



USI College Achievement Program (CAP) Liaison Guide – 2024-25

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) from 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

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

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.

Facilitation of a meeting with a CAP instructor, specifically to address concerns including, but not limited to, content remediation, significant grading or policy changes not in line with University expectations; or time spent re-approving a syllabus and/or mapping/editing course outcomes (\$75 per hour). Note that internal meetings, without the CAP instructor present, are not eligible for compensation.

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.

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 \$.49/mile (as of July 1, 2024). **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. Blanket pre-authorizations are 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 Zoe Meuth as a delegate within Chrome River. This will allow Zoe to complete pre-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. Zoe will submit your mileage in Chrome River based on your information on the form. Note that by making anyone 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. For assistance with reimbursement, contact Accounts Payable.

If your schedule will not permit making all 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.

2024-25 Faculty Liaison Syllabus Review Timeline

