

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. Responsibilities include: review of new instructor applications and concurrent enrollment course proposals, communication with instructors about course expectations before the course is offered, site visits to CE classes, review of course materials and student work, and coordinating professional development opportunities for CE instructors. I can also help facilitate the exchange of useful classroom materials and ideas among all the instructors teaching _____ (subject/course) through our online Blackboard site.

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

John Updike
TC3 Faculty Liaison, English