**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