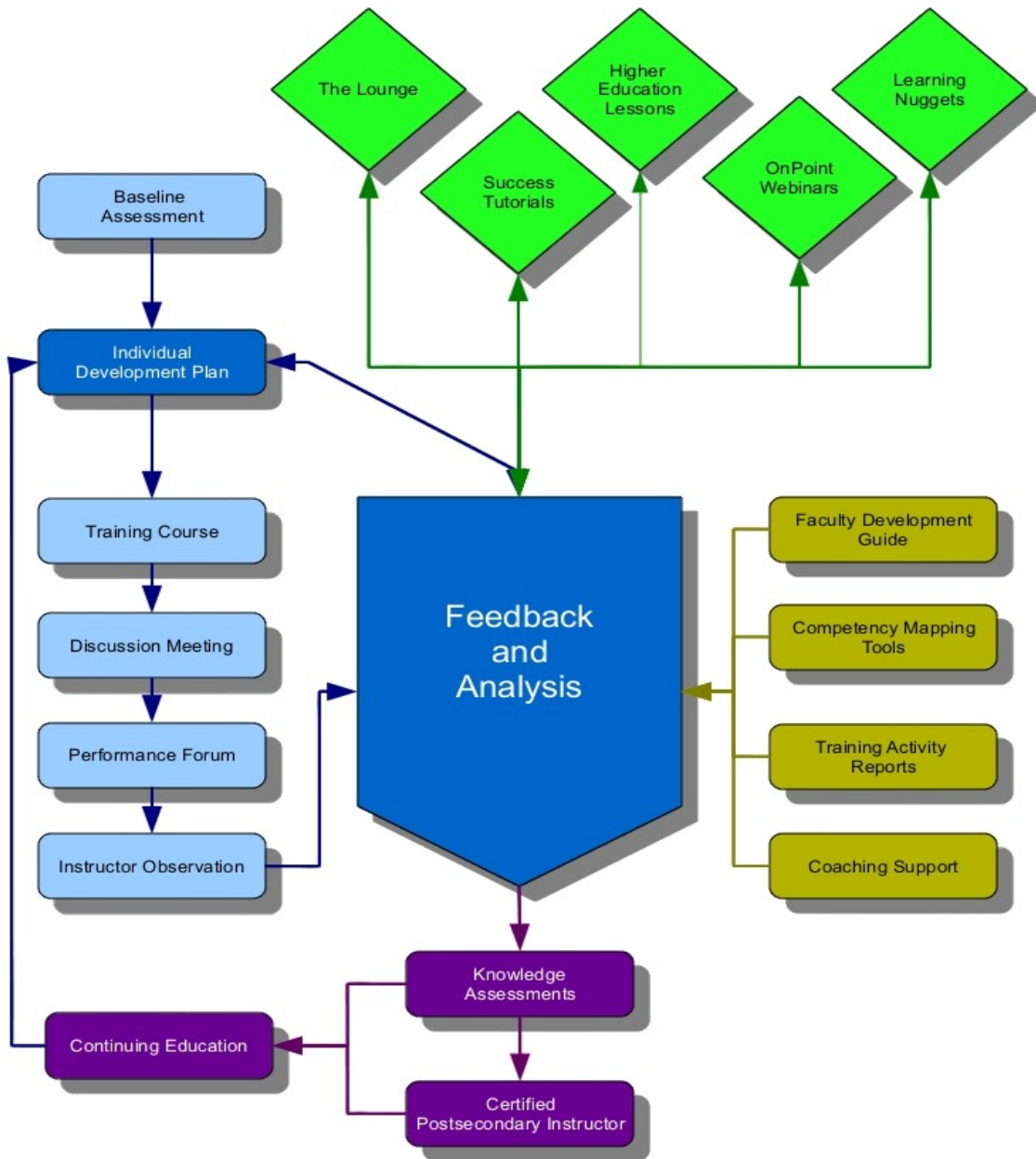


**Faculty Development Program**

The Lifecycle Training Solution for Career College Faculty



### **Baseline Assessment**

In concert with the first training cycle, instructors have the option of taking a Baseline Assessment. This assessment recommends specific training courses to each instructor based on his or her responses. The Baseline Assessment assists instructors, with the help of their coaches, in selecting training courses that maximize their learning experiences and support their individual development plans.

### **Individual Development Plan**

The Individual Development Plan (IDP) is an online portfolio management system that captures the participant's journey through the program. The system can also be used to record developmental activities completed outside of the CEE Faculty Development Program. The IDP serves as a platform for instructors and coaches to collaborate on identified performance-based outcomes and links instructor training directly to each participant's individual development goals.

### **Training Course**

Participants enroll in an online course in concert with their individual development plans and baseline assessment results. Our online courses are delivered in an asynchronous fashion on a continuous enrollment basis. Each course is supported by an expert trainer who is available to answer questions and facilitate discussions. A Certificate of Completion with 4 Hours of Continuing Education Credit is awarded upon successful completion of each course.

### **Discussion Meeting**

To enhance the application of training to the classroom, faculty coaches, after each core training course, facilitate onsite discussion meetings with their instructors. These meetings provide faculty the opportunity to further discuss course topics and applications with their coaches and with each other in a post-course, onsite environment. The CEE provides both guidelines and sample questions for the discussion meetings.

