**Classroom Observation Memo**

TO: Business and Information Technology Division Colleagues

FROM: Connie Barber, Assistant Professor of CST/Business Division

CC: Denise Hill, Instructor of CST, Business Division

DATE: March 10, 2015

Instructor Observed: Denise Hill

Discipline/Number/Section: RDG097-WN120

Scheduled Time: 9:00 – 10:25am

Location: S036

Date of Observation: March 10, 2015

Time of Observation: 9:00 – 10:00am

Body of memo: