

Key Takeaways for CAP Instructors & Counselors

A Summary of Reminders from the Summer 2021 CAP Conference

- I. **Staffing** – The CAP Office as of July 9 has an opening. Our program associate position (formerly held by Erin H.), once posted, will be shared with you to help spread the word to interested parties. Dana D., Kay M. and I are still here! Please bear with us as we had into the hectic time of year known as fall enrollment.
- II. **Celebrate NACEP Reaccreditation! Again!**
 - A. CAP has been continuously accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP) since 2006. We are extremely proud to have been among the first programs in the country to hold this designation; we are also proud to have been reaccredited in April 2020, among the first programs who applied under NACEP’s revised and more rigorous standards.
 - B. Each and every one of you plays a critical role in assuring CAP courses are comparable to on-campus sections. A random assortment of CAP syllabi were requested recently by USI’s accrediting body, the Higher Learning Commission (HLC) toward USI’s own accreditation. **Thank you** for using the updated syllabus templates provided to you each summer and for submitting your syllabi to the CAP Office.
- III. **Higher Learning Commission Faculty Credentialing Deadline** – The state of Indiana applied for and received a five-year extension of the HLC faculty credentialing deadline for dual credit instructors. The original extension resulted in a 9/1/2022 deadline, but this has been pushed back by one year (to 9/1/2023) due to the pandemic. This means anyone who does not hold the required credentials to teach a USI course by the end of summer 2023 won’t be able to teach dual credit for Fall 2023 moving forward.
- IV. **Core 39 Assessment**
 - a. **Dr. Bartell Berg** is a CAP faculty liaison, assistant professor of German and the newly minted director of Core 39 assessment. Most courses offered through CAP are part of USI’s general education curriculum, or Core 39. Dr. Berg is not only leading assessment across campus, but he also is going to coordinate assessment for all CAP instructors (the CCAF). Those of you teaching world language 204, environmental bio, econ, literature, college algebra, QR, psychology or biology

105 will be working closely with him this year to conduct assessment. Visit USI.edu/outreach/cap/capworkshop/ to view a copy of his slides or reach out with questions at bmberg@usi.edu

V. **Fall Enrollment Reminders**

- A. Fall enrollment presentation visits are tentative, pending school policies on outside visitors and Jaclyn's availability. The videos and screenshots are still available for classroom use if she can't come in person; visit USI.edu/cap/apply
- B. The four steps to sign up for CAP are: research, apply, submit form, pay bill. Remind students to check into how or if the CAP course might fit into their future degree plans; we continue to partner with USI advisors to provide early assistance to students who might want to attend USI. **Online CAP Applications (for those new to CAP) and signed paper Student Permission Forms (for all CAP students) are due to USI by Friday, August 27.** Please remember this artificially early deadline is to give our office time to process all the paperwork AND that we are going to continue reaching out to resolve issues through mid-September, when USI's census occurs.
- C. Many schools have new counselors this fall. We have been meeting with those individuals to provide them with an overview of the CAP enrollment process.
- D. For those who teach **ENG 101, MATH 111/112/114 or PSY 201**, please check the prerequisite page (USI.edu/cap/prereqs) to be sure you know the required test scores. Students who do not qualify outright will be able to attempt to qualify through the online Accuplacer test in either writing, math or reading. Each school offering these courses has a designated and trained USI Accuplacer proctor who will facilitate the testing process.

E. **General Reminders**

- a. **Annual Agreement Letter** – If you were not on campus in person this summer, your agreement letters were mailed either home or to the high school. Please sign and return one copy, either via US mail or electronically.
- b. The current **drop/withdrawal/refund/billing calendars** are posted on the CAP homepage (USI.edu/cap); relevant dates are already incorporated into this year's syllabus template for your course.
- c. **Online Drop Alert Form** – USI.edu/cap/drop – An instructor, counselor or student can complete the form to alert us to a student who is no longer enrolled in the course affiliated with USI credit OR to alert us to a student

who no longer wishes to earn USI credit. We would rather receive this three times than not at all. Those with yearlong courses – please make a reminder on your calendar for January each year to compare your current high school roster with the USI roster and to alert us to any changes. It's easier to find students to sign the official USI withdrawal form before the end of the academic year.

- d. **Course Perception Survey Results** – If you had students complete the course survey this year, results can be found by logging into myUSI and clicking the link for Qualtrics.



- F. **Observation Visits by Liaisons** – NACEP accreditation still requires that we schedule regular observation visits by our faculty liaisons. New instructors should be visited/observed in the first semester teaching a USI course. Veteran instructors should be observed no less often than once every two years. Whether or not those observations will take place in person or virtually depends upon several factors: your corporation/district's policy on outside visitors as well as USI travel policies and the personal comfort level of the faculty liaison. We generally do not request liaisons to schedule observations until October or later.
- G. **Multi-Factor Authentication (MFA)** – Learn more at <https://www.usi.edu/it/multifactor-authentication/>. As of July 1, 2021, this additional layer of security has been implemented for CAP instructors. When logging into myUSI now, you will be asked to authenticate in another way in addition to entering your username and password. Unless you are a current graduate student as well, your myUSI usage is sporadic (once per month at the most). Therefore, my recommendation is to sign up for authentication via SMS text alert. You will receive a code on your cell phone via text, which you input into the myUSI screen. You can select a box to ask not to be challenged again on that device for 24 hours. This same process will be implemented for CAP students effective Fall 2021; once a student appears in the official USI roster on myUSI, you can give that student their University ID to activate myUSI. Once the student creates their own myUSI password, they will be asked to establish MFA. The CAP Office is going to alert students to the MFA change, though you might receive questions as well. Any questions you can't easily resolve can certainly be directed to the IT Help Desk: it@usi.edu or 812-465-1080.

- H. **Online Trainings** – Per federal law, USI does have to provide employees with annual trainings on various topics, including but not limited to Title IX, IT Security and FERPA regulations. There is nothing to do now, unless you are behind from last year. The CAP Office will communicate with you once new trainings are available through myUSI. Upon completion, you can download a certificate to use toward PGPs.
- I. **Transcript Hold** – Effective Spring 2021, CAP students who owe USI \$5 or more will not be able to send an official transcript to begin the credit transfer process; however, students who owe anywhere from \$5 to \$249 can still register in additional CAP coursework. Students who owe \$250 or more will be prevented from registering in further coursework as well as prevented from sending an official transcript.