordination and provided input on the Chemistry AS Degree framework.
Preparation and Updating of Course Outlines	Revised and aligned the <i>CHEM V104</i> course outline to ensure lecture–lab alignment and assessment consistency.
College / District / State Committees	Served as a STEM representative on the <i>Distance Education Advisory Group (DEAG)</i> , contributing to policy discussions on accessibility and AI integration.
Sponsorship and Support of Student Activities	Enhanced student engagement through accessible digital lab materials and improved Canvas organization that foster independent learning.

5. What Can Be Done by the College to Help Improve Your Services

The college has provided consistent and valuable support for instructional improvement and professional growth. Current resources—including professional development opportunities, instructional technology support, and collegial collaboration—have been sufficient for my teaching and departmental work. I appreciate these ongoing efforts and have no additional needs at this time.