Faculty Development Program - Campus Instructors

Baseline Assessment

Competency Map

The Lounge

Success Tutorials

Higher Education Lessons

Individual Development Plan

Training Courses

Discussion Meetings

Instructor Observation

Feedback and Analysis

Faculty Development Guide

Training Activity Reports

Coaching Support

Knowledge Assessments

Continuing Education

Certification
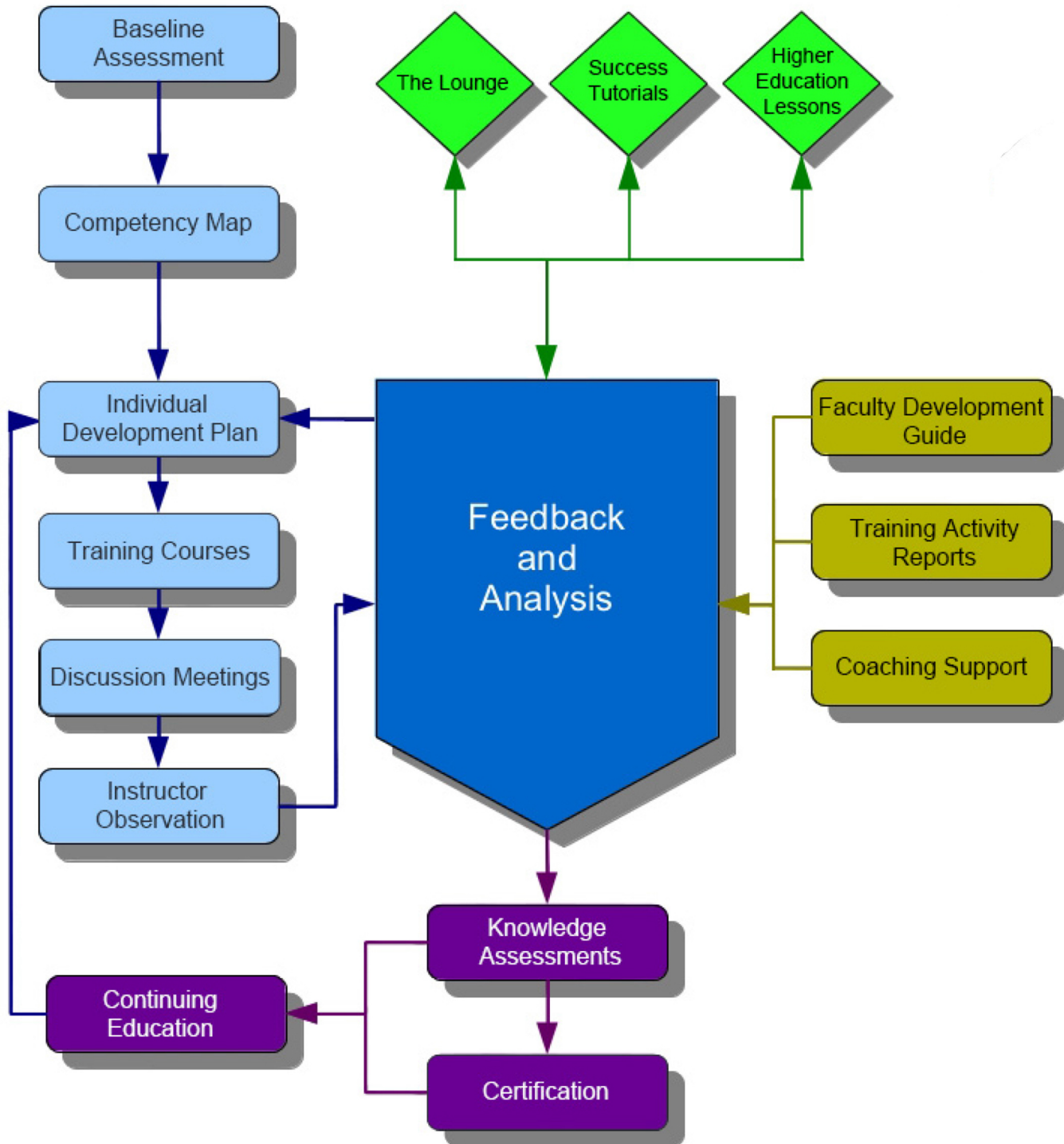
Baseline Assessment
As instructors begin the CEE Faculty Development Program, they have the option of taking a Baseline Assessment. Based on responses, the Baseline Assessment recommends initial training courses in support of each instructor's individual development needs.

