**Professional Development Workshop Agenda**

I, , in the \_\_\_\_\_\_\_\_\_

(CC Faculty Liaison) (insert department/discipline)

department affirm that College in the High School teacher(s), teaching courses in the department, meet the following 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.”**

**Attendees:**

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| --- | --- | --- |
| Please indicate content discussed: (check all that apply) | Please indicate which delivery method was used: (check all that apply) | Please indicate which format the professional development was delivered: (check all that apply) |
| Course content | On-campus visit | Journal article |
| Course delivery | Email | Webinar |
| Assessment | Site visit | On-campus tour |
| Evaluation | Phone conversation | Web site reference |
| Research | Online Discussion | Guest speaker |
| Development in field | Tele/Videoconference | Professional conference |
| Other\_\_\_\_\_\_\_\_\_\_\_\_ | Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**After Professional Development, please complete the following by the end of the 5th business day after Professional Development Training and send back to CiHS program staff:**

1. Speak with one of your faculty and discuss paired course work items on Paired Work Worksheet

2. Attach additional evidence, emails, agenda, minutes, journals etc.

3. Attach a statement on how this counts toward Professional Development, and how this professional development further enhances course content and delivery knowledge and/or addresses research and development in the field by the end of the 5th business day after Professional Development Training:

CC Faculty Liaison Signature Date of Professional Development