

**STEM Teach VI**  
**Request for Proposals**  
**from**  
**Indiana Higher Education Institutions**



**DUE DATE:**

**July 12, 2023**

**For all courses beginning in Fall 2023 and beyond**

*Funded through the Indiana STEM Teacher Recruitment Fund*

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## PROGRAM OVERVIEW

### About STEM Teach

The Center of Excellence in Leadership of Learning (CELL) and the Independent Colleges of Indiana (ICI) plan to continue the successful initiative STEM Teach Indiana, now in its sixth adaptation and thus named STEM Teach VI.

The primary concentration of funds will be for Indiana high school teachers who need graduate level courses in STEM discipline areas to meet the Higher Learning Commission (HLC) requirement for teaching dual credit courses by 2025. 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 biology, chemistry, mathematics, physics, psychology, and technology/IT. Once 18 graduate credits are earned, STEM Teach VI will also help to fund the completion of a master's degree.

Three additional opportunities for STEM Teach VI for all Indiana K-12 teachers include:

- Tuition and textbooks/materials to complete a master's or graduate certificate in STEM education from a participating higher education institution
- Scholarships for teachers to attend STEM-based conferences in Indiana
- Professional development and supplies to infuse STEM into daily classroom activities

### Funding

Indiana postsecondary institutions may submit proposals to offer courses through STEM Teach for the entire duration of the program, Fall 2023 – Summer 2025. 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 through the STEM Teacher Recruitment Fund to pay colleges and universities for tuition, books, and materials.

All payments are made directly 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 for participation in STEM Teach. 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, and Summer 2025 (as funding allows). 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, courses may be offered in an

online only, synchronous or asynchronous 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 should 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 STEM Teach. 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 and be reimbursed per the invoice process at the end of the 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 any 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 STEM Teach 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 STEM Teach:

Table 1: Financial Amounts and Enrollment Considerations

Financial Amounts and Enrollment Considerations				
Type of Offering	Tuition payment per hour	Books and/or Materials	University Administrative Fee	Campus Liaison Fee
<b>Graduate Courses for Dual Credit Credentialing or Certificate</b> (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	\$1,000 per course, per semester	\$200 per course, per semester
<b>Graduate Courses for Grad Certificate or Master's in STEM Education</b> (Minimum of 4 students; maximum of 16 students; seeking a cohort approach)	Up to \$625 per graduate hour (HEs should propose actual tuition amounts)	Up to \$180 per student, per course	\$1,000 per course, per semester	\$200 per course, per semester

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

## Information for Courses

The following information is provided to guide HE applicants with designing and/or submitting courses for inclusion into STEM Teach. Registration for all offerings will be done through the STEM Teach 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. On the HE Proposal Form, please indicate if a graduate certificate for the proposed discipline area is available.

## Master's Degrees-

Teachers who complete the 18 graduate credits towards a dual credit credential (18 graduate credits in a content area) through STEM Teach will be eligible to continue taking courses through STEM Teach 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, STEM Teach 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 STEM Teach. Again, please indicate in the appropriate area of the HE Proposal Form 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), STEM Teach can still fund courses for master's degree completion, such as a Master of Arts in Teaching in Chemistry, Master of Science in Biology in Education, etc. In this scenario, STEM Teach 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 a STEM discipline area 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 STEM disciplines for dual credit credentialing include Biology, Chemistry, Computer Science/IT, Physics, Mathematics, and Psychology. Additional STEM 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).

*Graduate Certificate or Master's in STEM Education*

HE institutions may propose a sequence of courses, in a cohort style approach, for teachers to earn a graduate certificate and/or master's degree in education (with a STEM focus) by the end of Summer 2025. These opportunities are generally not for the purpose of becoming credentialed to teach dual credit courses, but rather to integrate and boost STEM instruction into Indiana classrooms. This proposal form is titled Higher Education Institution Proposal to Offer Graduate Courses for: STEM GRADUATE CERTIFICATE WITH OR WITHOUT A MASTER'S COMPLETION OPTION

