



Concurrent Enrollment Program (F3) Discipline Specific Professional Development Annual Reporting Form

Name: _____

Date: _____

High School: _____

Discipline/Course: _____

(Note: the PD may be completed at the discipline level. Liaisons may work together to create a shared learning opportunity for CE teachers.)

Faculty 3 (F3) Concurrent enrollment instructors participate in college/university provided annual discipline-specific professional development and ongoing collegial interaction to further enhance instructors' pedagogy and breadth of knowledge in the discipline.

F3 Intent

- To provide annual opportunities for collegial interaction between CE teachers and campus faculty.
- Should course philosophy, curriculum, focus, or pedagogy change over time, to ensure CE teachers have regular interaction with other faculty and become aware of changes in current trends in course delivery.
- To engage CE teachers in the collegiate academic community.
- All CE Teachers may include graduate level courses for their annual professional development

On-going PD for Veteran CE Teachers may include information sharing by one or more of the following:

- Engage in discussions regarding new research in their field
- Learn & share pedagogical practices
- Discuss assessment data from their discipline/course
- Learn from guest speakers & field experts
- Calibration of grading
- Sharing of innovative teaching & field research practices

Required Evidence:

1. An example from the professional development activities of each discipline, such as: seminar description and materials, event minutes, conference report, agenda, and/or individualized meeting summary.
2. For each discipline a description of how the example of the concurrent enrollment program's annual professional development further enhances course-content and delivery knowledge and/or addresses research and development in the field. This description should include the format, delivery method, frequency, and an explanation of how annual professional development is distinct from new instructor training (F2).

Concurrent enrollment teachers are required to complete discipline specific, concurrent enrollment oriented, professional development during the academic year that their course is being offered. While it is acceptable for a high school teacher to select their own activity, CE teachers should collaborate with their liaison in advance to ensure it is meeting the discipline specific requirement. Concurrent enrollment teachers must complete the form and turn it into their liaison no later than May 1st. Liaisons are asked to follow up with the

high school teacher to discuss their professional development option. The liaison will sign the form and submit it to the CEP by May 31st (end of the semester is preferred).

Please summarize your professional development activity (include what you did, format, delivery method, and date(s):

How will the PD enhance course-content/student learning, delivery knowledge, and/or address research and development in the field?

What were you able to take away that would be useful in your concurrent enrollment classroom? Be specific and provide an example from your PD and/or how you will use this new knowledge in the classroom.

Share how this topic was relevant to your discipline?

How might you review and revise a course item as a result of this teaching and learning experience?

Submit evidence along with this Form. Agenda, handouts, screenshots, training materials etc.

Once complete, please submit to your liaison who will add their notes/observations on the next page. Include any materials related to your PD (refer to Required Evidence 1 above).

LIAISON FEEDBACK*

Date form was received from CE teacher: _____

If you and your CE teacher attended a professional development session together, please share your feedback about the session. How did you choose it? What were your take-a-ways from the event? How did you and your CE teacher engage in the session together and what specifically did you discuss in how this could be used their concurrent enrollment course?

If your CE teacher chose an activity that you could not attend, please set up a time to chat with your CE teacher about the event/topic they chose. In the space below share the follow up conversation that you engaged in with your CE teacher about their professional development choice. Be sure to look at how the content is relevant to the discipline and how it applies to continued teaching improvement, course delivery, etc.

If you and/or your department created a PD opportunity for the CE teacher(s) in your discipline, please provide the agenda, training materials, handouts, powerpoint, and/or all materials used in the training. Be sure to include name of the training, date offered, content covered, and your observations about the training event.

High School Teacher Signature

Date

Faculty Liaison Signature

Date

**NACEP requirements state that professional development needs to be discipline specific and happen annually. Because of the number of options that faculty liaisons have to complete this requirement, faculty liaisons are required to follow up with their CE teachers and richly discuss their activity to meet this requirement.*