



USI College Achievement Program (CAP) Liaison Guide

Role: The [National Alliance of Concurrent Enrollment Partnerships' Accreditation Guide](#) defines faculty liaisons as "...the crucial link between concurrent enrollment and campus faculty and are the means by which the college engages with concurrent enrollment instructors to share new developments in the course area, pedagogic innovations, textbook adoption, educational outcomes, assessment of learning, grading standards, proficiency expectations, and syllabus components" (p. 6-7).

USI CAP faculty liaisons provide oversight, support, guidance and professional development for their CAP instructors.

Overview: Below are the essential functions and duties required of each CAP faculty liaison. Liaisons should:

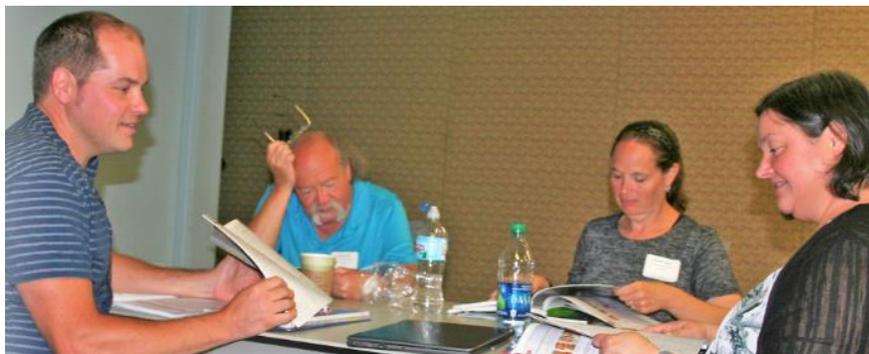
- **Familiarize** yourself with [NACEP Standards](#). As a faculty liaison, your role is crucial in assuring that CAP students are receiving the same course content at the same level of rigor as the on-campus students. In most cases, CAP students have more seat time and are receiving more content; this is permissible. NACEP standards require that students are completing, at minimum, what is required on-campus. **For NACEP reaccreditation (every 6-7 years), liaisons must be able to write in detail how the course is meeting the on-campus requirements and demonstrate that oversight is in place.**
- With your department chair, **evaluate** materials (applications, transcripts, potential course syllabus and textbooks) for potential instructors. With chair approval, conduct pre-approval observation visits and complete the [Prospective Instructor Observation Form](#) to convey whether applicants are approved or denied. Newly approved instructors must be visited in their first semester of teaching the course, in addition to the pre-approval observation visit.

Pre-Approval Observation Visit Compensation	
0-75 miles - \$150 per visit per course	151-225 miles = \$200 per visit per course
76-150 miles - \$175 per visit per course	226+ miles - \$225 per visit per course

“All of my classes benefit from USI and their collaborative efforts with me.”

– CAP Instructor, CAP Impact Survey, 2017

- **Provide** training to new instructors to be sure they understand USI and departmental expectations for teaching the course. You should cover syllabus content, textbooks, grading scales, final exam content and policies, expectations for aligning assessments and whether particular assignments are required. The instructor should understand what is appropriate to include in the USI grade versus the high school grade. Together with the instructor, complete and submit the [Orientation Checklist](#). Facilitation of training for new instructors is paid at a rate of **\$75** per hour; as of Fall 2019 time spent reviewing and approving a new instructor's syllabus is paid as part of the facilitation stipend. New instructor training is distinct from the annual professional development workshop for veteran CAP instructors.



- **Facilitate** an annual discipline-specific professional development workshop to deepen content knowledge for CAP instructors in your discipline. The workshop may take place as part of the larger CAP conference or at another time convenient for you and the instructors.
- Facilitation of professional development is paid at a rate of **\$75** per hour (less than six hours) or **\$450** per day (six or more hours). Additional monies are not provided for workshop prep time. If you are not able to facilitate a workshop in a particular year, CAP staff will work with your chair and/or dean to identify someone with expertise in the discipline who can. If a liaison continually has difficulty facilitating professional development, CAP staff will meet with the department and/or dean to identify a faculty member better suited for the liaison role.
- **Provide** the CAP Office with a meeting agenda or talking points from the workshop along with any artifacts (PowerPoints, handouts or articles) that were discussed. A [Professional Development Documentation Form](#) may also be utilized. Some departments opt to include on-campus adjunct faculty in the professional development session. Contact the CAP Office to discuss a blended workshop, if interested.
- **Review** the CAP instructors' syllabi by the beginning of the high school academic year (first Friday of the first week of school). Use the [Syllabus Review Form](#) to be sure the required components are present and correct in each syllabus. See the Faculty Liaison Syllabus Review Timeline later in this document for deadlines.
- **Observe** each of your current CAP instructors teaching at least once every other school year. Radio/TV instructors may be observed in person once every three years due to distance and budgetary constraints. Online observations in between years for RTV instructors are permitted.

