

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



DUE DATE:

July 12, 2023

For all courses beginning in Fall 2023 and beyond

Teach Dual Credit Indiana was 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. CELL is currently seeking funding for Phase 2 of Teach Dual Credit Indiana.

TABLE OF CONTENTS

Program Overview	1
Tentative Timeline for Institutions	5
Proposal Information	
▶ Proposal Eligibility	6
▶ Commitment.....	6
▶ Proposal Review and Course Selection.....	8
▶ Proposal Requirements	9
▶ Proposal Assistance and Deadline to Submit	10
 Appendix A:	
▶ Higher Education Institution Course Proposal Forms	
Appendix B:	
▶ Campus Liaison Responsibilities	

PROGRAM OVERVIEW

About Teach Dual Credit Indiana

The Center of Excellence in Leadership of Learning (CELL) is planning to launch Phase 2 of the initiative Teach Dual Credit Indiana. 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 2025. 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

Funds will be for Indiana high school teachers who need graduate level courses in priority dual credit course Liberal Arts discipline areas to meet dual credit credentialing requirements. This opportunity includes:

- Tuition and textbooks/materials for teachers to complete 18 graduate level credits in a specific content area. Online graduate courses from participating institutions will be offered in communications/speech, economics, English, history, political science/government, and world languages. Once 18 graduate credits are earned, Teach Dual Credit Indiana will also help to fund the completion of a master's degree.

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 funds granted to CELL.

All payments for tuition and textbooks/materials will be made to higher education institutions on a reimbursement basis when each course is completed. No grants, sub grants or contracts are awarded to higher education institutions. One check per course 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: Fall 2023, Winter/Spring 2024, Summer 2024, Fall 2024, Winter/Spring 2025, Summer 2025, Fall 2025, Winter/Spring 2026, Summer 2026, (as funding allows). Courses will be offered in an Online 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. As such, online courses may be offered in synchronous, asynchronous, or combo approach. Synchronous courses may only be offered in a time frame that is conducive to a full-time teacher's schedule.

NOTE: In-person courses may not be proposed.

Tuition

Tuition for courses may be proposed at the actual university amount and cannot exceed the maximum amount per credit 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. See *Table 1*.

Books and Materials

All textbooks 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. Reimbursements to teachers may not be utilized.

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 still 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. See Appendix B for campus liaison duties and responsibilities.

The following table includes the financial amounts and enrollment numbers that will be considered for acceptance into Teach Dual Credit Indiana:

Table 1: Financial Amounts and Enrollment Considerations

Type of Offering	Tuition payment per hour	Books/Materials	University Administrative Fee	Campus Liaison Fee
Graduate Course (Minimum of 3 students; maximum of 16 students, unless multiple sections of same course)	Up to \$625 per graduate hour (HEs should propose actual tuition amounts)	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 for Dual Credit Credentialing

18 Graduate Credits in a Discipline Area-

Courses should be proposed 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. It is preferred that HEs propose 18 graduate credits in each discipline area.

Discipline Area Graduate Certificates-

Upon completing 18 graduate credits in a discipline area at a particular higher education institution, it is preferred that teachers will be eligible for a graduate certificate in their discipline area. For the HE Proposal Form, indicating if a graduate certificate for the proposed discipline area is available can be indicated on the cover sheet.

Master's Degrees-

Teachers who complete the 18 graduate credits towards a dual credit credential (18 graduate credits in a content area) through Teach Dual Credit Indiana will be eligible to continue taking courses through Teach Dual Credit Indiana for the purpose of completing a master's degree if they do not already have one. For teachers who qualify and are approved for master's degree completion, Teach Dual Credit Indiana can fund these courses separately.

Since many teachers need a master's degree, it is preferred that HEs also have a pathway to complete a master's degree for each proposed discipline area. For the HE Proposal Form, if an institution of HE is proposing courses for 18 graduate credits in a particular discipline area, **and also** has an option for teachers to complete a master's degree in that particular content area, all of those courses can be proposed for acceptance into Teach Dual Credit Indiana. Again, please indicate in the appropriate area of the cover sheet if this is an option.

