

Appendix K: ANNUAL ACADEMIC PROFESSIONAL DEVELOPMENT PLAN

Discipline-specific professional development participation is mandatory for all concurrent enrollment high school instructors annually. The college must provide discipline specific professional development activities and ongoing collegial interaction to address course content, delivery, assessment, evaluation and/or research in the field. The purpose of this professional development form is to document the activities completed and a summary of the teaching/learning.

Instructor Information

High School Instructor	
High School	
Course Discipline	

Part 1: List of activities completed
Discipline-Specific Course Completed

Required Evidence to submit: College Transcript – Unofficial

Course name and number	Institution	# of Credits	Completion Date

Discipline-Specific Training/Conference Attendance

Required Evidence to submit: Certificate of attendance or specific session documentation. (*Conference registration documentation is not sufficient*)

Name of training, workshop or conference	Provided by	# of Hours	Date(s) of Attendance

Other Professional Development Opportunities

Examples: Journal article review, Sit in on HTC class, Discuss curriculum/teach strategies with other HTC concurrent enrollment instructors, HTC Faculty Liaison training. Required evidence: See Part 2

Description of Activity	Provided by	# Hours	Completion Date

Part 2: Summary of Training/Learning

In accordance with NACEP and Minnesota State requirement, professional development without accompanying documentation will not count toward meeting this requirement.

Summary of Learning: For each professional development option below, a summary of learning must be submitted along with any other required evidence. This summary must include:

- Training content, format of delivery, and elapsed time
- Bullet-point summary highlighting high school instructor & faculty liaison discussion
- Statement regarding the implementation or non-implementation of article topics

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

Professional Development Options

Discipline-Specific Course Completed: High school instructor must submit an unofficial transcript indicating successful competition of the course

Discipline-Specific Training/Conference Attendance: Registration documentation will not be acceptable

- 3rd PARTY TRAINING: High school instructor must submit documentation of their attendance or something distributed at session to show they attended
- PROFESSIONAL DISCIPLINE-SPECIFIC CONFERENCE: High school instructor must submit certificate of attendance

Other Professional Development:

- JOURNAL ARTICLE: Faculty liaison to select journal article(s) discussing new or upcoming aspect of the industry to be read & reviewed by both faculty liaison and high school instructor
- HTC COLLEGE COURSE SITE-VISIT: Faculty liaison to select course date that will highlight curriculum, content and/or training pertinent to High School Instructor’s ability to provide a course that is appropriate college level and rigor
- LEARN FROM ONE ANOTHER: Meeting for all faculty/high school instructors within the discipline to discuss aspects of the curriculum and different teaching strategies used
- TRAINING IN-HOUSE: Faculty liaison provides training on pertinent equipment/software/etc. used in their on-campus courses

Note: some disciplines might include multiple HTC programs so you can work together, e.g., Business, Accounting, and IT would all be one discipline.

Please attach Summary of Learning to this document

Signature of Faculty Liaison

Date

Signature of High School Instructor

Date