STEM Teach V
Questions and Answers for Higher Education Proposals
Posted: 9/27/21

GENERAL QUESTIONS-
What is STEM Teach?
STEM Teach 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).

STEM Teach is funded through the Indiana Commission for Higher Education by the Indiana General Assembly STEM Teacher Recruitment Fund and is administered by the Center of Excellence in Leadership of Learning (CELL) at the University of Indianapolis in partnership with the Indiana Colleges of Indiana.

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 STEM Teach?
The main goal of STEM Teach is to focus on high school teachers needing graduate level courses in liberal arts disciplines to meet the Higher Learning Commission (HLC) requirement for teaching dual credit courses by 2023.

STEM Teach will accelerate the process, providing 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 STEM Teach efforts at that campus. This provides STEM Teach with a single point of contact for information and questions. (However, anyone at each institution is welcome to contact STEM Teach staff regarding questions or concerns at any time!)

HIGHER EDUCATION PROPOSAL QUESTIONS-
What is the course proposal process?
There are two timelines in which higher education institutions may submit proposals.

The first proposal window ends 10/29/2021. Postsecondary institutions are encouraged to submit proposals to offer courses through STEM Teach for the entire duration of the program in the first proposal window.
The second and final proposal window ends 2/18/2022 and will provide higher education institutions the opportunity to begin offering courses in any semester beginning with or after Summer 2022. No additional proposal windows are planned after this time period.

The RFP with proposal guidelines and the proposal form can be found on the website.

How are the grant funds distributed?
STEM Teach does **not** involve sub-grants to institutions. Participating institutions will propose specific amounts and be reimbursed at the end of a course for tuition, books and materials within STEM Teach 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 STEM Teach 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 STEM Teach.

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. STEM Teach 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.

COURSE QUESTIONS-

Can institutions offer existing courses from their course catalog through STEM Teach?
Yes, an institution may offer existing courses that also serve their traditional student body as part of STEM Teach.

Can institutions develop new courses?
Yes, however additional funds are not available for course development through STEM Teach.

Will courses from higher education institutions' Departments of Education be considered for inclusion into the program?
Dual Credit Credentialing - STEM Teach 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 biology, chemistry, computer science/IT, mathematics, physics, and psychology. Courses will need to be offered from those higher education departments and reflect course titles, such as, BIO 501, CHEM 502, IT 503, MATH 504, PHY 505, PSY 506, etc.

Master's Completion - STEM Teach will fund courses for teachers to complete their master's degree once 18 graduate credits in a discipline have been completed through STEM Teach. If an institution does not participate in offering discipline area courses, an institution must agree to accept discipline area courses from other institutions in order to propose courses for master's completion.

STEM Certificate or Master's Degree - HE institutions may propose a sequence of courses, in a cohort style approach, for teachers to earn a master's in education with a STEM focus by the end of Summer 2023. Alternatively, HE institutions may also propose a certificate program for teachers to complete a graduate level certificate in STEM. These opportunities are not for the

purpose of becoming credentialed to teach dual credit courses, but rather to integrate and boost STEM instruction into Indiana classrooms.

How will courses be chosen for inclusion in the STEM Teach catalog?
STEM Teach staff, along with ICI staff, will review all proposals and create the final course catalog based on alignment with dual credit teachers' needs and a variety of offerings.

STEM Teach hopes to include as many higher education institutions 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.

When can courses be offered?
Courses will be offered beginning in Winter/Spring 2022 and continue through the Summer 2023 semester or as funding allows.

When are syllabi and course descriptions due for each accepted course?
Syllabi and course descriptions are due approximately 10-12 weeks before the start of each course. STEM Teach 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 individual registration systems?
No. STEM Teach 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, STEM Teach will send registration lists to each campus liaison for each course offered by their higher education institution.

What type of information will STEM Teach provide to higher education institutions?
STEM Teach verifies teaching licenses, postsecondary degrees and teaching assignments prior to accepting teachers into the program.

STEM Teach 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.