



## Concurrent Enrollment Professional Development Meeting Form Instructions

To help document that your professional development meeting is in alignment with NACEP standards, this form outlines three areas that could be covered. You do NOT need to cover each of these areas every year, but you could think about rotating these topics so that in a three-year period each area is covered at least once.

Under the area that you cover in the meeting, please include an outline of your discussion and a general summary of topics covered/conversations had. For example, after a meeting about teaching strategies, you might submit the following summary:

Agenda:

- Introductions (5 min)
- Time to discuss any questions about the course/resources that CE instructors need.
  - Instructor Smith needs to buy a new set of textbooks. We discussed in our group which of the approved textbooks instructors are using to advise her on whether she should move to a different book. She decided on a text and will contact Fabiola for assistance in ordering copies for her class. (10 min)
- Main focus of meeting: integrating active learning into class sessions.
  - In this portion of the meeting, each CE instructor discussed one active learning method they are using in their class, and the results of using it. Dr. Smith shared additional resources about active learning approaches that are being used in the University courses, as well as some online resources through Boise State's CTL that CE instructors can use to find more ideas. (45 min)

In addition to the agenda and meeting description, please attach copies of any handouts/documents shared with CE instructors during this meeting.



## Concurrent Enrollment Professional Development Meeting Form

Faculty Liaison:

Course:

Meeting Date:

Meeting Location:

Meeting Time:

CE Instructors present:

**Faculty 3 (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.

Faculty Liaison: Please add additional pages as necessary when answering the questions below. Provide as much detail as possible.

Return copy of completed summary by April 30th or sooner to Fabiola Juarez-Coca, Director Concurrent Enrollment via email to [fjuarez@boisestate.edu](mailto:fjuarez@boisestate.edu) or in print to Concurrent Enrollment Extended Studies, MS 1120.

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### Areas of Professional Development

#### Area I: Assessment

(Possible topics: Alignment of assessments, grade norming on common assignments, possible ways to assess specific learning outcomes, etc.)

**Area II: Developments in the Field**

(Possible topics: New developments in the field, an overview of the research of the University faculty, work that CE instructors are doing in the field, research that graduate students are doing, changes to the University course curriculum, etc.)

**Area III: Teaching and Learning**

(Possible topics: Resources on using Evidence Based Practices in their teaching (EBIPs), a classroom visit to observe a University faculty member's course, a presentation from a CE instructor on their innovative approaches to teaching, etc. The CTL is available to provide resources for this area).