

Appendix K: Form 7 - ANNUAL DISCIPLINE SPECIFIC PROFESSIONAL DEVELOPMENT
(DUE BY JUNE 30)

The **National Alliance of Concurrent Enrollment Partnerships (NACEP)** standards requires:

- CE instructors participate in college provided annual discipline-specific professional development and ongoing collegial interaction to further enhance instructor's pedagogy and breadth of knowledge in the discipline (**F3**)

Use this form to document the concurrent enrollment instructor's annual professional development activities and provide a summary of the teaching/learning that occurred. NACEP requires evidence indicating the Faculty Liaison's pre-approve of the activity, evidence of attendance/participation, and a description of the activity.

HS Teacher: _____ High School: _____

Discipline: _____ Fiscal/Academic Year: _____

Faculty Liaison: _____

Part 1: List one discipline-specific professional development opportunity that was completed**Discipline-Specific Credit Bearing Course**

Course # & Title: _____ Name of Institution: _____

of Credits: _____ Date of Completion: _____

Unofficial Transcript submitted with summary of learning (*NACEP required evidence*)? _____

Discipline-Specific Training, Workshop, or Conference Attended

Title: _____ Provided by: _____

of hours: _____ Dates of Attendance: _____

Attendance certificate OR

In-session documentation submitted with the summary of learning? (*NACEP required evidence*) _____

**NACEP does not recognize registration documentation as proof of attendance/completion*

Other Discipline-Specific Professional Development Activity

Examples: Journal article review, Sit in on HTC class, Discuss curriculum/teach strategies with other HTC concurrent enrollment instructors, HTC Faculty Liaison training, Educator Externship aligned with discipline, etc.

Description of Activity: _____

Provided by: _____ # of hours: _____

Completion Date: _____ *NACEP required evidence: See Part 2*

Part 2: Summary of Training/Learning

The **National Alliance of Concurrent Enrollment Partnerships (NACEP)** standard F3 states: Faculty must document that the instructor/campus-faculty interaction occurred (who, when, where) and the content of the in-service professional development separately from the site visit report. Documentation would include an agenda and handouts, notes summarizing the topics discussed, etc.

Summary of Learning: For the professional development option indicated on the previous page, use the following space to provide a bullet-point summary indicating:

- the training content, format of delivery, and elapsed time
- the highlights from the high school instructor & faculty liaison discussion
- a statement of intended implementation or non-implementation of content discussed

Professional Development and resulting discussions must total at least four-hours to qualify.

Signature of Faculty Liaison

Date

Signature of High School Instructor

Date

****This requirement is NOT complete without a summary of learning included***