

2017 REACH Professional Development Day

August 15, 2017

Minnesota West Community and Technical College – Worthington campus



Overview

On August 15, 2017, those involved with the REACH concurrent enrollment courses through Minnesota West Community and Technical College (Minnesota West) gathered for program and discipline-specific professional development. Thirty-eight high school instructors, college faculty mentors, and college administration took part in the day.

*Professional development for high school instructors is required; those not in attendance for the day are expected to complete the professional development in an alternate format (materials provided in the REACH Professional Development site in D2L Brightspace).

Agenda

The meeting was held in the Commons of the Administration Building, on the Worthington campus.

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| 10:00 – 10:15 | Welcome and Introductions |
| 10:15 – 11:00 | Program Overview, Advisory Committee role, etc. |

11:00 - 11:10	Break
11:10 – 11:30	HLC and NACEP – what do the new standards mean to you/Registration processes
11:30 – 12:00	Syllabi, course outlines, paired assessments, surveys, LARC access
12:00 – 12:30	Lunch with discipline members
12:30 – 2:00	Meet with discipline mentors, syllabi, planning, discipline-specific professional development, and more (*by end of meeting, you should have your syllabus reviewed/signed off or a plan of when you will have this completed by Sept. 1).

Session Details

Welcome and Introductions

During this session, an overview of the day was given, and the participants were encouraged to share about themselves and the courses that they teach.

Program Overview and Advisory Committee

The REACH program is a partnership between Minnesota West and area high schools. Through this partnership, we can offer college-level courses in the high school to area students. Minnesota West has an advisory committee for its REACH program, which includes faculty, administration, counselors, and others involved in the REACH program. Instructors were invited to be a part of this advisory committee.

HLC and NACEP

During this session, HLC credentialing requirements, as well as NACEP accreditation standards were reviewed. The expectations for high school instructors and college instructors (available on the REACH page of the college web site), as well as the REACH guide for students, were reviewed. High school instructors also completed a credential check-in form to ensure that their latest credentials are on file.

Syllabi, course outlines, paired assessments, surveys, LARC access

Syllabi, course outlines, paired assessments, and paired assignments were discussed. Additionally, Kip Thorson, Distance Librarian at Minnesota West, discussed LARC resources, such as Films on Demand and LibGuides, as well as SmartThinking tutoring resources. Kip is willing to visit area high schools to discuss these resources with REACH students.

Surveys, forms, and more

End of course surveys were discussed. Time was also spent reviewing and discussing timelines, due dates, and processes. Micha Armitage from Registration discussed application and registration processes. Micha is available to assist with application and registration processes.

Lunch with discipline members

During this time, high school instructors and college faculty shared a meal and began discussing discipline-specific professional development.

Meet with discipline mentors, syllabi, planning, professional development, and more

Faculty and instructors worked on their syllabi for the upcoming year, discussed assignments and assessments, and worked in the various labs on campus.

Handouts

Multiple handouts were given out during the day as reference guides. All of these documents are available either on the REACH web site (public) or within the REACH site in D2L Brightspace (private).

Attendance

High School Instructors

Twenty-three high school instructors from ten different high schools were in attendance. Those high school instructors who were unable to attend will be completing their alternate professional development in the REACH professional development site in D2L Brightspace.

College Faculty

Eleven college mentors and four college employees were in attendance.

High School Instructor Responsibilities

- Course approval form (first time offering/new courses)
- Course syllabus review with mentor (every semester)
- Discuss course pedagogy, development, delivery, etc. with mentor
- Provide paired assessments/assignments to mentor (every semester)
- Complete grades in timely manner/as directed (every semester)
- Complete professional development responsibilities (program-wide and discipline-specific)
- Schedule/complete site visit observation with mentor.

Resource: http://www.mnwest.edu/images/admissions/reach_guide_for_high_school_teachers.pdf

College Mentor Responsibilities

Each high school teacher is assigned a Minnesota West faculty mentor. The college faculty mentor will:

- Visit the high school teacher once or twice per academic year
- Observe the high school teacher during class and provide a report on the observation
- Interact with the high school teacher about what should be included in the final grade and review of that final grade
- Review syllabus and provide feedback to high school teacher. Ensure syllabus has minimum requirements (see online syllabus form on college web site)
 - Provide high school teacher with copy of Minnesota West course syllabus
 - Review Minnesota West course outline with high school teacher for specific course
- Ensure major assignments and requirements are similar to what is required in college course
- Provide teaching tips and strategies
- Provide annual discipline-specific training for REACH Program high school teachers.

Resource: http://www.mnwest.edu/images/admissions/reach_guide_for_college_faculty_mentors.pdf

Feedback on the Day

High school instructors were asked to provide feedback on the day. Nineteen of the twenty-three in attendance provided feedback via the survey. The results of the survey are noted below.

	Agree	Neutral	Disagree	Not Applicable
I learned something useful today that will help me be a better instructor in the REACH program.	18		1	
The information provided in the workshops was applicable.	18	1		
The length of time spent on topics was appropriate.	18	1		
The handouts will be useful as reference documents.	16	3		
The time spent talking about both the REACH program and general and my area in particular were useful in preparing me for the upcoming year.	18	1		
The facilities/space used were conducive to learning.	18	1		
Overall, this day has been worthwhile.	18	1		

Comments:

- I wish there was more topic specific instruction. For instance, consider topics that must be covered in a class. It would be nice to have specific labs, activities, worksheets provided as supports for teaching the topics.
- Great job!
- The registration explanation and STARID discussion were helpful, as was the Library/LARC presentation. Very worthwhile!
- Much better this year –more experience helps with effectiveness.
- Would like to see common test.
- It is always good to meet with other people in my area. Our mentor is especially helpful.
- It's great to network with other math teachers!!
- Thanks