

**Teach Dual Credit Indiana  
Request for Proposals  
from  
Indiana Higher Education Institutions**



**DUE DATES:**  
**November 13, 2020**  
**(courses beginning in Winter/Spring 2021 and after)**

**February 19, 2021**  
**(courses beginning in Summer 2021 or after)**

Teach Dual Credit Indiana is made available by a grant from INvestED to the Indiana Commission for Higher Education and administered by the Center of Excellence in Leadership of Learning (CELL) at the University of Indianapolis.

*Posted October 20, 2020*

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## PROGRAM OVERVIEW

### About Teach Dual Credit Indiana

The Center of Excellence in Leadership of Learning (CELL) is launching the initiative Teach Dual Credit Indiana. It is funded by INvestED and administered by the Indiana Commission for Higher Education. Teach Dual Credit Indiana will focus on high school teachers needing graduate level courses in the Liberal Arts discipline areas to meet the Higher Learning Commission (HLC) requirement for teaching dual-credit courses by 2023. Teach Dual Credit Indiana will accelerate the process, provide ample opportunity and funding for teachers to meet the credentialing requirements for dual-credit teachers.

### Funding

Postsecondary institutions are encouraged to submit proposals to offer courses through Teach Dual Credit Indiana. Tuition, books, and materials for these courses will be offered at no cost to teachers in Indiana by utilizing the funds granted to CELL and made available from the Indiana Commission for Higher Education and INvestED to pay colleges and universities for tuition, books, and materials.

All payments are made to higher education institutions on a reimbursement basis when each course is completed. No sub grants are awarded to higher education institutions. One check will be sent to the business office at each institution, and the institution will disburse funds at its discretion.

Graduate courses will be offered in the following semesters: Winter/Spring 2021, Summer I & II 2021, Fall 2021, Winter/Spring 2022, and Summer I & II 2022, Fall 2022, and Winter/Spring 2023 as funding allows. Courses may be offered in an Online Only, Hybrid, or In-Person Only approach. Since teachers from all regions of Indiana are eligible to apply, an online course format for graduate level courses is the method of course delivery preferred by teachers due to their various locations, time zones, and school schedules. Priority will be given to Online Only courses in order to serve the largest number of teachers in Indiana.

NOTE: No In-Person courses may be proposed for Winter/Spring 2021.

#### *Tuition*

Tuition for courses may be proposed at the actual university amount and cannot exceed the maximum amount per hour, per student, as indicated in the chart below. CELL will generate an invoice template at the conclusion of each course for universities to submit to be reimbursed for tuition. Teachers cannot be charged for tuition, fees, books or materials by any institution offering a course through Teach Dual Credit Indiana..

#### *Books and Materials*

All books and materials (including necessary delivery fees) may be proposed so as to not exceed the maximum amounts per course, per student as indicated in the following chart. Universities will provide the books and materials to each teacher prior to the start of each course. Each university is responsible to mail or provide online links to each student.

#### *University Administrative Service Fee*

For each offering in a semester, universities and colleges can be reimbursed up to the maximum amount indicated in the following chart to offset administrative expenses. Please note that more than one section of a course in a given semester is considered one offering.

#### *Campus Liaison*

For each offering in a semester, universities and colleges will be paid up to the maximum rate indicated in the chart below for a campus liaison to coordinate offerings per course, per semester. Each campus

must designate a campus liaison who will coordinate efforts and serve as the main point of contact for the institution's Teach Dual Credit Indiana offerings.

Type of Offering	Tuition payment per hour	Books/Materials	University Administrative Fee	Campus Liaison Fee
<b>Graduate Course</b> (Minimum of 4 students; maximum of 16 students, unless multiple sections of same course)	Up to \$625 per graduate hour	Up to \$180 per student, per course	Up to \$1,000 per course	Up to \$200 per course

Note: No additional costs may be charged to teachers enrolling in courses through Teach Dual Credit Indiana.

## Information for Courses

The following information is provided to guide HE applicants with designing and/or submitting courses for inclusion into Teach Dual Credit Indiana. Registration for all offerings will be done through the Teach Dual Credit online teacher portal and registration information will be sent to campus liaisons to process enrollment and other necessary details for the course on their campus.

### *Graduate Courses*

A qualified higher education faculty member must teach courses for graduate credit in an online, hybrid, or in-person format. Courses should be offered for the purpose of assisting current or upcoming dual credit teachers to earn the required number of credits to be credentialed by the Higher Learning Commission.

The primary content areas needed for Indiana teachers in the Liberal Arts disciplines include English, speech, communications, history, political science and Spanish.