However, if those courses have an EDUC or other discipline area designation, they should not be proposed on the Dual Credit Credentialing Proposal form. For teachers completing a master's degree outside of the specific discipline area (such as teaching or education), Teach Dual Credit Indiana can still fund those courses for master's degree completion, such as a Master of Arts in Teaching in English, Master of Science in English Education, etc. In this scenario, Teach Dual Credit Indiana will utilize a direct invoice or sponsorship process for teachers with each participating HE to fund courses outside of the discipline area leading to a master's degree. Please note that no campus liaison or university fees will be paid for courses outside of the Teach Dual Credit Indiana discipline areas for the purpose of completing a master's degree.

Thus, on the HE Proposal Form, it is important to indicate how each course can be used:

- Credentialing,
- Graduate Certificate, and/or
- Master's Degree

The primary content areas needed for Indiana teachers in the non-STEM disciplines for dual credit credentialing include communications/speech, economics, English, history, political science/government, and world languages. Additional Liberal Arts discipline areas will be

considered upon request. This proposal form is titled Higher Education Institution Proposal to Offer Graduate Courses for: DUAL CREDIT CREDENTIALING IN A CONTENT AREA

Some considerations when developing a proposal:

- Online asynchronous 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. Synchronous courses are acceptable as long as they are offered at a time frame conducive to a full-time teaching schedule. In-person courses will not be accepted.
- Courses may be offered through a variety of departments at each higher education institution.
- Some teachers may be interested in completing a master's degree in a particular discipline area. As such, proposing courses that are applicable for dual credit credentialing as well as a grad certificate or to complete a master's degree in a discipline area may be proposed on the same form.
- Offering a certificate at the end of an 18-credit course sequence is likely to attract more teachers to choose the same institution of higher education for all of their classes as they pursue their dual credit credential.

A qualified higher education faculty member must teach courses for graduate credit (graduate assistants may be utilized in a support role only).

The primary content areas needed for Indiana teachers in the Liberal Arts disciplines include communications/speech, English, economics, history, political science/government, and Spanish. Other discipline areas will be considered if there is an expressed need from teacher applicants.

TENTATIVE TIMELINE for INSTITUTIONS

The timeline for which higher education institutions may submit proposals is outlined below in *Table 2*. All proposals are due on the due date regardless of whether the initial course begins with the first available semester(s) Fall 2023 or a subsequent semester through Summer 2026. No in-person courses may be proposed.

Table 2: HE Timeline for Proposals

PROPOSAL WINDOW Timeline for Higher Education Proposals for Courses beginning in Fall 2023 through Summer 2026	
June 10 - July 10, 2023	Questions can be submitted via email to wlodarczykt@uindy.edu
June 14 - July 12, 2023	Proposals for courses which will begin in Fall 2023 may be submitted via the HE Proposal PDF form.
July 12, 2023	Deadline: All proposal forms for courses through Summer 2026 AND deadline for Course Description Forms and Syllabi for Fall 2023 must be submitted via email by 5:00 PM EST on July 12 to wlodarczykt@uindy.edu
July 19 - 21, 2023	Higher Ed Institutions notified of courses accepted into Teach Dual Credit Indiana beginning in Fall 2023
July 24 - 28, 2023	Teach Dual Credit Indiana course registration open for teachers for all Fall 2023 courses
July 31, 2023	Course registration lists sent to Higher Ed Institutions for Full Fall and Fall I 2023
August 1 - 8, 2023	Campus Liaisons contact teachers with additional course details for Fall 2023
Varies	Fall 2023 courses begin

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 Indiana teacher portal for registration, please note the following Semester and Offering Window for proposals and offerings of courses.

Table 3: Semester and Offering Windows

Semester or Term*	Offering Window**
Fall 2023: <ul style="list-style-type: none"> • Full Fall 2023, or • Fall I 2023 and/or • Fall II 2023 	August - December
Winter/Spring 2024: <ul style="list-style-type: none"> • Full Winter/Spring 2024, or • Winter/Spring I 2024 and/or • Winter/Spring II 2024 	January - May
Summer 2024: <ul style="list-style-type: none"> • Full Summer 2024, or • Summer I 2024 and/or • Summer II 2024 	May - August
Fall 2024: <ul style="list-style-type: none"> • Full Fall 2024, or • Fall I 2024 and/or • Fall II 2024 	August - December
Winter/Spring 2025: <ul style="list-style-type: none"> • Full Winter/Spring 2025, or • Winter/Spring I 2025 and/or • Winter/Spring II 2025 	January - May
Summer 2025: <ul style="list-style-type: none"> • Full Summer 2025, or • Summer I 2025 and/or • Summer II 2025 	May - August
Fall 2025: <ul style="list-style-type: none"> • Full Fall 2025, or • Fall I 2025 and/or • Fall II 2025 	August - December
Winter/Spring 2026: <ul style="list-style-type: none"> • Full Winter/Spring 2026, or • Winter/Spring I 2026 and/or • Winter/Spring II 2026 	January - May
Summer 2026: <ul style="list-style-type: none"> • Full Summer 2026, or • Summer I 2026 and/or • Summer II 2026 	May - August

*If a third term is utilized within the offering windows above, please note it with a III after the term name.

