

Guidelines for the Submission of Applications to Develop a Dual Enrollment Teacher Credential Program



Applications Due: January 2, 2023, 5:00 p.m. Central Time

Request for Applications to Develop a Dual Enrollment Teacher Credential Program Plan

Important Notices

A. Purpose of Application

The Louisiana Board of Regents is seeking applications from Louisiana public postsecondary institutions to increase the pipeline of credentialed high school dual enrollment instructors in Louisiana by developing and implementing a plan for either a new graduate Dual Enrollment Teacher Credential Program or enhancing/expanding an existing graduate-level or certificate program. Per the [SACSCOC dual enrollment policy statement](#), “the postsecondary institution must ensure appropriate faculty qualifications for those who provide instruction for dual enrollment courses; these faculty members possess the same academic credentials and/or documented professional experience required by the institution of all of its faculty.” (See Addendum 1) The application criteria are set forth in this document.

B. Program Administrator and Questions About this Request for Applications (RFA)

Specific questions shall be submitted via email to the Board of Regents Assistant Commissioner for Strategic Planning and Student Success, Mellynn Baker, at Mellynn.Baker@laregents.edu with the subject line “Dual Enrollment Teacher Credential Program RFA Inquiry.” The deadline for receipt of written inquiries is 4:30 p.m. Central on December 21, 2022. All written inquiries and responses will be uploaded to <https://www.laregents.edu/dualenrollment/>. No inquiries will be accepted after the deadline date to ensure all interested parties receive the same information.

C. Eligibility

Public four-year institutions of higher education are eligible to apply.

Applications will be evaluated by an impartial Review and Selection Committee chosen by the Board of Regents, comprised of individuals who are not associated with an institution that has submitted a Dual Enrollment Teacher Credential Program application.

The Review and Selection Committee, subject to oversight by the Regents’ Assistant Commissioner for Strategic Planning and Student Success, will retain total discretion in the selection of the Dual Enrollment Teacher Credential Program application to be funded and may consider, but is not limited to weighing, the following elements:

- **Commitment:** Create and sustain a dual enrollment teacher credential program that has a statewide impact and is applicable to higher education institutions throughout the state offering dual enrollment courses.
- **Creativity and Innovation:** Provide a solution to a statewide need for more credentialed dual enrollment teachers.
- **Expertise of the Campus Implementation Team:** Display clear expertise related to dual enrollment programming and needs.

The Committee may also choose to reject all applications if none appropriately addresses the need.

D. Submission Requirements

Louisiana public postsecondary four-year institutions interested in submitting an application must respond no later than January 2, 2023 by uploading the requested information to the following link: <https://form.jotform.com/223027684096056>. No other forms of application will be accepted. References to additional sources of information as web links are permitted in the proposal.

The application shall contain a detailed description of the development plan for either a new graduate Dual Enrollment Teacher Credential Program or a plan for enhancing/expanding an existing graduate school or certificate program. The description shall include, but not be limited to, the following:

- 1. Name**
 - Provide the name of the requesting Louisiana public postsecondary four-year institution.
- 2. Primary Contact Information**
 - Provide the name and contact information of the primary contact person for the application.
- 3. Dual Enrollment Teacher Credential Program Structure and Cost Proposal**
 - Include a detailed description of the proposed program and what is needed to create it. In this proposal, please provide the course curriculum, course descriptions, and intended outcome for dual enrollment course credentialing. Provide the anticipated cost to implement the program.
- 4. Delivery Method**
 - Identify the primary modality (in-person, online, hybrid) of the program.
- 5. Mission and Goals**
 - Identify the mission of the department or program which will be supporting this new effort and how the proposed addition is consistent with or will further its mission and goals.
- 6. Louisiana Dual Enrollment Alignment**
 - Demonstrate how this program will align with SACSCOC guidelines (see Addendum 1) and support the recommendations of the Dual Enrollment Task Force (see Addendum 2). Additionally, indicate how this program will support the statewide expansion of credentialed dual enrollment instructors.
- 7. Dual Enrollment Experience**
 - Describe existing dual enrollment initiatives and relevant experience of the campus implementation team.
- 8. Financial Aid Distribution Capacity**
 - The selected application must provide for the distribution of tuition waivers to participants in the program as state appropriations become available. Describe the institutional infrastructure available to ensure students are exempt from tuition and fee payments.
- 9. Graduate Student Success**
 - Describe how the submitting institution will support graduate students who may work full-time and/or provide any additional supports to students to ensure timely and successful completion of the program.
- 10. Support and Resources**
 - Identify institutional support to be provided and any fees or expenses the university will either charge or waive in order to establish this program. This may include office space,

equipment, and furnishing, existing online infrastructure, support staff, needed technology, etc.

11. Reporting and Communication

- The selected application must include a process for regular program updates to both the Board of Regents and the Dual Enrollment Task Force. Data to be provided includes, but is not limited to, the number of students supported, marketing and communication activities to achieve a statewide impact, and funding allocated to date. The Board of Regents and Dual Enrollment Task Force may provide necessary oversight and feedback.

12. Additional Information

- Provide any additional data or materials the submitting institution would like the Review and Selection Committee to consider as they evaluate the application.

Interested entities may be required to participate in preliminary discussions with representatives from either the Review and Selection Committee or Regents staff to fully explore the requirements and expectations of the proposed program.

E. Application Requirements and Format

All narrative sections of the application should be presented in a single PDF document with pages numbered, 1-inch margins at the top, bottom, and each side. In addition, the font should be no smaller than 12 point. The application should be no more than 20 pages. Forms must be completed and applications submitted in the [online portal](#) by the deadline provided.

F. Application Review Process

Applications will be evaluated by an impartial Review and Selection Committee, selected by the Board of Regents, comprised of individuals who are not associated with an institution that has submitted a Dual Enrollment Teacher Credential Program application.

The following schedule for submission, assessment, and approval of funding will apply for FY 2022-23:

November 17, 2022	RFA issued.
December 21, 2022, 4:30 p.m. Central	Deadline for submission of questions about the RFA.
January 2, 2023, 5:00 p.m. Central	Application submission deadline.
January 3-11, 2023	Applications reviewed by the Review and Selection Committee.
January 12, 2023	Selection of application announced via email to all applicants.

Addendum 1: SACSCOC Dual Enrollment Policy Statement

<https://sacscoc.org/app/uploads/2019/08/Dual-Enrollment.pdf>

Addendum 2: February 2020 Dual Enrollment Task Force Report

<https://www.laregents.edu/wp-content/uploads/2020/03/Dual-Enrollment-Task-Force-Interim-Report.pdf>

Addendum 3: 2021 Dual Enrollment Annual Report

<https://www.laregents.edu/wp-content/uploads/2021/06/2021-DE-Annual-Report-2018-19-School-Year-Edited.pdf>