Instructor Handbook

February 18, 2022

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Assessment

In accordance with the Higher Learning Commission (HLC) and National Alliance of Concurrent Enrollment Partnerships (NACEP) accreditation standards, Vincennes University embraces assessment as a fundamental tool for continuous quality improvement. The institution's assessment of academic and co-curricular programs is evidence-based, using quantitative and qualitative measurements of students' demonstration of program learning outcomes, and supports data-driven decisions to improve VU's services and processes for all students.

Course Syllabus

The course syllabus used in each Vincennes University (VU) dual credit course must be the same or equivalent to the corresponding course taught on the VU campus, including learning outcomes, course objectives, grading standards, evaluation, and assessment. Syllabi must be provided to, and adhered by, all students participating in the dual credit class.

- Fall, 1st & 2nd Trimester, and Yearlong Syllabi Due: May 1
- Spring and 3rd Trimester Syllabi Due: November 1

Grading Standards

While our partner schools may utilize their own grading policies for the high school grade, in accordance with the Higher Learning Commission (HLC) and the National Alliance of Concurrent Enrollment Partnerships (NACEP), VU dual credit courses must follow the grading criteria and standards, as established by the respective department or program, for the corresponding course on the VU campus. Given that the grading policies for the high school and dual credit courses may differ, given the standards listed above, we encourage our partner schools to adopt the VU grading policies for the high school grade in order to maintain consistency and transparency of transcripts between the high school and Vincennes University courses.

Textbook/Course Materials

Each VU academic department determines whether a dual credit course must be taught using the same textbook and course materials as used on campus or whether another college-level textbook may be utilized. Determination and approval varies by course and department. This topic will generally be discussed during the curriculum orientation. Please contact your faculty liaison with questions regarding course materials.

Advanced Placement (AP)

Providing that the VU curriculum and standards are followed and all VU dual credit policies and procedures are adhered to, the approved dual credit instructor may choose to incorporate Advanced Placement (AP) curriculum as an addendum to the VU course outline and syllabus.

Students have the option to take the AP exam and/or earn dual credit through Project EXCEL with the understanding that the AP curriculum is to be incorporated as additional course content. Students who wish to earn dual credit must register for the dual credit course at the beginning of the corresponding term. Students may not enroll for dual credit past the registration deadline, nor opt for dual credit should they not pass the AP exam with an acceptable score.

Credit from Two Institutions for the Same Class

Approved VU dual credit instructors may NOT offer dual credit for another institution to students within the same class being taught for Vincennes University credit. The same/comparable course may be offered through another institution provided the courses are offered independently from one another, at different class times, and do not have the same students enrolled in both courses.

Project EXCEL Instructor Deadlines

DUE AUGUST 15

☐ **PROJECT EXCEL ONLINE APPLICATION**
All new & returning dual credit students must successfully complete and submit the online application.

DUE SEPTEMBER 1

☐ **FALL REGISTRATION DEADLINE**
All Fall Semester, 1st & 2nd Trimester, and Yearlong student registration forms are due in the Project EXCEL (PE) office.

DUE NOVEMBER 1

☐ **COURSE INFORMATION FORMS (CIF)**
Spring & 3rd Trimester CIFs are due in the PE office.

☐ **STUDENT DROP DEADLINE**
Last day for students to drop Fall Semester courses.

PROFESSIONAL DEVELOPMENT
Professional Development will take place during the month of November. Please watch email for additional information each year.

DUE NOVEMBER 8
*Approx. Date ***

☐ **SIGNED CLASS ROSTERS**
Verified and signed Fall Semester & 1st Trimester class rosters need to be emailed to PE office.
*Please watch your email for specific due dates

DUE DECEMBER 1

☐ **SYLLABI DEADLINE**
Spring & 3rd Trimester course syllabi are due to the PE office.

