



Instructional/Professional Development Meeting

These are topics to help guide you through discussion.

New Concurrent Instructor (cover all material)

Continuing Concurrent Instructor (review changes)

Course Philosophy/Course-Level Assessment

Course Syllabus Template (provide example for the course)

- Course Description
- Evaluation and Grading
- Learning Objectives/Course Outline
- Student Success Outcome(s) for the Course
- Course Calendar

University Syllabus (provide website link)

Course Textbook (Textbook needs to be comparable or the same as the one used by full-time ASU-Beebe faculty.)

Course Quiz/ Semester Test/Final Exam (provide examples)

Course Activities/Assignments (provide examples)

Professional Development opportunities (Instructors should be participating in course development; inquire on interest and what kinds of professional development is needed throughout the academic year.)

- Encourage experienced concurrent instructors to attend the evening part-time (adjunct/concurrent) faculty Vanguard Summit Development event. (All new concurrent instructors are required to attend this event.)
- Provide examples of other professional development opportunities instructors have participated in.



CANVAS (course shell opportunities)

Discipline/Content-specific Teaching Development Video and Discussion (produced and led by the faculty liaison in collaboration with the college's Distance Education team)

Banner Self-Service Faculty Portal Access

- Midterm/Final Grades entry
- Initial Attendance entry (See due date on Academic Calendar)

Academic Calendar (provide website link)

ASU-Beebe Student Resources

- Library
- Tutoring Services
- Student/Community Events

Please provide the Office of Concurrent Enrollment with copies of the examples you shared so we can have documentation on file for our NACEP accreditation.

High School _____ College Faculty Liaison _____

High School Instructor _____ Date of Visit _____

Course Title _____ Course Number _____

Comments:
