

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

**DUE:
October 27, 2017**



Funded through the Indiana STEM Teacher Recruitment Fund

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PROGRAM OVERVIEW

About STEM Teach III

The Center of Excellence in Leadership of Learning (CELL) and the Independent Colleges of Indiana (ICI) are continuing the successful initiative STEM Teach, now in its third adaptation and thus named STEM Teach III, to offer graduate courses to in-service teachers for dual-credit credentialing. We have designed STEM Teach III to offer ICI member and public institutions the opportunity to work together to increase the number of qualified dual-credit teachers of science, technology, engineering, and mathematics in Indiana.

STEM Teach III will expand on the achievements and successes of previous iterations of the initiative to focus specifically on high school teachers needing graduate level courses in STEM discipline areas to meet the Higher Learning Commission (HLC) requirement for teaching dual-credit courses by 2022. STEM Teach III will accelerate the process and provide ample opportunity for teachers to meet the credentialing requirements for dual-credit teachers.

Funding

Postsecondary institutions are encouraged to submit proposals to offer courses through STEM Teach III. Tuition, books, and materials for these courses will be offered at no cost to teachers employed at public and charter schools in Indiana by utilizing funds available through the STEM Teacher Recruitment Fund to pay colleges and universities for tuition, books, and materials.

Courses will be offered for a total of six semesters in Spring 2018, Summer I 2018, Summer II 2018, Fall 2018, Spring 2019, and Summer I 2019. Courses may be offered in an online, hybrid or face-to-face approach. Since dual credit teachers from all regions of Indiana are eligible to apply, an online course format is often the method of course delivery preferred by teachers due to their various locations, time zones, and school schedules.

Tuition

Graduate course tuition payments for each student may be proposed at a maximum of \$600 per credit hour, per student.

Books and Materials

All books, materials, lab fees, etc. may be proposed at a maximum of \$180 per course, per student.

University Administrative Service Fee

For each course, universities and colleges will be reimbursed \$1,000 to offset administrative expenses.

Campus Liaison

A payment of \$200 per course, per semester for a campus liaison will be provided to the college/university. 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 III offerings.

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

TENTATIVE TIMELINE for INSTITUTIONS

September 28 – October 25, 2017	Questions can be submitted via email to wlodarczykt@uindy.edu
October 9 – 27	Proposals may be submitted via PDF
November 17	Higher Ed Institutions notified of courses accepted into STEM Teach III
November 20	STEM Teach III course registration opens for teachers
December 6	Course registration lists sent to Higher Ed Institutions
December 8	Campus Liaisons contact teachers with additional course details
January 2018	Spring courses begin

PROPOSAL ELIGIBILITY

► Who may apply?

ICI member and public 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 may also collaborate with one another for joint proposals to submit 18-credit hour sequences per discipline area.

Institutions that have not received funding through the Indiana STEM Teacher Recruitment Fund for similar purposes (credentialing dual-credit teachers in STEM fields) 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?

Applicants will be required to streamline the local 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 the areas of science, technology, engineering, and math. Courses such as physics, biology, mathematics, information technology, environmental science, etc. are all eligible discipline areas.

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

STEM Teach III courses will be offered for six semesters as designated below. Institutions may utilize traditional campus calendars within these timespans.

Spring 2018	▪ Semester 1
Summer I & II 2018	▪ Semester 2 & 3
Fall 2018	▪ Semester 4
Spring 2019	▪ Semester 5
Summer I 2019	▪ Semester 6

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. Preference may be given to proposals that offer a course sequence of 18 credit hours for the six semesters of STEM Teach III. If a proposal is late, incomplete, and/or does not adhere to the guidelines, the proposal will not be considered.

Proposals will be reviewed and courses selected no later than November 17, 2017.

PROPOSAL REQUIREMENTS

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

Applicants must complete the entire proposal, including requested attachments for *Spring 2018* courses, and all responses and signatures must appear in PDF proposals. Proposals that do not comply with these requirements may not be reviewed or considered for funding.

Course syllabi for courses other than Summer 2018 will be due at a later date.

► **How does an institution submit a complete proposal?**

Prepare one PDF of each completed proposal to submit electronically via email. Institutions should submit one form for **each discipline area** in which they are proposing courses.

PROPOSAL ASSISTANCE and PROCEDURES

**PROPOSALS must be received
NO LATER THAN 4:30 p.m. EDT OCTOBER 27, 2017**

Whom do we contact for assistance?

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

How do we submit a proposal to offer courses?

► Send one electronic copy of each completed Higher Ed Course Proposal PDF with attachments to Trish Wlodarczyk via the email address noted above. In the subject line of the email message, please type: STEM Teach III and your institution's name (for example: STEM Teach III Proposal, University/College Name).

APPENDIX A: COURSE PROPOSAL FORM

STEM TEACH III HIGHER EDUCATION INSTITUTION PROPOSAL TO OFFER COURSES



Proposal Deadline: October 27, 2017

Name of Institution(s)

is/are proposing the following courses in one discipline area for participation in the STEM Teach III program. Use additional forms to propose courses in separate discipline areas. Refer to the STEM Teach III Request for Proposals for additional instructions and guidelines.

DIRECTIONS: Complete the following chart for each STEM discipline area for which your institution is proposing graduate courses. A proposal that identifies a 18-credit hour sequence of courses in each discipline area is encouraged. Colleges and universities may collaborate to propose 18-credit hour course sequences in a specific discipline area.

STEM Discipline Area: (one discipline area per form)												
List Graduate Course Title and Number	# of Credits	Check at least ONE semester in which each course will be offered. Check additional semesters if the course may be offered repeatedly.						Check the class format for each course.			Indicate the costs for each course. *Please note proposal maximum amounts.	
		Spring 2018	Summer I 2018	Summer II 2018	Fall 2018	Spring 2019	Summer I 2019	Face-to-Face	Online	Hybrid	Tuition Cost per student/course	Textbook/Materials cost per student/course

***COST PROPOSALS:**

Proposed Cost for Tuition

A maximum amount of \$600 per graduate credit hour, per student has been designated for each course. No additional costs or fees may be charged to students above the proposed tuition and books/materials.

Proposed Cost for Books/Materials/Lab Fees

A maximum amount of \$180 per graduate course, per student may be proposed for each offering.

REQUIRED INSTRUCTOR INFORMATION FOR SPRING 2018 COURSE:

Instructor Name:
Position:
Highest Level of Degree:
Department:
Email Address:
Phone Number:

REQUIRED ATTACHMENTS FOR SPRING 2018 COURSE:

- 1) Official course description – one paragraph that clearly describes the content for the course including any prerequisites.
- 2) Course syllabus that includes contact information for instructor

Note: Instructor- and course-specific information for subsequent course offerings will be collected the semester prior to when each course will be offered.

REQUIRED APPROVALS FOR STEM TEACH III COURSE PROPOSALS:

Department Chair

Name	Title
Signature	Date

Dean

Name	Title
Signature	Date

Provost

Name	
Signature	Date

COMPLETED FORM(S) AND ATTACHMENTS FOR SPRING 2018 MUST BE SUBMITTED BY THE CAMPUS LIAISON NO LATER THAN *OCTOBER 27, 2017* TO TRISH WLODARCZYK, wlodarczykt@uindy.edu

Campus Liaison Name:
Campus Liaison Email Address:
Campus Liaison Phone: