

Central Nine Career Center
Dr. William Kovach
1999 US 31 South
Greenwood, IN 46143



October 3, 2022

Dear Dr. Kovach,

USI's College Achievement Program (CAP) is pleased to offer your students a chance to try out college early by earning dual credit. Not only is dual credit an important part of each school's diploma requirements and accountability grade, but also national and Indiana-specific research show positive outcomes for dual credit earners related to college matriculation, persistence, and degree completion.

CAP has been continuously accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP) since 2006. NACEP standards require faculty/instructor collaboration, site visits, discipline-specific professional development, and content alignment. We are committed to supporting your CAP students, instructors and counselors and value working with Central Nine Career Center.

Changes for 2022-2022:

- In July 2022, the Higher Learning Commission (HLC) announced an extension of the deadline for Indiana's dual credit teachers to meet the faculty qualifications of the hiring university. Originally scheduled for September 1, 2017, the state filed for and received a five-year extension; the 2022 deadline has been pushed back twice due to the pandemic. For those teaching liberal arts/non-CTE courses, teachers must hold either a master's degree in the discipline or in a related field but with 18 graduate hours in the discipline or sub-field by September 1, 2025. CTE teacher credentialing may require the same or similar credentials, depending on the discipline; in some cases, industry experience can substitute for a graduate degree.

Other ongoing reminders:

- We acknowledge the importance of educating and training the next generation of educators. Cooperating teachers willing to host a student teacher provide an invaluable experience for that student, as well as a service to the University of Southern Indiana and other institutions of higher education. Cooperating teachers who are also USI CAP instructors straddle both the secondary and post-secondary worlds, in that they teach an undergraduate course to high school students in the high school classroom.
 - In order to assure that individuals teaching undergraduate courses through CAP meet the Higher Learning Commission's credentialing requirements (or have a plan to do so by September 1, 2025), cooperating teachers should be co-instructing with student teachers only during non-CAP class periods. This same request might already have reached you through USI's Teacher Education Department, but please reach out if you have any questions. Be sure CAP instructors who have student teachers are aware of this change as well.
- Both instructors and administrators share responsibility for notifying the CAP Office as quickly as possible of an instructor absence of two weeks or longer. While we will do everything in our power to continue the

dual credit option for your students, we need to be attentive to the length of the absence and the substitute teacher's credentials. Each situation is considered on a case-by-case basis.

- For CAP students receiving special education services, your high school is responsible to provide those accommodations. Due to significant differences in the types of academic accommodations that are appropriate and required by law at the post-secondary level, it is the high school's responsibility to initiate any modifications to the student's IEP, 504 Plan, or similar educational plan to ensure that there are no barriers to the student's opportunity to earn full college credit while participating in CAP. Questions about appropriate accommodations for college-level course work at USI should be directed to Jaclyn Dumond in the CAP Office.
- In the event of a school closure or emergency, each CAP instructor is expected to continue instruction through online or alternative modes of delivery. CAP students are responsible for monitoring their email for important CAP information and instructions.
- Familiarize yourself with the most recent version of the **Indiana Dual Credit Frequently Asked Questions**, jointly written by the Indiana Department of Education (IDOE) and the Indiana Commission for Higher Education (CHE). Visit <https://transferin.net/ways-to-earn-credit/dual-credit-programs/> and look under Policy/FAQs/Reports. The CHE and IDOE expect both USI and its partner schools to adhere to these policies.
- Finally, many CAP courses are \$25/credit hour, as mandated by the Indiana Commission for Higher Education, but a few CAP courses remain at \$80/credit hour. Students who have applied to the National School Lunch Program and are approved for the current school year pay no tuition for USI dual credit.

The enclosed list of USI CAP instructors and courses scheduled to be offered in 2022-2022 is current as of October 3, 2022. Central Nine Career Center families can view their CAP offerings by visiting usi.edu/cap/participating-cap-high-schools.

Please sign and return one copy of this agreement letter, retaining the other copy for your records.

