

NEW YORK CITY COLLEGE OF TECHNOLOGY
OF THE CITY UNIVERSITY OF NEW YORK

POST OBSERVATION CONFERENCE MEMORANDUM

Date of Discussion: 4/16/2021

Observation date: Week of 3/23/2021

Candidate's Name: Dr. Rebecca Mazumdar

Department: English Department

Representatives Present: NA

Course & Section: AFR 3401/ OL 09

Name of Observer: Dr. Monique Ferrell

Name of Observee: Dr. Rebecca Mazumdar

Date Observation Filed: 4/16/2021 with Chairperson : 4/16/2021

P&B member or other assigned by chairperson: NA

Signed _____ Title: _____

I understand that my signature means only that I have read this memorandum and that I may attach any comments I wish.

Staff Member's Signature _____ April 20, 2021

date

NEW YORK CITY COLLEGE OF TECHNOLOGY
OF THE CITY UNIVERSITY OF NEW YORK

FACULTY CLASS OBSERVATION REPORT FORM
FOR OBSERVATIONS OF HYBRID AND ONLINE COURSES

Semester/Year: Spring 2021

Department: English Department Course/Section: ENG 3401/OL 09

Name of Observee: Mazumdar, Rebecca Rank: Associate Professor
Last Name, First Name

Untenured Tenured Adjunct

Name of Observer: Dr. Monique Ferrell Rank: Professor

Date(s) of Observation: Week of 3/23/2021

Online platform and/or online environment (i.e., Blackboard, OpenLab): Blackboard & Perusall

This form is to be used only when evaluating the online portion of an online or hybrid course. Please complete each item. This report will be returned unless each category contains supporting comments. Use additional pages if necessary.

FOR HYBRID AND ONLINE COURSES: observation of online course components is required; observation of a face-to-face class meeting is optional.

Brief Summary of Material Viewed:

Dr. Mazumdar's ENG 3401 (Law Through Literature) is a 15 week asynchronous course. As such, the observer reviewed and assessed the professor's teaching platforms, Blackboard & Perusall: syllabus, schedule of assignments, posted lectures, assigned readings, exams, and discussion threads.

1. COURSE DEVELOPMENT AND ORGANIZATION

Includes instructor's ability to develop and organize material, including the course syllabus; to create an easily navigable and informative course site and/or other online environment; and to require students to spend adequate time on task through well-conceived activities that foster understanding of the course material.

(X) Excellent () Very Good () Satisfactory () Unsatisfactory

Comments:

Without question, Dr. Mazumdar has thoughtfully designed materials on two Distance Learning platforms. Her Blackboard and Perusall sites reflect an attention to detail, ensuring course materials, those routinely taught in a physical classroom setting, are easily transferrable to the virtual world. Each tab is clearly labeled and navigable and, most importantly, reflects the outline of the course syllabus and its learning outcomes.

Because the Professor has created such a user-friendly site, enrolled students are able to easily respond to her posts, log in for scheduled office hours, and complete/submit assigned work in a timely fashion.

Her syllabus and schedule of assignments are detailed and informative documents that also include and highlight college policies on issues specific to students' well-being and preparedness: self-care, academic integrity, access, equity and inclusion.

2. COMMUNICATION

Includes instructor's ability to project a professional presence online; to communicate clearly; to establish a rapport with students; and to establish a supportive, well-managed online learning environment by providing frequent announcements, clear instructions and adequate information for students to complete activities and assignments.

(X) Excellent () Very Good () Satisfactory () Unsatisfactory

Comments:

Dr. Mazumdar began the semester with a "Welcome To The Course" video (posted to Blackboard) which set the standard for how she would conduct the semester. It was deeply encouraging, and, also, clear about the course expectations/standards.

That said, her beginning-of-the-semester remarks about expectations and accountability are reflected in her instructional platforms.

At the time of this observation, Dr. Mazumdar's Blackboard site included four learning modules: **Getting Started; Food Health & Unequal Access; Systemic Racism & Food; Immigration, Food, and Identity**, and the accompanying course materials—readings, quick-links, written assignments, embedded videos—had been posted through April 15th, 2021. The overall structure of the site allows students constant access to assignments should they need to play catch-up.

On Perusall, the companion teaching platform, Professor Mazumdar's students are able to

access the assigned readings and annotate the posted documents, sharing their ideas, thoughts, or questions.

The outcome, of course, is that both platforms reflect an informative and detailed course, one seemingly filled with engaged and academically thoughtful students.

3. SUBJECT MASTERY

Includes instructor's ability to demonstrate subject mastery through the use of a Web-based course platform and/or other online environment; to present subject matter effectively; to use proper terminology; and to incorporate applicable, up-to-date resources and content.

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

Comments:

Dr. Mazumdar's expertise is considerable, and the structure of the course is derived from her sizeable body of knowledge. She has, to her credit, designed a course that is specific to an undergraduate student-body—a class that does not overwhelm their senses, but, rather, grows and challenges their scholarly voices and critical thinking.

4. STUDENT-INSTRUCTOR INTERACTION

Includes instructor's ability to interact productively with students (including appropriate questioning of students and recognition of their contributions) within a Web-based course platform and/or other online environment; to communicate with students online through discussion posts, blogs, wikis, email and/or synchronous means of communication, such as chat; and to provide timely and effective feedback, as specified on the syllabus.

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

Comments:

Dr. Mazumdar is available to her students via email, Zoom Office Hours, scheduled individual video chats, and cell phone (in the event of an emergency).

She posts to both Blackboard and Perusall regularly *and* sends weekly check-in/reminder emails so that students remain aware of what they should be focusing on in the coming week(s). The latter is crucial for successful Asynchronous learning.

In short, it is this observer's opinion that students should feel comfortable with the pace of the course, as well as their ability to make contact with their professor.

5. OVERALL EVALUATION (categories 1 through 4)

Online Component of the Course (Required):

(X) Excellent () Very Good () Satisfactory () Unsatisfactory

Comments:

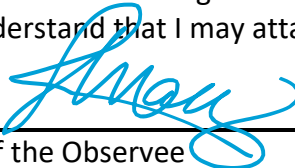
Having observed Dr. Mazumdar before, my perspective about her classroom teaching remains unchanged. She is an excellent, effective, and compassionate professor, and the department is lucky to have her.

6. RECOMMENDATIONS FOR IMPROVEMENT (Use additional pages if necessary)

Comments and Recommendations for Improvement:

NONE.

I have read and have been given a copy of above report, and so signify by my signature below. I understand that I may attach additional comments to this document.



Signature of the Observee

April 20, 2021

Date

Signature of the Observer

Date