At this time, Teach Dual Credit Indiana does not plan to offer courses in content areas such as French, German, economics, or sociology. However, teachers may apply directly to Teach Dual Credit Indiana for a scholarship to pursue courses for the purpose of dual credit credentialing in these content areas. This opportunity is still under development and teachers will be notified accordingly.

Some considerations when developing a proposal:

- Online courses are the best format to reach the highest number of teachers in all regions of the state and will help ensure that enrollment minimums are met.
- Courses may be offered through a variety of departments at each higher education institution, such as the School of Education or Arts and Sciences
- 18 credit course sequences are not required for each content area, but are preferred.
- Offering a certificate at the end of an 18-credit course sequence is likely to attract more teachers to choose the same institution as they pursue a dual credit credential.

## TENTATIVE TIMELINE for INSTITUTIONS

There are two timelines in which higher education institutions may submit proposals.

- The first proposal window will provide higher education institutions the opportunity to begin offering courses in the first available semester, Winter/Spring 2021 and subsequent semesters. No In-Person courses may be proposed for this semester.
- The second and final proposal window will provide higher education institutions to begin offering courses in any semester beginning with or after Summer 2021. No additional proposal windows are planned after this time period.

FIRST PROPOSAL WINDOW Timeline for Higher Education Proposals for Courses Beginning in Winter/Spring 2021	
October 19 – 30, 2020	Questions can be submitted via email to <a href="mailto:wlodarczykt@uindy.edu">wlodarczykt@uindy.edu</a>
October 26 – November 13, 2020	Proposals for courses which will begin in Winter/Spring 2021 may be submitted via the HE Proposal PDF form.
November 13, 2020	Proposal forms and syllabi for Winter/Spring 2021 must be submitted via the Submit button on the HE Proposal form by 4:30 PM EST to <a href="mailto:wlodarczykt@uindy.edu">wlodarczykt@uindy.edu</a>
November 23, 2020	Higher Ed Institutions notified of courses accepted into Teach Dual Credit Indiana beginning in Winter/Spring 2021
December 4 – December 16, 2020	Teach Dual Credit Indiana application and course registration open for teachers
December 17, 2020	Course registration lists sent to Higher Ed Institutions for Winter/Spring 2021
December 18, 2020	Campus Liaisons contact teachers with additional course details for Winter/Spring 2021
January 2021	Winter/Spring 2021 courses begin

SECOND & FINAL PROPOSAL WINDOW Timeline for Higher Education Proposals for Courses Beginning in Summer 2021 or after	
October 19, 2020 – January 29, 2021	Questions can be submitted via email to <a href="mailto:wlodarczykt@uindy.edu">wlodarczykt@uindy.edu</a>
January 11 – February 26, 2021	Teach Dual Credit Indiana application open for teachers
February 1 – 19, 2021	Proposals for courses which will begin in Summer 2021 or after may be submitted via the HE Proposal PDF form.
February 19, 2021	Proposal forms must be submitted via the Submit button on the HE Proposal form by 4:30 PM EST to <a href="mailto:wlodarczykt@uindy.edu">wlodarczykt@uindy.edu</a>
March 5, 2021	Higher Ed Institutions notified of courses accepted into Teach Dual Credit Indiana beginning or after Summer 2021
March 22 – April 2, 2021	Teach Dual Credit Indiana course registration open for teachers
April 6, 2021	Course registration lists sent to Higher Ed Institutions for Winter/Spring 2021
By April 16, 2021	Campus Liaisons contact teachers with additional course details for Summer 2021
May – July 2021	Summer 2021 courses
July 2021 – May 2023	Remaining timeline and due dates TBD

## PROPOSAL ELIGIBILITY

### ► Who may apply?

All non-profit higher education institutions in Indiana may submit proposals. Campuses are encouraged to promote collaboration within departments for one submission; therefore, only one proposal from each campus per discipline area will be considered.

Institutions that have not received funding through other sources for similar purposes will be given priority consideration in order to avoid duplication of efforts and to serve a wider range and larger number of teachers.

## COMMITMENT

### ► What commitment must a postsecondary institution make if its proposal to offer courses is accepted?

HE Applicants will be required to streamline the institution's process for enrolling in courses and waive any fees for teachers that are not covered by this proposal.

#### (1) Applicant Eligibility

- a. Postsecondary institution must be an Indiana private or public college or university, and
- b. A single point of contact must be designated for this program, referred to as the Campus Liaison.