**The beginning and end of each offering window may overlap with the next 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 and funding available. For graduate courses, sequences of 18 credit hours for at least six semesters or terms, as well as some 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 or around July 19, 2023 for the Fall 2023 offerings.

PROPOSAL REQUIREMENTS

HE Applicants must complete and submit the entire HE Proposal Form, separate Signature Sheet and Course Description Documents for Fall 2023 courses as noted on the proposal forms via email. All responses must appear electronically in the HE proposal PDF, and as such *no scanned PDFs* will be accepted of this form. Proposals that do not comply with these requirements may not be reviewed or considered for funding.

Syllabi for subsequent semesters do not need to be included as they will be due prior to each semester/term if accepted.

The HE Proposal Form must be completed and saved electronically with the name of the HE institution and discipline area as the file name (e.g. State University Physics Proposal for Teach Dual Credit). Please note that digital signatures are **not** required on the HE Proposal Form.

The Signature Sheet can be signed electronically or physically and can be submitted as a scanned PDF if needed.

► How does an institution submit a completed proposal?

The HE Proposal Form may be accessed via www.teachdualcredit.org or by contacting Trish Wlodarczyk at 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.

Complete the HE Proposal Form and submit it along with the Signature Sheet (signed by the Department Chair, Dean, and Provost) and the Course Description Form and Syllabi for Fall 2023 courses.

Finally, send an email with the Subject Line: *HE Proposal from (university name) for Teach Dual Credit (discipline area)* for **each** proposal to Trish Wlodarczyk wlodarczykt@uindy.edu and attach the HE Proposal Form, Signature Sheet and Course Description Form and Syllabi for Fall 2023 proposed courses. *Do not merge the HE Proposal Form PDF, Signature Sheet, Course Description Form or Syllabi. These should be separate attachments to each discipline area email.*

PROPOSAL ASSISTANCE and DEADLINE TO SUBMIT

Whom do we contact for assistance?

► For additional assistance related to Teach Dual Credit Indiana proposals, contact Trish Wlodarczyk from CELL at University of Indianapolis: wlodarczykt@uindy.edu

**PROPOSAL DEADLINE:
PROPOSALS MUST BE RECEIVED NO LATER THAN 5:00 p.m. EDT on July
12, 2023 to begin offerings in Fall 2023 and beyond**

No handwritten or scanned HE Proposal Forms will be accepted.

APPENDIX A: HIGHER EDUCATION COURSE PROPOSAL FORM

Please visit www.teachdualcredit.org to access the Teach Dual Credit Indiana higher education RFP and form or contact Trish Wlodarczyk from CELL at University of Indianapolis: wlodarczykt@uindy.edu

APPENDIX B: Campus Liaison Duties and Responsibilities

Campus Liaison Responsibilities (will be updated as needed)

- Serve as the main point of contact between your institution and CELL at the University of Indianapolis by keeping your campus leadership and participating professor(s) informed about programmatic and financial matters
- Work with campus staff to ensure that students (teachers) do not have a laborious process to take a course at your institution through Teach Dual Credit Indiana, including a formal admissions process
- Work with campus staff to ensure that students (teachers) are not billed or invoiced for any charges related to taking a course offered through Teach Dual Credit Indiana
- Submit course descriptions and syllabi documents to CELL by due dates
- Submit completion paperwork (successful completion for students, course offerings, and financial invoices) to CELL according to deadlines
- Track withdrawals from courses and communicate updates to CELL ASAP
- Communicate with professors and students all of the necessary information to participate in Teach Dual Credit Indiana, including rules regarding successful completion of courses
- Share college or university Teach Dual Credit Indiana developments with campus community as appropriate
- Disseminate aggregated course survey reports provided by CELL to department chairs, deans or provosts and Teach Dual Credit Indiana professors at the conclusion of each course