

# PGP Form Instructions for Department Chairs

## Introduction

The Principles of Good Practice (PGP) form has been designed to be comprehensive, yet simple to complete. Department Chairs only need to complete the **Pedagogical Review Section** on the top of page 4. After completing that section, digitally sign the form and then click **Email Form** or save the file and email it as an attachment to [online@mclennan.edu](mailto:online@mclennan.edu). Before completing this form, please download the form to your computer, save the form, and then type your answers on the saved form.

## 1. Pedagogical Review Section

This section is at the top of page 4. The department or division chair responsible for the course should complete this section **after** the Center for Teaching and Learning completes page 3. Check the boxes as they apply to your observation of the course.

**Pedagogical Review** (completed by department/division/program chair)

- |  |  |
|--|--|
| <input type="checkbox"/> The course results in learning outcomes appropriate to the rigor and breadth of the degree or certificate awarded.            | <input type="checkbox"/> Content is delivered or presented well. The instructor adds his or her interpretation of important information. Information is synthesized. |
| <input type="checkbox"/> Course learning objectives are clearly stated and are aligned with the objectives of the department or discipline.            | <input type="checkbox"/> Resources and activities being used support learning objectives and are relevant and current.   |
| <input type="checkbox"/> Course learning objectives are measurable and specific.   | <input type="checkbox"/> Content is presented simply and clearly to avoid information overload.  |
| <input type="checkbox"/> Content is organized and sequenced in a logical order so that learning builds upon previously learned concepts.               | <input type="checkbox"/> The course includes activities or assignments that require higher order thinking and reflection.  |
| <input type="checkbox"/> Course learning activities and assessments are appropriate for the given discipline and directly related to learning outcomes | <input type="checkbox"/> Content reflects current information in the field of study.   |

## 2. Department or Division Chair Comments Section

Add any comments that the dean or the instructor would find useful.

Department or Division Chair Comments

## 3. Sign and Email Section

Add the date, add your digital signature, and click **Email Form** or save the form and send it as an attachment to [online@mclennan.edu](mailto:online@mclennan.edu).

Date:

Signature

**Email Form**