



“Discipline specific professional development for instructors –both new and continuing – is critical to the quality, rigor, and sustainability of the concurrent enrollment partnership.”¹ Faculty mentors must provide annual discipline specific professional development opportunities to all concurrent enrollment high school teachers. This requirement directly aligns with **NACEP Standard 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.* Professional development activities may be done in group or individual settings.

NACEP published a Concurrent Enrollment Issue Brief in May 2015 titled, “*Discipline-Specific Professional Development for Continuing Instructors*” that provides best practices and examples for engaging instructors in professional development activities. The brief can be found here: <http://www.nacep.org/docs/briefs/F3-PDforContinuingInstructors.pdf>

The faculty mentor is responsible for tracking concurrent enrollment high school teacher participation in the required professional development training. With each professional development training the mentor should include:

- A list of attendees
- An agenda, seminar description and materials, event minutes, conference report, or narrative of professional development activity
- A narrative describing how the annual professional development further enhances course content and delivery knowledge and/or addresses research and development in field. Please include the format, delivery method, and frequency of professional development activity.

Faculty Mentor: _____

Concurrent Discipline: _____

Date: _____

PROVIDE A LIST OF CONCURRENT ENROLLMENT INSTRUCTORS PARTICIPATING IN PROFESSIONAL DEVELOPMENT ACTIVITY:

Name: _____

High School: _____

Name: _____

High School: _____

Name: _____

High School: _____

Name: _____

High School: _____

Name: _____

High School: _____

(Continued on back)

INCLUDE AN AGENDA, SEMINAR DESCRIPTION AND MATERIALS, EVENT MINUTES, CONFERENCE REPORT, OR NARRATIVE OF PROFESSIONAL DEVELOPMENT ACTIVITY

PROVIDE A BRIEF NARRATIVE DESCRIBING HOW THE ANNUAL PROFESSIONAL DEVELOPMENT FURTHER ENHANCES COURSE-CONTENT AND DELIVERY KNOWLEDGE AND/OR ADDRESSES RESEARCH AND DEVELOPMENT IN FIELD. PLEASE INCLUDE THE FORMAT, DELIVERY METHOD, AND FREQUENCY OF PROFESSIONAL DEVELOPMENT ACTIVITY.

ⁱ NACEP Concurrent Enrollment Issue Brief, May 2015. *“Discipline-Specific Professional Development for Continuing Instructors”*. Retrieved from <http://www.nacep.org/docs/briefs/F3-PDforContinuingInstructors.pdf>