DUE JANUARY 15

☐ **PROJECT EXCEL ONLINE APPLICATION ****
All new & returning dual credit students must successfully complete and submit the online application.
**This step is not required if the student completed the application in the Fall of the current academic year

DUE FEBRUARY 1

☐ **SPRING REGISTRATION DEADLINE**
All Spring Semester & 3rd Trimester student registration forms are due in the PE office.

☐ **STUDENT DROP DEADLINE**
Last day for students to drop Yearlong courses.

DUE APRIL 1

☐ **STUDENT DROP DEADLINE**
Last day for students to drop Spring Semester courses.

DUE APRIL 8
*Approx. Date ***

☐ **SIGNED CLASS ROSTERS**
Verified and signed Spring Semester & 3rd Trimester class rosters need to be emailed to PE office.
*Please watch your email for specific due dates

DUE APRIL 30
*Approx. Date ***

☐ **SIGNED PERFORMANCE REVIEW (PR) & COURSE IMPROVEMENT PLAN (CIP)**
Signed PR and CIP (if required) are due back in the PE office.
*Please watch your email for specific due dates

DUE MAY 1

☐ **SYLLABI DEADLINE**
Fall Semester, 1st & 2nd Trimester, and Yearlong course syllabi are due to the PE office.

DUE MAY 31

☐ **COURSE INFORMATION FORMS (CIF)**
Fall Semester, 1st & 2nd Trimester, and Yearlong CIFs are due in the PE office.

RESOURCES

PROJECT EXCEL ONLINE APPLICATION
https://www.vinu.edu/web/project-excel/projectexcel/online/application

STUDENT DROP FORMS
https://www.vinu.edu/web/project-excel/important-resources

PROFESSIONAL DEVELOPMENT
https://www.vinu.edu/web/project-excel/dual-credit-professional-development

PERFORMANCE REVIEW & COURSE IMPROVEMENT PLAN
https://www.vinu.edu/web/project-excel/course-improvement-plans-performance-reviews

Project EXCEL
VINCENNES UNIVERSITY
www.vinu.edu/excel

VU ID
All VU faculty, staff, and students are assigned a VU ID, known as an "A Number," a nine-digit ID that begins with the letter "A." Upon receipt of the instructor's completed new hire packet, the instructor will be entered into VU's Banner system and a VU A number will be generated. New instructors will receive an email from VU's Information Technology (IT) department containing their A number and MyVU log in credentials. This email will be sent to the instructor's preferred email address, as listed in the new hire packet.

MyVU Access
The MyVU login credentials, referenced above, will be used to access the instructor's MyVU account. MyVU is the internal site that instructors will utilize to complete the faculty onboarding process, access VU's Banner system (to enter final grades), access student survey results, etc.

To access your MyVU account, go to: https://www.vinu.edu/home
Click on MyVU (upper right of the screen) and enter the Username and Password that was emailed to you.

To change your MyVU password, once logged in to your account, click the "Change your MyVU password" link under Faculty Information.

Note: For security purposes, you will be asked to change your MyVU password every 180 days.

Onboarding Module (New Instructors ONLY)
The Provost's office requires all new instructors to complete the VU New Faculty Onboarding Module. Once an instructor has been granted access to their MyVU account, the instructor will be required to log in, complete the module, and take a short quiz. The onboarding link will be located under the "To Do" section of the instructor's MyVU landing page. The link will read, "Important Information for Faculty."

Prior to Each Course Term

Course Information Form (CIF)
Instructors are required to submit a Course Information Form (CIF) for each course and each term in which they are teaching a Project EXCEL course. This information is used to create the instructors' course(s) within VU's Banner system, and to create the student registration packets that are mailed to each instructor.

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CIF Due Dates:

Fall, Yearlong, 1st and 2nd Trimester Course CIF's are due May 31

Spring and 3rd Trimester CIF's are due November 1

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Course Syllabi
Instructors must submit the VU dual credit course syllabus, for each course and each term in which the course is taught, through Simple Syllabus for approval, by the designated due date. All dual credit syllabi must replicate or demonstrate equivalency for course content, objectives, assignments, grading standards, assessments, and outcomes, as established for the corresponding course on the VU campus.