- New instructors must be observed once in the first semester they teach. By the last Friday in May, if no issues are identified with the course or syllabus (from review in the fall), submit the completed [Observation Forms](#) AND a copy of the current on-campus syllabus. The instructor’s syllabus should have been sent to the CAP Office early in the fall semester to identify any potential content issues early in the school year. You also should submit comparable examples of assessment tools used in both sections. In general, stipends will be processed once per semester, unless otherwise requested. The observation visit stipend is sliding based on roundtrip mileage from the departure location to the high school.

Observation Visit Compensation	
0-75 miles - \$150 per visit per course	151-225 miles = \$200 per visit per course
76-150 miles - \$175 per visit per course	226+ miles - \$225 per visit per course
*Virtual Visits: \$150 per course	
*The CAP Office encourages in person visits when possible to maintain strong relationships between instructors and liaisons. However, should schedules or logistics pose a challenge, note that a virtual Zoom/Skype session is an option.	

- **Provide** CAP instructors with telephone and/or email support, as needed. Connect instructors to appropriate on-campus resources (library, Blackboard support, Core 39 assessment facilitators, etc.).
- **Share** information regarding departmental, college or university changes to course content or assessment expectations. CAP instructors need to be advised of Core 39 assessment requirements if applicable and provided training and support to implement those requirements.
- **Set expectations.** In addition to assessment and course requirements, liaisons need to make sure that CAP instructors know the importance of abiding by the various University policies and deadlines. For example, instructors should check course rosters periodically throughout the semester and contact the CAP Office if a student drops the course. Additionally, liaisons should stress that any prolonged instructor absences (over two weeks) require contacting the CAP Office to develop a liaison oversight plan. Instructors should also know the importance of timely grade entry; CAP staff share detailed directions and deadlines with CAP instructors. One-time or annual completion of University required online training courses including, but not limited to FERPA, Title IX and IT security is required.
- **Be aware** of the [CAP Non-Compliance Policy](#) that affects instructors. All CAP instructors are required to attend an annual discipline-specific professional development workshop or make-up event. Additionally, all CAP instructors are required to adhere to the USI course content and/or assessment components. Non-compliance occurs when a CAP instructor does not adhere to the outlined expectations.
- Non-observation marketing meetings with prospective instructors or building administrators may arise. Liaisons will be paid for these meetings at a rate of **\$50** per visit.

- **Communicate** information to your department when necessary. Also, be sure that for any departmental conversations about the course(s) your instructors teach, consider your instructors and how changes will affect them.
- **Review** course evaluation results for your instructors. The Office of Planning, Research and Assessment shares results directly with the CAP instructor and the CAP Office. The CAP Office will share the results with you and your chair, typically in mid-spring for fall length courses and early summer for year-long and spring courses. If there are concerns raised in the evaluations, identify a method (possibly with your chair) for addressing them in a constructive way. Continuing concerns may result in initiating non-compliance procedures referenced earlier in this document.
- **Inform** the CAP staff if you're feeling overwhelmed, so that we can work with you and your department to offer assistance. Colleagues with subject-area expertise can share or assist with liaison duties.

“I have really grown as a teacher as a result of my interaction with my CAP mentors from USI. I believe I am a better teacher because of my time with CAP.”

