



## CAP Conference 2020 – Key Takeaways

**Friday, July 10 – 9-11 a.m.**

Via Zoom

**Tuesday, July 14 – 10 a.m.-12 p.m.**

Via Zoom

**I. Welcome and Introductions**

- a. Your CAP Team: Jaclyn Dumond, Dana Drury, Erin Hollinger, Kay Myrick
- b. The main phone number for the CAP Office is still 812-228-5022, but those calls will be answered by Kay.
- c. If you need to reach Erin directly, her number is 812-465-7035.
- d. All four of us read and respond to messages in the CAP email inbox.

**II. Celebrate NACEP Reaccreditation!**

- a. In April 2020, the accrediting body for our program, the National Alliance of Concurrent Enrollment Partnerships (NACEP), announced that CAP had been reaccredited for a period of 8 more years. We have been continuously accredited by NACEP since 2006, and we are very proud of this ongoing accomplishment.
- b. Thank you for your assistance with this process. Everything from using an approved syllabus, to submitting sample assessments, to welcoming your liaison for observations in whatever format, to attending annual discipline-specific professional development is part of our accreditation packet.
- c. If you are interested in serving as a peer reviewer for NACEP in their next cycle, beginning Summer 2021, please reach out to Jaclyn. As an instructor in a NACEP-accredited program, this is permitted and encouraged. Serving as a peer reviewer is a great way to gather ideas from other programs and to network with others from across the country.

**III. Happy Retirement** to Kathie S. and Amy G. Thank you!

**IV. Welcome** to those joining us in English, Math, Chemistry, History, Spanish, Kinesiology, German and Communication Studies!

**V. Fall Enrollment – Our Best Guess**

- a. The process for students will remain the same, as outlined at [www.usi.edu/cap/apply](http://www.usi.edu/cap/apply). First-time CAP students must create an account and submit an online CAP application. All CAP students, including first-time, must

submit a signed Student Permission Form indicating the course or courses they are requesting.

- b. Paper Student Permission Forms, updated for 2020-21, will be mailed soon to your schools.
- c. Based on the documents being released this month by various school districts and corporations, we anticipate not being permitted to visit your buildings in person in the fall. Therefore instructors, counselors and building coordinators will have to take a much more active role by presenting the CAP option to students directly in class and helping them through the application process.
- d. We will create two videos that you can show. The first video will be more general information applicable to both new and returning CAP students about how to investigate how or if a CAP course will fit into a future college major, as well as some other pieces. The second video will be specifically targeted to new CAP students, to guide them through creating an account and completing the online CAP application.
- e. **The deadline for schools to have students through the process and forms emailed to the CAP inbox is Friday, August 28.**

**VI. Placement Testing for ENG 101, MATH 111/112/114, PSY 201 – Our Best Guess**

- a. High schools offering the above USI courses already have a USI-approved, Accuplacer-trained proctor.
- b. Due to the lack of standardized testing in Spring 2020, we anticipate that *more* students will need to qualify for CAP through a placement test than in previous years.
- c. *If* we are permitted into high schools, we can help facilitate placement testing. Due to new social distancing guidelines, we anticipate that testing sessions will be with much smaller groups, whether we are present or not.
- d. On-site proctors will be connecting soon with Dana for a refresher on how to operate the placement test and to discuss whether back-up proctors are needed.
- e. The CAP instructor of the impacted course can't proctor the placement test.

**VII. Demonstration of Syllabus Review Process**

- a. To address gaps identified in our NACEP review, we have created a two-part syllabus review process. Our team reviews your syllabus first, looking for places where items might be confusing, missing or dated. The liaison reviews your syllabus next, looking for more substantive issues with content, assessment or outcomes.
- b. Changes will be sent via email to allow you to have a written record of edits.
- c. 2019-20 was our first year to try this, and it took some time to smooth out the bumps. We do think it helped, though, and plan to continue.
- d. If you have your syllabus done now, please email to [cap@usi.edu](mailto:cap@usi.edu)

**VIII. Reminders**

- a. Annual Agreement Letters will be mailed. You can sign and return one copy for each course and scan and return electronically.
- b. Drop Calendar & Online Drop Alert Form
  - i. Posted on the main CAP web page: [www.usi.edu/cap](http://www.usi.edu/cap), below the slideshow
  - ii. The **CAP Course Drop** button (found on the right on our home page) can be completed by the student, a counselor or you. It is the first step to alert us that a student has decided not to earn USI credit and results in a formal withdrawal form being sent to the student with both the counselor and instructor copied.
- c. Course Perception Survey Results are now available in myUSI, in the Qualtrics (red Q) survey tool. Directions to view or download results were provided in reminder emails sent this spring. If you'd like more responses in the fall, you can certainly promote this to your CAP students, who receive the link in their email.
- d. Observation Visits by Liaisons – As you know, regular observation visits by our faculty liaisons is one of our accreditation standards. New instructors must be observed in the first semester they teach, and veteran instructors can be observed once every two years if there are no concerns. Many of our liaisons prefer to visit annually, and we anticipate that virtual visits are going to become the new norm. Please be thinking now about what that might look like for the coming year.