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Course Syllabi Due Dates:

Fall, Yearlong, 1st and 2nd Trimester Course Syllabi are due May 1

Spring and 3rd Trimester Course Syllabi are due December 1

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Project EXCEL Online Application

Instructors are responsible for ensuring that students who wish to participate in VU's Project EXCEL program complete the Project EXCEL Online Application prior to submitting the four-part student registration form, **each year**. Please click here for more information and to access the form.

a. **New Students:** Completion of the Online Application will result in the generation of a student ID (A#) that will be emailed to the preferred email address entered on the application. Students must have a valid personal or school-issued email address that they can, and will, utilize as a requirement of program participation.

b. **Returning Students:** Completion of the Online Application is required each year to reactivate the student's account, verify the student's term of enrollment, and to ensure that all information on file is current and accurate.

c. Student social security numbers are required in accordance with IRS Code 1.6050S-1 for all U.S. Citizens and Permanent Residents in order for the University to provide students and their parents with a 1098T form regarding educational tax benefits they may be eligible to receive.

d. Students must provide a valid high school-issued or personal email address, that can and will be checked in a timely manner. Once the Online Application has been received, an email will be sent to the student that contains their student ID (A#) and their MyVU login credentials. Students having trouble with their MyVU account should contact the Information Technology office (IT) at 812-888-4332.

Student Registration Deadlines

In addition to the Online Application, instructors are responsible for submitting the top two copies of the four-part Project EXCEL student registration forms by the designated deadlines. The instructor should review each registration form for accuracy and completion, prior to submitting the forms to the Project EXCEL office.

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Project EXCEL Registration Deadlines

Fall, Yearlong, and 1st & 2nd Trimester: September 1

Spring and 3rd Trimester: February 1

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Course Management

Class Rosters

After all Project EXCEL registration forms have been processed, instructors will be sent a VU class roster. Instructors must review the class rosters to verify accuracy and returned a signed class roster by the designated due date. The Project EXCEL office should be notified immediately to discuss any discrepancies.

Student Drop Deadlines

If a student wishes to drop a course, the instructor is responsible for submitting a fully completed and signed (student and parent signatures are also required) Student Drop Form to the Project EXCEL office.

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Student Drop Deadlines:

November 1 for Fall and 1st Trimester Courses

February 1 for Yearlong and 2nd Trimester Courses

April 1 for Spring and 3rd Trimester Courses

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Web Grading

All instructors are responsible for submitting final course grades (no mid-term grades will be posted), electronically, in VU's Banner system. Notices on the submission deadlines are emailed to instructors by the Project EXCEL office, each semester.

High School vs. VU Grades

For consistency and transparency purposes, we recommend using the VU grading system for both the VU grade and the high school grade. However, instructors may manage high school and dual credit student grades separately, utilizing two separate grading scales. When entering final student grades for Project EXCEL students and courses, instructors must utilize the VU grading system.

Entering Final Grades
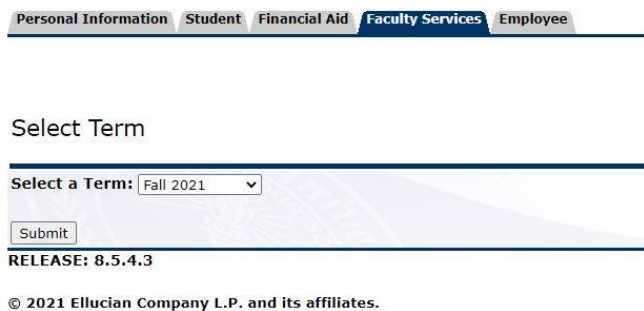
SELF SERVICE BANNER is accessed by logging into MyVU. Go to https://cas.vinu.edu/cas

NOTE: Final grades for yearlong courses cannot be entered until the grading window for Spring semester courses is open.

