



# MEMORANDUM

To: Betsy McCall  
From: Phil MacLean  
Re: Classroom Observation  
Date: 5/22/08

I enjoyed sitting in on your class last night. Overall I think the class went well. I've enclosed the Faculty Observation Report that I completed. Please read it over, make any comments if desired, and sign the form. Make a copy for yourself to keep and return the original to me. I'll keep a copy and forward the original to Jonathan.

I've got just a few suggestions to make. None of them are "deal-breakers" just ideas to improve the classroom experience for the students.

- Take the time to prepare your own lecture notes rather than going page by page through the book. Likewise with examples, prepare your own rather than presenting ones that students can read for themselves. This not only helps the students by allowing them to see and work out examples that they can't replicate by just reading the text, but also helps you in that your lecture notes need not change when the textbook changes.
- Your tests, while covering the content appropriately, seem pretty lengthy. Did you find that students were able to complete the tests in the given amount of time? Likewise, while I enjoy seeing a few proofs on your tests, some of those questions (such as proving a hyperbolic difference formula or using mathematical induction) go above and beyond what is called for on the course outline. You shouldn't feel compelled to include these items on tests.
- Try to involve more of the students in the discussion. There were two students who seemed to ask and answer just about all of the questions presented in class. Maybe 1-2 others spoke up once or twice, and the other 5-6 students idly sat at their seats and took notes at best. One student was asleep at his desk the entire time he was in class. Do your best to engage all students more actively in what is happening in the classroom.

Thanks again for the chance to observe your class. If you have any questions, please let me know. I can be reached at 287-5308, or [pmaclean@csc.edu](mailto:pmaclean@csc.edu).