Sincerely,



Jaclyn Dumond
Assistant Director, Lifelong Learning
jddumond@usi.edu or 812-465-1274

2022-2023 CAP Instructor Agreement Letter for Mark Rund
Central Nine Career Center / Kinesiology KIN 192

This serves as an agreement to offer KIN 192 through USI's College Achievement Program (CAP) during the 2022-2023 academic year. As a CAP instructor, you are responsible for the following:

- Providing the current year's **USI-approved course syllabus** to all CAP students
- Presenting **CAP details** to students, either personally, or arranging for CAP staff to visit
- Assisting with **enrollment** each fall and/or spring, including **regular review of shared spreadsheets** to alert CAP Office of issues before enrollment ends
- **Reviewing USI rosters monthly after the USI census; notifying CAP Office of issues and/or changes**
- Distributing **USI CAP correspondence** to students
- **Assisting students with required withdrawal paperwork or involving the appropriate counselor**
- Notifying students of opportunity to complete **USI course perception survey** (sent to personal email)
- **Entering CAP grades** in the USI system by the deadline
- Annually attending a CAP-sponsored **discipline-specific professional development event**
- Hosting an in-person or virtual **observation visit** by the faculty liaison (no less often than every other year)
- Notifying CAP Office of your own prolonged **absence from the classroom** (more than two weeks) or **changes in teaching schedule** that may affect the CAP sections
- NEW for 2022-2023: Per USI Teacher Education, if serving as a **cooperating teacher** for a student teacher, that student must only co-instruct during non-CAP class periods


Failure to meet these obligations may result in withdrawing your course from the College Achievement Program and withholding your stipend.

Instructors attending a CAP-sponsored professional development event are paid \$25/hour for up to 6 hours or \$150/day for 6 hours or more. Mileage may be reimbursed, if requested, for those whose home address is 30 miles or more from USI. Instructors also are eligible for an **enrollment stipend** based on the number of students enrolled in the CAP course. Practicum course sections running concurrently in the same semester with the same students enrolled will be paid as a single section. Yearlong section stipends will be paid in two halves, one in December and one in June; for payment calculation purposes, enrollment numbers will be held static at December levels, regardless of spring drops, unless a section had a single student enrolled.

Students	Total Stipend	Students	Total Stipend
0 Students	\$0	111 – 130 Students	\$600
1 – 30 Students	\$100	131 – 150 Students	\$700
31 – 50 Students	\$200	151 – 170 Students	\$800
51 – 70 Students	\$300	171 – 190 Students	\$900
71 – 90 Students	\$400	191+ Students	\$1,000
91 – 110 Students	\$500		

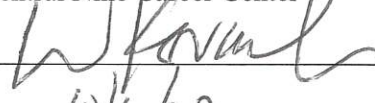
By signing, you accept the above payment schedule and affirm that the University of Southern Indiana is the only institution awarding dual credit for this course. Please return one copy of this agreement to the CAP Office and keep the other for your records.

For the University of Southern Indiana


Jaclyn Dumond
July 12, 2022

Date

For Central Nine Career Center


10/6/22
Date

2022-2023 CAP Instructor Agreement Letter for Mark Rund
Central Nine Career Center / Kinesiology KIN 282

This serves as an agreement to offer KIN 282 through USI's College Achievement Program (CAP) during the 2022-2023 academic year. As a CAP instructor, you are responsible for the following:

