

Post-Observation Conference Memorandum

Post-Observation Conference

Observation Date: 4/28/2022
Course and Section: MECH2430
Name of Observer Masato Nakamura
Date Observation Report filed with Chairman: 4/29/2022

Candidate's Name: Akm Rahman **Department:** Mechanical Engineering Technology

Date of Discussion: 4/29/2022

(Attach additional pages if necessary)

Signed S. Rahman
(Title)

I understand that my signature means only that I have read this memorandum and that I may attach any comments I wish, and that I have received a copy of this document.

Staff Member's Signature _____ Date _____

() Tenured
(X) Untenured

Name Akm Rahman

Rank Assistant Professor

(X) Reappointment
() Promotion
() Other

Department: Mechanical Engineering Technology

Course/Section:

Date of Observation: 4/29/2020

Room: In-person
(a few students attended online due to the health concerns)

Lesson Topic & Brief Summary:

Topics:

Thermodynamics cycles (Brayton Cycle and Refrigeration Cycles) and thermodynamics systems, Heat transfer, HVAC systems, Lab work.

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

1. **CLASSROOM MANAGEMENT** (prompt start, efficient attendance check):

(x) Satisfactory () Unsatisfactory

2. **PROFESSIONAL TRAITS** (professional appearance and demeanor: clarity, volume, and pace of speech; establishment of rapport with students).

(x) Satisfactory () Unsatisfactory

3. **SUBJECT MASTERY** (accuracy of presented material, use of appropriate terminology, competence in use of equipment).

(x) Excellent () Very Good () Satisfactory () Unsatisfactory

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

Revised 12/05/00

Lab Observation Report - continued

5. PRESENTATION OF MATERIAL (level and clarity of presentation, appropriate use of learning aids)
(x) Excellent () Very Good () Satisfactory () Unsatisfactory
6. STUDENT-INSTRUCTOR INTERACTION (relevance, variety, and clarity of questions; appropriate recognition of student contributions).
(x) Excellent () Very Good () Satisfactory () Unsatisfactory
7. OVERALL EVALUATION (categories 1 through 6)
(x) Excellent () Very Good () Satisfactory () Unsatisfactory
8. SPECIFIC RECOMMENDATIONS FOR IMPROVEMENT (use additional pages if necessary).

He did a great job. He successfully organized the presentation files and course materials week by week, and put everything online (Openlab). The OER site of this course: <https://openlab.citytech.cuny.edu/mech2430/>

The site will be improved with ABET accreditation (Student Learning Outcome) and the OER license of creative commons (CC).

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.

Akm Rahman, 4/29/2022

S. Rahman

Signature of Observee

Date

Masato Nakamura, 4/29/2022

Masato Nakamura

Signature of Observer

Date