

Dear Concurrent Enrollment Instructor,

I am writing to introduce myself as the TC3 Faculty Liaison who will be working with you, as well as other instructors teaching concurrent enrollment courses in \_\_\_\_\_ (subject/course) through the CollegeNow Program. Faculty Liaisons have the overall responsibility for coordinating alignment between the high school concurrent enrollment curriculum and the college curriculum for the equivalent course. Specific responsibilities include: review of new concurrent enrollment course proposals and instructor applications, site visits to CE classes, meetings with instructors, and coordinating professional development opportunities for CE instructors. I also hope to help identify useful classroom materials and facilitate an exchange of ideas among all the CE instructors teaching \_\_\_\_\_ (subject/course).

I will be contacting you in the future to set up a time when I could come to your school and visit your class. In the meantime, please don't hesitate to contact me if you have any questions. I look forward to meeting you.

John Updike  
TC3 Faculty Liaison, English