



## Discipline-Specific Professional Development Checklist

- A faculty liaison will attend each campus DSPD or send another EICC faculty member to represent each discipline area**

If a CCI is unable to attend the annual DSPD event, the department coordinator will need to follow up to conduct a one-on-one DSPD session with the CCI.

- Develop discipline-specific training; create agenda**

CDM, Curriculum, Assessment, Educational trends or research topics, Resources

- Discipline-Specific Professional Development Session**

- Be in Zoom meeting ahead of start time
- Create opportunity for faculty to share and engage during meeting
- Share examples or resources
- Encourage questions
- Have printed agenda for in person training

- The Faculty Liaison will complete the Discipline-Specific Professional Development Form and attach documentation**

Documentation Examples: Agenda, Attendance list, Materials, Event minutes, Conference reports, or individualized meeting summaries.

The Department Coordinator will determine who will represent and facilitate DSPD from the department. The Faculty Liaison will be provided with the DSPD guide and will review expectations of the professional development session.

- If a CCI cannot attend one of the DSPD dates, the assigned faculty liaison will complete a DSPD session with their CCI at an agreed-upon time by the end of September**

- Approved DSPD training
- CCI can attend a Regional Partnership Planning (RPP) meeting
- Invite the CCI to all department meetings
- Conduct a 1:1 DSPD with the CCI
- Provide the CCI with the notes from the fall DSPD meeting and follow up with the CCI (face-to-face, phone, Zoom, or email)
- Provide an article or video for the CCI to review and follow up with your engagement with the CCI (face-to-face, Zoom, or email)

\* Each of these options require documentation to be submitted upon completion to Sara Dye, [sdye@eicc.edu](mailto:sdye@eicc.edu).

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