### **Performance Forum**

Working in concert with the post-course discussion meetings, the online performance forums allow instructors to reconnect with the CEE facilitators and other program participants to discuss current issues or challenges. Each core course in the program has its own post-course performance forum to enhance transfer of training to the workplace and provide opportunities for instructors to continuously improve their teaching performance.

### **Instructor Observation**

Each training cycle culminates with the instructor observation. This observation, supplemented by observer guidelines and observation instruments from the CEE, provides instructors the opportunity to demonstrate, and the faculty coaches to observe and assess, specific and agreed upon training applications from each course. Instructor observations add a measurable feature to the program as instructors are achieving their own goals and improving performance.

### **Feedback and Analysis**

The CEE Faculty Development Program provides ongoing feedback and analysis among the instructors, faculty coaches and the program itself. From the initial baseline assessment and individual development plan (IDP) to the courses, discussion, and instructor observations, each program component provides the opportunity for the instructor and faculty coach to concentrate on training outcomes in relationship to specific instructional goals and teaching performance.

### **The Lounge**

The Lounge provides a learner-centered setting for informal discussions and knowledge sharing outside of the traditional training environment. Program participants can exercise their own thoughts and reflections, and make their own connections. The Lounge is the place to find and link up with other users with similar interests through blogs, discussions, and creation of ad-hoc leaning communities.

### **Success Tutorials**

Success tutorials are condensed, self-paced, non-facilitated tutorials that address workplace success skills in areas such as career development, communication, creativity, management and leadership. Though CEU credit is not offered through these tutorials, they provide valuable and informal learning opportunities available online anytime to program participants.

### **Higher Education Lessons**

These short lessons provide an overview of higher education in the United States and discuss the various operating models of institution types within the sector. Sponsored by Campus Management Corp., these lessons are offered to CEE participants as informal learning opportunities with no certificates or CEUs awarded.

### **OnPoint Webinars**

As faculty coaches provide feedback to instructors and assess training outcomes, they may request focused OnPoint Webinars to address specific training issues and performance objectives. This allows for an additional enhancement of training by customizing webinar outcomes to the needs for each institution. The webinars provide an opportunity for participants to have online interactions with CEE expert facilitators through discussions on selected topics. Webinars are provided for both faculty coaches and instructional staff.

### **Learning Nuggets**

Learning Nuggets, derived from the content sections in our Training Courses, provide targeted information on specific instructional skill competency areas identified by your institution. This is an optional, custom feature that can be provided for your institution. This system allows a participant to select a particular competency area identified by your institution and study any of the corresponding Learning Nuggets. Learning Nuggets provide instructors with an opportunity to access the specific content they need, when they need it. Each competency area includes a number of self-assessment questions that participants complete after studying the corresponding Learning Nuggets.

### **Faculty Development Guide**

The CEE online Faculty Development Guide provides comprehensive guidelines for every component of the program and is the central resource for management and faculty coaches in the implementation of all program activities. The guide is designed to maximize transfer of training by providing techniques and strategies for effective implementation of the program. Included in the guide are downloadable tools and instruments to use for faculty discussion meetings and instructor observations.

### **Competency Mapping Tool**

The core training courses in the CEE Faculty Development Program focus on the instructional competencies identified by both the National Center for Competency Testing (NCCT) and the Career College Association (CCA). These core courses are mapped to the established instructional competencies to provide a thorough and practical approach to faculty training. Our interactive competency mapping tools easily identify what instructor competencies are covered in which courses.

### **Training Activity Reports**

The CEE Faculty Development Program provides online training activity reports that can be accessed at any time. These reports allow participants to privately view their individual progress and activities as they proceed through the program. Additionally, reports on all participants may be accessed by faculty coaches, administrators or managers, identified by the institution, to keep a pulse on overall program outcomes and participant accountability.

### **Coaching Support**

In addition to all of the online resources, coaching support by email or phone is always available to assist subscribed institutions in the implementation of the CEE Faculty Development Program. The CEE staff works closely, every step of the way, with faculty coaches as they utilize the Faculty Development Guide to facilitate the transfer of training activities.

### **Knowledge Assessment**

As instructors progress through their CEE training courses they may take a series of interactive knowledge assessments that include questions from the original baseline knowledge assessment. These assessments provide immediate feedback and help to prepare participants for the Certified Postsecondary Instructor (CPI) exam administered by the National Center for Competency Testing (NCCT). For instructors who do not wish to proceed with the CPI exam, the assessments still provide an ongoing evaluation of a participant's mastery of training content.

### **Certified Postsecondary Instructor**

The National Center for Competency Testing (NCCT) administers the Certified Postsecondary Instructor (CPI) exam. This exam, based upon instructor competencies identified by the NCCT, is recognized as a benchmark for successful teaching in career education. Completion of CEE core training courses helps to prepare an instructor for the CPI exam. Once earning the designation of CPI, twelve hours of continuing education credits are required to maintain CPI status. Continued subscription to our program ensures that instructors meet this requirement.

### **Continuing Education**

The CEE Faculty Development Program provides four hours of continuing education credit for successful completion of each online course, or twelve hours of continuing education credit for each instructor during the subscription year. Therefore, continued subscription to our program fulfills annual continuing education requirements for Certified Postsecondary Instructors as well as the professional development requirements for career college licensing and accrediting agencies. While CEUs provide valuable documentation of an instructor's professional development activities, our program's continuing education focus is on the ongoing accomplishment of each instructor's goals and improvement of teaching performance.