– CAP Instructor, CAP Impact Survey, 2017

Observation Visits

Planning

- The CAP staff can assist in scheduling visits if desired and arranging for a rental car, if requested. As of July 1, 2019, the Outreach & Engagement departmental cars are no longer available.
- Mileage reimbursement or use of a USI rental car are available for CAP observation visits, pending compliance with current University travel policies.
- When using your own vehicle, complete departure/return information on the [Observation Form](#). If you choose to schedule your own observation visits, inform the CAP Office so we can send reminders the day before. If feasible, schedule an observation with the instructor that permits time for conversation either prior to or immediately after the class. Be sure the instructor is aware you wish to observe a lecture for at least part of the class period.
- CAP liaisons who use their own vehicle to make visits are eligible for mileage reimbursement at the USI rate of \$.44/mile. **Paperwork for mileage must be submitted by the end of the month following the visit.** There are two options to complete the requirements to be reimbursed:
 1. Complete a pre-authorization in Chrome River within myUSI. You can complete one per visit, or do a blanket authorization per semester (July 1 – December 31, January 1 – June 30). You must submit a blanket authorization during the current semester and cannot request one in advance for a future semester. You should estimate a higher dollar amount and select CAP (within Outreach & Engagement) as your funding account. You would then submit

your mileage after your visit in Chrome River by the end of the month following the visit. You should still record your departure and arrival location on the visit form.

2. Add Erin Hollinger as a delegate within Chrome River. This will allow Erin to complete blanket authorizations on your behalf. Once you complete your visit, you will record your departure and arrival locations on the observation visit form and submit them to the CAP Office by the end of the month following the visit. Erin will submit your mileage in Chrome River based on your information on the form. By making Erin, or anyone else, a delegate in your Chrome River account, all travel visit details are visible, not just CAP travel.
- For assistance using Chrome River, contact Travel Services.
 - If your schedule will not permit making all of the necessary visits in a given year, we can work with your chair to identify another faculty member to serve as liaison on either a short-term or long term basis. This should be avoided, if at all possible, as it is best practice that the liaison conducts site visits to maintain relationships with instructors. If a liaison continually has difficulty making site visits, CAP staff will meet with the department and/or dean to identify a faculty member better suited for the liaison role.
 - If you are comfortable doing so, exchange cell phone numbers with the instructor, in case there is a weather or school emergency that impacts your scheduled visit. Otherwise, be diligent about checking email for any updates or changes with your instructor the morning of a visit.
 - Prior to the visit, review the current *or* prospective CAP instructor [Observation Form](#). Note that the current Instructor Observation Form is different from the Prospective Instructor Observation Form.
 - If you also will be facilitating a make-up professional development workshop, be sure to complete the [Professional Development Documentation Form](#) in addition to your observation form.



“It (CAP) has opened up doors to be able to communicate with USI in ways I hadn’t before.” – CAP Instructor, CAP Impact Survey, 2017

Day of Visit – In Person

- Plan to arrive at least 15-20 minutes early to sign in and be escorted to the classroom. Wear/carry a form of USI identification. Many high schools now require a valid driver's license to check in with the front office, so be sure to bring your license with you inside the building.
- Ask the instructor to introduce you to his/her students and answer any questions, if requested.
- Engage in classroom activities as appropriate. Plan to stay the entire class session. Unexpectedly leaving midway through class can be concerning to the instructor. If you do need to leave early, notify the instructor prior to the start of class.
- During the visit, observe whether you see evidence that the USI course content is being taught. If you see any issues of concern or areas of improvement, note this on the [Observation Form](#); or share your concerns with the instructor in person and note the conversation on the form. Do also note areas of strength, classroom atmosphere, instructor/student interaction, quality of student performance, instructional strategies and evaluation, recommendations, instructor questions and concerns. You are not there to provide a teaching demonstration but may certainly speak with the students for a brief period or following the observation.
- Collect assessment pieces, syllabus and any other materials the instructor has prepared for you. The CAP Office will remind instructors to prepare these items in advance of your visit. If you plan the visit yourself, you will need to communicate these needs to the instructor.
- Following the visit, complete the [Observation Form](#). For current instructors, share the completed document, or summarize your comments in an email, to allow for a dialogue and to discuss any concerns or areas of improvement. The Observation Form is required to demonstrate NACEP oversight and generates payment (at the end of the semester) for the liaison upon submission to the CAP Office. The Observation Form is never shared with the high school's administrators.

Day of Visit – Virtual

Guidelines for Online Observations

- A veteran instructor may be observed via distance technology every other time, as long as no concerns were noted in the most recent observation, the instructor is current with professional development, and the instructor is amenable.
- Liaisons must test the technologies with the instructor prior to the observation.

2019-20 Faculty Liaison Syllabus Review Timeline