1. Log on to MyVU using your assigned Username and Password.

2. Under Faculty, and the *Quick Links* tab, click *Enter (Final) Grades.*
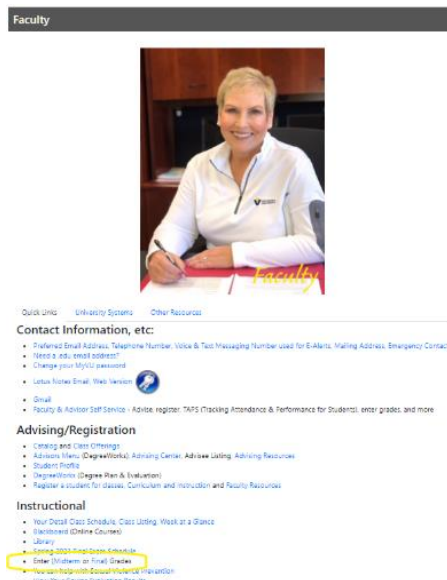
3. Select the term (be sure to select Fall for yearlong courses).

4. Select the course to be graded

5. Enter grades and the last date of attendance (LDOA), if required – the LDOA to use will be included in the grading instructions emailed by the Project EXCEL office each term.

- Banner requires a <u>Last Date of Attendance</u> ONLY for <u>final</u> grades of "F"

6. After entering grades on the web grade roster, be sure to click SUBMIT on each page of the roster.

Did the grades submit? If there were <u>no errors,</u> you will receive a message, "The changes you made were saved successfully." Proof each grade roster. Be sure every student received a grade.

HINT: <u>If your grade roster will not save successfully, look for a grade of "F" with no last date of attendance listed</u>. Once the last date of attendance is entered, you should be able to save your roster.

Grade Changes or Missing Grades
If you need to change a grade **or** add a missing grade during or after the grading period, but Banner prohibits the change, submit the change on a <u>Supplemental Grade or Grade Change form</u>.

Contacts for Questions/Problems
- General questions – Project EXCEL office (812) 888-4332
- Can't remember user name or password – IT (812) 888-4332
- Account is disabled – IT (812) 888-4332
- Problems accessing MyVU or self-service Banner – IT (812) 888-4332
- Questions about the grading process or specific grading situations – Project EXCEL office

Professional Development

All dual credit instructors, in accordance with the Higher Learning Commission (HLC) and the National Alliance for Concurrent Enrollment Partnerships (NACEP) accreditation guidelines, must participate in VU annual, discipline-specific professional development (PD).

> HLC 3.C.4. The institution has processes and resources for assuring that instructors are current in their disciplines and adept in their teaching roles; it supports their professional development.
>
> NACEP Faculty Standard 3 (F3) Concurrent enrollment instructors participate in college/university provided annual discipline-specific professional development and ongoing collegial interaction to further enhance instructors' pedagogy and breadth of knowledge in the discipline.

Attendance Policy

Instructors are required to attend/participate in VU professional development sessions, annually; including instructors who are not teaching for dual credit during the academic year.

Instructors who teach one discipline are expected to participate annually in discipline-specific professional development provided by Vincennes University.

Instructors who teach two different disciplines are encouraged to attend annual professional development for each discipline, as scheduling* permits. If an instructor is unable to attend both discipline-specific sessions, when held on campus, the instructor may alternate years for each discipline. Instructors must communicate with the faculty liaison of the discipline for which they will not be in attendance to obtain any pertinent materials or information related to the discipline.

Instructors who teach more than two disciplines should attend as many discipline-specific sessions as scheduling* permits. If an instructor is unable to attend one or more scheduled sessions, when the sessions are held on campus, the instructor must notify the Project EXCEL office as soon as they know the absence will occur. Instructors must also contact the faculty liaison(s) of the discipline(s) for which they cannot attend to obtain any pertinent materials or information related to the discipline.

*When VU dual credit professional development is offered virtually, instructors who teach more than one discipline are required to participate in all of the assigned discipline-specific professional development sessions.

