

GETTING READY FOR 2019-20

Sample Agenda: End-of-Year Faculty Meeting

Ensure your faculty is ready for the changes to AP in 2019-20.

Agenda Topics

Review the following actions AP[®] teachers should take before and during summer break:

Suggested Timing: May, after AP Exams

Duration: 15 minutes

Purpose: Help AP teachers and coordinators get ready for the 2019-20 school year.

Immediate Actions	Summer Actions for Teachers
<input type="checkbox"/> Make sure you have access to your College Board user name and password; you'll need these to use the free tools when they become available.	<input type="checkbox"/> Use the new CED during summer planning.
<input type="checkbox"/> Download the Updates for 2019-20 PDF for your subject (if applicable).	<input type="checkbox"/> Get familiar with the new unit structure.
<input type="checkbox"/> Order a free print binder of your Course and Exam Description (CED), unless you are attending an APSI (U.S. teachers only).	<input type="checkbox"/> Review unit content and skills and see where you'll have personal progress checks for students.
<input type="checkbox"/> Download a free copy of your CED while you wait.	<input type="checkbox"/> Update your sequence and pacing calendar as you see fit.
<input type="checkbox"/> Submit the AP course audit form if you are new to teaching AP or teaching an AP course for the first time.	<input type="checkbox"/> Plan time during the first day of class to give students your join code and instructions to join your section before the second day of class.

Frequently Asked Questions

1. Are the new resources required?

No. They are designed to provide you with valuable feedback you can use with your students, but you are free to use or not use the resources as you see fit.

2. Can I use the new personal progress checks without using the new unit structure? The personal progress checks are formative assessments of what students should know and be able to do by the end of each unit. If your sequence and pacing does not align with the units outlined in the Course and Exam Description, the progress checks can still be used, but they may assess students at different levels of knowledge and skills than you've taught to date.

3. Do I have to help my students activate the resources if I don't plan on using them? Yes. All students must be enrolled in a class section online to be eligible to register for the AP Exam. If a student has their College Board account login information, this process can be completed in just a few minutes.

4. What's changing?

- a. AP teachers and students will have access to free online resources that support student progress throughout the year in a daily classroom support tool called AP Classroom.
- b. AP coordinators will have access to a new ordering tool called AP Registration and Ordering that streamlines the exam ordering process.
- c. Exam ordering will move from the spring to the fall. When students commit early to taking an AP Exam, their chances of earning college credit increase. This is especially true for students of color, low-income students, and females in STEM.

5. What should I do to prepare?

AP teachers:

- Order a free copy of the new Course and Exam Description (CED) Binder for your subject, if you teach in the U.S. You can preorder your binder at collegeboard.org/CED.
- Visit AP Central for free videos and self-guided tutorials: apcentral.collegeboard.org/courses.
- Register for in-person trainings at collegeboard.org/PSI.

AP coordinators:

- Join the College Board for a free, on-demand webinar at collegeboard.org/APCoordinator-sessions to learn about next steps.
- Sign up for a free summer workshop on the 2019-20 resources and processes: collegeboard.org/ap2019workshops.
 - ♦ **U.S.:** Find a free workshop near you at eventreg.collegeboard.org/calendar-ap
 - ♦ **Outside of the U.S.:** Visit collegeboard.org/intltpd