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 above-stated department meet NACEP Standard F3, which states, "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:

_____ _____ _____

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_____

Please complete and submit the following by the end of the 5th business day after the Professional Development Training has commenced:

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. as necessary
3. Attach a statement on how the activity counts as professional development, further enhances course content and delivery knowledge, and/or addresses research and development in the field:

_____ _____
CC Faculty Liaison Signature Date of Professional Development