Absences

Instructors who are unable to participate must send a rationale to the Project EXCEL office for approval prior to the session date. Lack of or late rationales will result in an unexcused absence.

Instructors who are unable to participate in a full session, due to extenuating circumstances, must submit a request for pre-approval of late arrival or early departure to the Project EXCEL office.

Failure to attend the required professional development session for two or more consecutive years, without an excused absence prior to the session date, may result in a suspension of teaching privileges for the following academic year.

PD Stipend

When the annual VU Dual Credit Professional Development sessions are held face-to-face on the Vincennes campus, participating instructors will be eligible to receive a $100 stipend, providing they are a fully approved VU instructor and participate in the full session.

Instructors who participate in VU dual credit professional development sessions that are held via a virtual format, (meaning the instructor is not required to travel away from their school or home location), will be eligible to receive a $25 stipend. If the instructor is not teaching a VU course during the academic year, participation and this stipend will keep the instructor active within the VU system. If an instructor becomes inactive in the VU system, they will be required to complete the full HR paperwork and, possibly, the full faculty approval processes again.

Travel Policy

Instructors may qualify for mileage and/or travel reimbursement when traveling to campus for required orientation or professional development sessions. Instructors who utilize a school vehicle, or receive compensation from their high school, do not qualify for VU mileage reimbursement.

Travel Vouchers

Travel vouchers can be found on the Project EXCEL website under Important Resources. Completed travel vouchers should be submitted to the Project EXCEL office on the day of travel, but no later than 5 days after the date of travel. The travel voucher must include:

- Banner ID (A#)
- Instructor Name
- Home Address
- Instructor (Claimant) signature
- Department (Project EXCEL)
- Complete travel information, including dates, times, and the "to" and "from" destination sections.

Mileage

If a personal car is driven, mileage reimbursement for in-state travel is .41 cents per mile. Instructors must complete a VU Travel Voucher and attach a copy of MapQuest or Google Maps mileage.

Same Day Travel

Same day travel is travel that does not include an overnight stay. To claim mileage for same-day travel, a Same Day Travel Voucher must be completed and submitted to the Project EXCEL office within five days of travel.

Overnight Travel

For travel that includes an overnight stay, an Overnight Travel Voucher must be completed and submitted to the Project EXCEL office within five days of travel. Reimbursable expenses for overnight travel may include:

- Mileage (please submit MapQuest or Google Maps mileage information)
- Lodging & Per Diem (when applicable)

Lodging Expenses – All hotel reservations must be made through the Project EXCEL office. Hotel expense reimbursement, paid directly to the Project EXCEL instructor, must be pre-approved by the Project EXCEL office, prior to the hotel stay. **An original receipt is required for all hotel reimbursement claims.**

Subsistence – For overnight travel, Project EXCEL instructors may be entitled to per diem subsistence rates. Please list times of departure and arrival on the overnight travel voucher. The Project EXCEL office will calculate any eligible subsistence rates due to the instructor based upon travel times. **Meals provided during the meeting(s) may not be claimed** (ex. professional development lunch) in subsistence reimbursement. Meal receipts will not be accepted.

Student Rating of Instruction

SurveyDIG
Students are expected to participate in, and provide anonymous feedback to the dual credit instructors, through the SurveyDIG end of course evaluation system. Approximately 2-3 weeks before the end of the course term, a survey link will be emailed to the students' university preferred email address. The university would like for instructors to take 10-15 minutes of class time for students to complete the survey. SurveyDIG is mobile-friendly. Students who are unable to complete the survey during class are asked to complete the survey outside of class time.

Accessing Results
After the survey has closed and final grades have been submitted, instructors can view student feedback summaries on MyVU.
1. Log in to MyVU
2. Quick Links tab
3. Select "View Your Course Evaluation Results"
4. Click on "Instructor Dashboard: Course Evaluation Reporting"
5. Select the course term. (Choose the Fall term for yearlong courses)
6. Set Output to "Results" and click Search

An Instructional Video can be found at: https://tinyurl.com/surveydig18
access instructions begin at 5:26

Faculty Performance Reviews

In accordance with HLC accreditation criteria, Vincennes University is required to implement annual faculty performance reviews, regardless of location or modality.