#### (2) Required Components

- a. Graduate courses included in the proposal must be within non-STEM areas. English, speech, communications, history, political science and Spanish are prioritized due to forecasted demand for credentialing dual credit teachers in these disciplines.

### ► What is the proposed timespan for Teach Dual Credit Indiana?

Teach Dual Credit Indiana courses will be offered in the semesters designated below. Institutions may utilize traditional campus and or school district calendars within these timespans. Since all offerings will utilize the Teach Dual Credit teacher portal for registration, please note the following Semester and Offering Window for proposals and offerings of courses.

Semester	*Offering Window
Winter/Spring 2021	January - May
Summer I &/or II 2021	May - August
Fall 2021	September - December
Winter/Spring 2022	January - May
Summer I &/or II 2022	May - August
Fall 2022	September - December
Winter/Spring 2023	January - May

\*The beginning and end of each semester may overlap with the next semester as needed.

## PROPOSAL REVIEW and COURSE SELECTION

### ► How will the PROPOSALS be reviewed and courses selected?

Proposals will be reviewed by the Center of Excellence in Leadership of Learning and the Indiana Commission for Higher Education for completeness and relevancy to the program. Courses will be accepted based on the needs identified by teacher applicants. For graduate courses, sequences of 18 credit hours for at least six semesters, as well as stand-alone courses will be considered and accepted for Teach Dual Credit Indiana.

If a proposal is late, incomplete, and/or does not adhere to the guidelines, the proposal will not be considered.

Proposals will be reviewed, courses selected, and higher education institutions notified on November 23, 2020 for the Winter/Spring 2021 semester.

## PROPOSAL REQUIREMENTS

### ► What should be included in the proposal?

HE Applicants must complete and submit the entire proposal form. Requested attachments for Winter/Spring 2021 courses as noted on the proposal forms for the First Proposal Window should be sent via email. All responses must appear electronically in the PDF proposal, and as such no scanned PDFs will not be accepted. Proposals that do not comply with these requirements may not be reviewed or considered for funding.

Each proposal should be submitted via the Submit button on the PDF form. Syllabi for Winter/Spring 2021 can be submitted separately via email. Syllabi for subsequent semesters do not need to be included as they are due prior to each semester.

### ► How does an institution submit a completed proposal?

The HE Proposal Form may be accessed via [teachdualcredit.org](http://teachdualcredit.org) or by contacting Trish Włodarczyk at [wlodarczykt@uindy.edu](mailto:wlodarczykt@uindy.edu). The PDF form should be downloaded and saved prior to completing the form.

Institutions should submit one form for **each discipline area** in which they are proposing courses. If additional pages are needed for offerings, completing an additional HE proposal form is recommended. If additional information or clarification is needed, please send it via email when submitting Winter/Spring 2021 syllabi.

Please note that digital signatures are **not** required on each form. The department chair, dean and provost should approve the proposal internally and the person completing and submitting the form may indicate their approval by typing their names in the appropriate spaces on the form. The proposal should be sent by clicking on the *submit* button at the top of the Adobe form. Clicking Submit will open a pop-up screen that instructs the sender how to send the form via their email account.

## PROPOSAL ASSISTANCE and PROCEDURES

**FIRST PROPOSAL WINDOW:  
PROPOSALS MUST BE RECEIVED NO LATER THAN 4:30 p.m. EST  
November 13, 2020 to begin offerings in Winter/Spring 2021 and after**

**SECOND AND FINAL PROPOSAL WINDOW:  
PROPOSALS MUST BE RECEIVED NO LATER THAN 4:30 p.m. EST  
February 19, 2021 to begin offerings in Summer 2021 and after**

No handwritten or scanned proposals will be accepted.

### Whom do we contact for assistance?

► For additional assistance related to Teach Dual Credit Indiana proposals, contact Trish Włodarczyk from CELL at University of Indianapolis: [wlodarczykt@uindy.edu](mailto:wlodarczykt@uindy.edu)

### How do we submit a proposal to offer courses?

► Submit the HE Proposal Form once it is completed and approved by clicking the Submit button in the top right-hand corner of the form. This will route the completed form directly to Teach Dual Credit Indiana.

► Send an email with syllabi for all courses proposed for Winter/Spring 2021 via email.

## APPENDIX A: HIGHER EDUCATION COURSE PROPOSAL FORM

Please visit [www.teachdualcredit.org](http://www.teachdualcredit.org) to access the Teach Dual Credit Indiana higher education RFP and form or contact Trish Włodarczyk from CELL at University of Indianapolis: [wlodarczykt@uindy.edu](mailto:wlodarczykt@uindy.edu)