

# Teach Dual Credit Indiana – Phase 2

## Questions and Answers for Higher Education Proposals

### GENERAL QUESTIONS-

#### **What is Teach Dual Credit Indiana?**

Teach Dual Credit Indiana provides the funding for tuition and books for teachers who are seeking to fulfill dual credit credentialing requirements as set forth by the Higher Learning Commission (HLC).

Teach Dual Credit Indiana was funded through the Indiana Commission for Higher Education by INvestED and is administered by the Center of Excellence in Leadership of Learning (CELL) at the University of Indianapolis. CELL is currently seeking renewal funding to continue offering courses in Fall 2023 through Summer 2026.

Dual credit courses allow students to earn college credit and high school credit at the same time and makes the transition to college easier and more affordable for students as they earn college credits while still enrolled in high school.

#### **What is the goal of Teach Dual Credit Indiana?**

The goal is to focus on high school teachers needing graduate level courses in liberal arts disciplines to meet the HLC requirement for teaching dual credit courses by 2025.

Teach Dual Credit Indiana will accelerate the process and provide ample opportunity and funding for teachers to meet the credentialing requirements for dual credit teachers.

#### **What is a campus liaison?**

A campus liaison is the person at each institution who is responsible for coordinating Teach Dual Credit Indiana efforts at that campus. This provides Teach Dual Credit Indiana with a single point of contact for information and questions. (However, anyone at each institution is welcome to contact Teach Dual Credit staff regarding questions or concerns at any time!)

### HIGHER EDUCATION PROPOSAL QUESTIONS-

#### **What is the course proposal process?**

The proposal window for higher education institutions is June 14 – July 12, 2023. No additional proposal windows are planned after this time period.

The RFP with proposal guidelines and the HE Proposal Form, Signature Sheet, and Course Description Form can be found on the website.

The deadline to submit a proposal for courses is July 12, 2023 at 5 p.m. EDT to Trish Wlodarczyk at [wlodarczykt@uindy.edu](mailto:wlodarczykt@uindy.edu)

#### **How are the grant funds distributed?**

Teach Dual Credit Indiana does **not** involve grants, sub-grants or contracts with institutions. Participating institutions will propose specific amounts and be reimbursed at the end of a course for tuition, books and materials within Teach Dual Credit Indiana guidelines. A breakdown of the financial information is available in the RFP. One check will be sent to the business office at each institution, and the institution will disburse funds at its discretion.

**Will institutions receive a contract or award if their courses are chosen for inclusion into the Teach Dual Credit Indiana course catalog?**

No. Contracts are not awarded to participating HE institutions. Tuition and book/materials are paid at the conclusion of each course by utilizing the invoice template provided by Teach Dual Credit Indiana.

**What types of expenses can be included in the textbooks/materials proposal amount?**

Higher education proposals can include the full cost, up to \$180 per course/teacher, to purchase/rent, package, and mail textbooks/materials to participating teachers for each course. Teach Dual Credit Indiana recommends that higher education institutions propose the full amount for each course as pricing may increase over time. However, if courses will utilize free (provided by a public or university library) or open-source textbooks/materials, then no amount should be included in the proposal.

**Can fees be included with tuition cost amounts?**

As noted in the RFP document, no fees can be included in the cost of tuition proposals or charged to participating teachers. Actual tuition amounts should be proposed.

**Will Teach Dual Credit Indiana pay participating universities a University Administrative Fee and Stipend Liaison fee for every course offered?**

No, Teach Dual Credit Indiana will only pay University Administrative Fees and Stipend Liaison fees for courses that were accepted via the formal proposal process. Tuition and textbooks will continue to be reimbursed at the rate previously proposed and accepted for each university.

**COURSE QUESTIONS-**

**Can institutions offer existing courses from their course catalog through Teach Dual Credit Indiana?**

Yes, an institution may offer existing courses that also serve their traditional student body as part of Teach Dual Credit Indiana.

**Can institutions develop new courses?**

Yes, however additional funds are not available for course development through Teach Dual Credit Indiana.

**In which discipline areas are courses needed, and are courses from Schools of Education considered for inclusion into the program?**

Teach Dual Credit Indiana will fund courses for teachers who are seeking to fulfill the dual credit credentialing requirements as set forth by the HLC in the Indiana dual credit priority course areas of communications, economics, English, history, political science, and world languages. Therefore, courses will need to be offered from those higher education departments and reflect course titles, e.g., ENG 501, ECON 502, HIST 503, POLY 504, SPAN 505, etc.

Courses outside of these discipline areas, such as EDUC, can be funded on an as-needed basis for teachers who also need to complete a master's degree. In this scenario, Teach Dual Credit Indiana will utilize a direct invoice or sponsorship process with each university to fund courses.

**How will courses be chosen for inclusion in the Teach Dual Credit Indiana catalog?**

Teach Dual Credit Indiana will review all proposals and create the final course catalog based on alignment with dual credit teachers' needs and a variety of offerings.

Teach Dual Credit Indiana hopes to include as many higher education institutions as possible that wish to participate to help high school teachers earn dual credit credentials and inform instruction in the Indiana classroom.

**Should proposed courses follow a sequential pattern?**

Courses can be offered in a particular order if needed. However, since teachers will be admitted to the program on an ongoing basis, it is preferred that courses are not sequential and that teachers may begin taking courses at any time throughout the grant period. All prerequisite courses or skills should be noted on Course Description Forms and syllabi.

**When will courses be offered?**

Courses will be offered beginning in Fall 2023 and continue through the Summer 2026 or as funding allows. Courses can be proposed for any or all semesters/terms within this time frame via the HE Proposal Form.

**When are syllabi and course descriptions due for each accepted course?**

Syllabi and course descriptions are due approximately 10 weeks before the start of each course. Teach Dual Credit Indiana will update the Higher Ed Timeline on the website periodically and each campus liaison will also receive regular email communication with due dates and deadlines to submit course information.

**REGISTRATION AND ENROLLMENT QUESTIONS-**

**Will universities provide registration for courses through their registration systems?**

Teach Dual Credit Indiana will have an online application and registration portal for teachers to apply to the funded program. Once accepted into the program, teachers will register for courses through the online portal. Once registration is completed, Teach Dual Credit Indiana will send registration lists to each campus liaison for each course offered by their higher education institution.

**What type of information will Teach Dual Credit Indiana provide to higher education institutions?**

Teach Dual Credit Indiana verifies teaching licenses, postsecondary degrees and teaching assignments prior to accepting teachers into the program.

Teach Dual Credit Indiana will provide teacher's names and contact information to higher education liaisons via individual course registration lists. Universities may need to collect additional information such as date of birth, SSN, or driver's license number to complete enrollment through their campus systems.

**HIGHER EDUCATION ACCEPTANCE OF COURSES QUESTIONS-**

**Will announcements of accepted courses be posted or publicized?**

Teach Dual Credit Indiana will notify campuses individually which courses are accepted. Teach Dual Credit Indiana will develop and distribute marketing materials for Indiana schools to learn about the program and courses available. Campus liaisons should submit promotional materials or announcements for participation to Teach Dual Credit Indiana for approval prior to distribution.