Competency Map
The initial training courses in the CEE Faculty Development Program for Campus Instructors are based on the instructional competencies identified by the National Center for Competency Testing (NCCT). Our interactive competency mapping tool easily identifies what instructor competencies are covered in which courses.

Individual Development Plan
The Individual Development Plan (IDP) is an online portfolio management system that captures the participant's journey through the program. This tool 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 Courses
Participants may enroll in online courses in concert with their individual development plans and baseline assessment results. Our online courses are delivered in an asynchronous fashion and on a continuous enrollment basis. A Certificate of Completion with 4 Hours of Continuing Education Credit is awarded upon successful completion of each course. Course enrollment allowance for each participant depends on the annual subscription arrangement made by the institution.

Discussion Meetings
To enhance the application of training to the classroom, faculty coaches and administrators have the option of facilitating onsite discussion meetings with their instructors in concert with course completions. 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 suggested guidelines for these post-course meetings as well as sample discussion questions for selected courses.

Instructor Observation
To assess the transfer of training to the teaching environment, faculty coaches and administrators have the option of observing instructors in the classroom or lab as they move through the program. The CEE provides suggested guidelines for observers as well as sample observation instruments that can be utilized to demonstrate instructor performance in a variety of observable competency areas. Instructor observations add a measurable feature to the program as faculty achieve their identified goals and improve their teaching performance.

The Lounge
The Lounge provides a social learning environment for participants to help them apply what they learn from each course. Participants can share their successes and challenges in applying the concepts and techniques acquired from their online coursework. Going beyond training applications, the Lounge allows participants to learn from each other in an informal setting. Program participants are empowered to 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 participation in learning groups, blogs and discussions.

Success Tutorials
These short tutorials address workplace success skills in areas such as career development, communication, creativity, management and leadership. Program participants may take as many tutorials as desired.

Higher Education Lessons

Sponsored by Campus Management Corp., 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. Program participants may take as many lessons as desired.

Knowledge Assessments

As instructors progress through their CEE training courses they may take a series of interactive Knowledge Assessments that include questions from the original Baseline Assessment. These assessments provide an ongoing evaluation of a participant's mastery of training content and help to prepare participants for national certification.

Certification

Program participants have the opportunity to seek certification through two independent pathways. Completion of the six initial courses in the program prepares participants for the Certified Postsecondary Instructor (CPI) examination. Additionally, program participants who successfully complete twelve "ED" courses through their continued annual training activities at CEE will receive the designation of Certified Higher Education Professional (CHEP) in Teaching.

Continuing Education

CPIs are required to complete 12 hours of continuing education (3 CEE courses) annually to maintain their certification. CHEPs are required to complete 8 hours of continuing education (2 CEE courses) annually to maintain their certification. Additionally, continued participation in CEE fulfills the faculty development requirements of career education licensing and accrediting agencies.

Faculty Development Guide

The Faculty Development Guide provides comprehensive guidelines for every component of the program and is the central resource for faculty coaches and administrators in the implementation of all program activities. The online 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.

Training Activity Reports

The program provides online training activity reports that can be accessed at any time. These reports allow participants to view their individual progress and activities as they proceed through the program. Additionally, reports on all participants may be accessed by faculty coaches and administrators, 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, phone or webinar is available to assist subscribed institutions in the implementation of the 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.