## 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 2025. 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 2025	
June 10 - July 10, 2023	Questions can be submitted via email to <a href="mailto:wlodarczykt@uindy.edu">wlodarczykt@uindy.edu</a>
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 2025 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 <a href="mailto:wlodarczykt@uindy.edu">wlodarczykt@uindy.edu</a>
July 19 – 21, 2023	Higher Ed Institutions notified of courses accepted into STEM Teach beginning in Fall 2023
July 24 - 28, 2023	STEM Teach 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 registered 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 who are 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 STEM areas. Biology, chemistry, mathematics, physics, and psychology will be prioritized due to forecasted demand for credentialing dual credit teachers in these disciplines. Engineering, Integrated STEM education, physical sciences and IT/technology, etc. are also graduate course discipline areas that will be considered and may be accepted.

► **What is the proposed timespan for STEM Teach V?**

STEM Teach courses will be offered in the semesters designated below. Institutions may utilize traditional campus and/or school district calendars within these timespans.

STEM Teach will likely accept one offering per discipline area/institution per semester. However, if an institution proposes a course that spans the full semester, a course in the same content area may not be proposed for a shortened semester. For example, if Math 501 is proposed as a Full Fall course, that is the only course in that discipline area which could be offered from that institution for Math for the entire semester. Conversely, if Math 501 is proposed for Fall I and Math 502 is proposed for Fall II, both courses could be accepted/offered from that institution for the entire semester.

Since all offerings will utilize the STEM Teach teacher portal for registration, please note the Semester and Offering Windows for proposals and offerings of courses in *Table 3* to be reflected in the course proposal documents.

Table 3: Semester and Offering Windows

Semester or Term*	Offering Window**
Fall 2023: <ul style="list-style-type: none"> <li>• Full Fall 2023, or</li> <li>• Fall I 2023 and/or</li> <li>• Fall II 2023</li> </ul>	August - December
Winter/Spring 2024: <ul style="list-style-type: none"> <li>• Full Winter/Spring 2024, or</li> <li>• Winter/Spring I 2024 and/or</li> <li>• Winter/Spring II 2024</li> </ul>	January - May
Summer 2024: <ul style="list-style-type: none"> <li>• Full Summer 2024, or</li> <li>• Summer I 2024, and/or</li> <li>• Summer II 2024</li> </ul>	May - August
Fall 2024: <ul style="list-style-type: none"> <li>• Full Fall 2024, or</li> <li>• Fall I 2024 and/or</li> <li>• Fall II 2024</li> </ul>	August - December
Winter/Spring 2025: <ul style="list-style-type: none"> <li>• Full Winter/Spring 2025, or</li> <li>• Winter/Spring I 2025 and/or</li> <li>• Winter/Spring II 2025</li> </ul>	January - May
Summer 2025: <ul style="list-style-type: none"> <li>• Full Summer 2025 or</li> <li>• Summer I 2025, and/or</li> <li>• Summer II 2025</li> </ul>	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 Independent Colleges of Indiana staff 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 at least 18 graduate credit hours for dual credit credentialing for at least six semesters or terms, as well as some stand-alone courses will be considered and accepted for STEM Teach.

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

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

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 STEM Teach). 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.stemteachindiana.org](http://www.stemteachindiana.org) or by contacting Trish Wlodarczyk 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.

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 STEM Teach (discipline area)* for **each** proposal to Trish Wlodarczyk [wlodarczykt@uindy.edu](mailto: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 STEM Teach proposals, contact Trish Wlodarczyk from CELL at the University of Indianapolis: [wlodarczykt@uindy.edu](mailto: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.stemteachindiana.org](http://www.stemteachindiana.org) to access the STEM Teach Higher Education RFP and all required forms or contact Trish Wlodarczyk from CELL at University of Indianapolis: [wlodarczykt@uindy.edu](mailto: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 and ICI 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 STEM Teach, 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 STEM Teach
- 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 STEM Teach VI, including rules regarding successful completion of courses
- Share college or university STEM Teach VI developments with campus community as appropriate
- Disseminate aggregated course survey reports provided by CELL to department chairs, deans or provosts and STEM Teach VI professors at the conclusion of each course