- Providing the current year's **USI-approved course syllabus** to all CAP students
- Presenting **CAP details** to students, either personally, or arranging for CAP staff to visit
- Assisting with **enrollment** each fall and/or spring, including **regular review of shared spreadsheets** to alert CAP Office of issues before enrollment ends
- **Reviewing USI rosters monthly after the USI census; notifying CAP Office of issues and/or changes**
- Distributing **USI CAP correspondence** to students
- **Assisting students with required withdrawal paperwork or involving the appropriate counselor**
- Notifying students of opportunity to complete **USI course perception survey** (sent to personal email)
- **Entering CAP grades** in the USI system by the deadline
- Annually attending a CAP-sponsored **discipline-specific professional development event**
- Hosting an in-person or virtual **observation visit** by the faculty liaison (no less often than every other year)
- Notifying CAP Office of your own prolonged **absence from the classroom** (more than two weeks) or **changes in teaching schedule** that may affect the CAP sections
- NEW for 2022-2023: Per USI Teacher Education, if serving as a **cooperating teacher** for a student teacher, that student must only co-instruct during non-CAP class periods

Failure to meet these obligations may result in withdrawing your course from the College Achievement Program and withholding your stipend.

Instructors attending a CAP-sponsored professional development event are paid \$25/hour for up to 6 hours or \$150/day for 6 hours or more. Mileage may be reimbursed, if requested, for those whose home address is 30 miles or more from USI. Instructors also are eligible for an **enrollment stipend** based on the number of students enrolled in the CAP course. Practicum course sections running concurrently in the same semester with the same students enrolled will be paid as a single section. Yearlong section stipends will be paid in two halves, one in December and one in June; for payment calculation purposes, enrollment numbers will be held static at December levels, regardless of spring drops, unless a section had a single student enrolled.

Students	Total Stipend	Students	Total Stipend
0 Students	\$0	111 – 130 Students	\$600
1 – 30 Students	\$100	131 – 150 Students	\$700
31 – 50 Students	\$200	151 – 170 Students	\$800
51 – 70 Students	\$300	171 – 190 Students	\$900
71 – 90 Students	\$400	191+ Students	\$1,000
91 – 110 Students	\$500		

By signing, you accept the above payment schedule and affirm that the University of Southern Indiana is the only institution awarding dual credit for this course. Please return one copy of this agreement to the CAP Office and keep the other for your records.

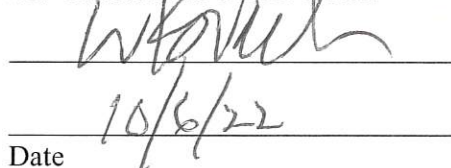
For the University of Southern Indiana


Jaclyn Dumond

July 12, 2022

Date

For Central Nine Career Center


10/6/22

Date



**2022-2023 Memorandum of Understanding Between
Central Nine Career Center and the University of Southern Indiana (USI) College Achievement Program (CAP)**

The University of Southern Indiana (USI) and Central Nine Career Center currently agree to provide opportunities for academically qualified students to earn USI credit through the College Achievement Program (CAP); students must be juniors or seniors with a minimum cumulative GPA of 2.5 on a 4.0 scale. Tuition will be billed by USI in early October and paid by Central Nine. Instructor responsibilities are outlined in the Instructor Agreement Letter (enclosed), and site responsibilities are outlined in the cover letter.

The following USI courses will be offered during the current academic year:

USI Subj	USI Crs	USI Title	Hrs	Enrollment Term	Grade Entry Term	Instructor	Tuition	Satisfies USI Core 39 General Education Requirement	On Indiana Core Transfer Library
KIN	192	Concepts in Wellness & Fitness	1	Fall	Spring	Rund, M.	\$80	X	
KIN	282	CPR for the Healthcare Provider & Sports Injury Prevention	2	Fall	Spring	Rund, M.	\$50 (\$25/credit hour)		X
As of October 2022, USI's courses have not been added to the CTE crosswalk.									

Please sign and return one copy of the agreement, in the provided envelope, to the Division of Outreach & Engagement, USI, 8600 University Boulevard, Evansville, Indiana 47712. If you have any questions, contact Jaclyn Dumond (812-465-1274 or jddumond@usi.edu).

For Central Nine Career Center:

For the University of Southern Indiana:

Dr. William Kovach
Executive Director

Ms. Jaclyn Dumond

Assistant Director, Lifelong Learning

10/6/22
Date

10/3/2022
Date