> HLC 3.C.4. Instructors are evaluated regularly in accordance with established institutional policies and procedures.

Adjunct Faculty Performance Review
An annual Adjunct Faculty Performance Review (PR) is completed for all active VU adjunct faculty, including Project EXCEL instructors. This review evaluates ten areas of instructional responsibilities, such as timely submission of course syllabi, student registration forms, final grades, etc. This form was designed for use in reviewing all VU adjunct faculty members, so there are select areas marked as not applicable for Project EXCEL instructors. Project EXCEL administrators will prepare and email the PR to each Project EXCEL instructor for review, comments, and a signature.

Course Improvement Plan
An initial Course Improvement Plan (CIP) must be completed by all new instructors, following their first term of instruction, to establish baseline data. Thereafter, CIP's are only required for instructors whose aggregate SurveyDIG data fall below the established threshold. The current policy states that a returning instructor is required to submit a CIP if they receive three or more low "L" rankings within the nine course survey categories in any given course. We strongly recommend that instructors allow students class time, or at least encourage them, to complete the SD end of course survey. We have found that a higher student participation rate typically demonstrates a more accurate reflection of student feedback.

The timeline for Performance Review and Course Improvement Plan completion will be communicated to instructors each year by Project EXCEL office.

Assessment

In keeping with the Higher Learning Commission (HLC) and National Alliance of Concurrent Enrollment Partnerships (NACEP) accreditation criteria, Vincennes University embraces assessment as a fundamental tool for continuous quality improvement. The institution's assessment of academic and co-curricular programs is evidence-based, using quantitative and qualitative measurements of students' demonstration of program learning outcomes, and supports data-driven decisions to improve VU's services and processes for all students.

> **HLC 4.B. The institution demonstrates a commitment to educational achievement and improvement through ongoing assessment of student learning.**
>
> **4.B.4. The institution's processes and methodologies to assess student learning reflect good practice, including the substantial participation of faculty and other instructional staff members.**
>
> **NACEP Assessment Standard 1 (A1) The college/university ensures concurrent enrollment students' proficiency of learning outcomes is measured using comparable grading standards and assessment methods to on campus sections.**

VU's assessment paradigm encourages collaboration among the faculty and staff and is guided by the program mission statements and focused learning outcomes reflecting the structure and content of the curriculum. The assessment process values faculty and staff autonomy and creativity while providing the institution with valuable data to drive improvement efforts.

General Education Assessment

The University Core Curriculum (UCC) is an integral component of the learning process at Vincennes University. The UCC encompasses learning outcomes that the faculty of Vincennes University have established as a minimum expectation of students graduating from Vincennes University. The UCC Outcomes along with the Indiana Statewide Transfer General Education

Outcomes describe the knowledge, skills, abilities, and attitudes students should demonstrate upon program completion. These courses help prepare our students for future careers and educational pursuits. The first two outcomes below represent "UCC Basic Skills" outcomes and the final three represent "UCC Liberal Education" outcomes.

Students who successfully complete the UCC will be able to:
- Engage in articulate expression through critical reading and effective written, oral, and digital communication.
- Apply quantitative reasoning and a variety of numeric data to solve problems in a variety of disciplines.
- Evaluate ethical behavior as an individual and as a member of local and global communities.
- Apply critical and creative thinking skills to solve problems.
- Integrate knowledge and perspectives of different disciplines to answer complex questions.

Critical/Ethical/Integrative Thinking

Each semester a UCC course with a critical/ethical/integrative thinking outcome is taught, student artifacts are collected, evaluated, and assessed. A list of courses can be found by visiting the Vincennes University Curriculum and Instruction website. Artifact submission is required of all VU instructors regardless of location or course delivery method. Instructors will use a common, course-specific assignment provided by the appropriate VU department.

Written Communication (ENGL 101)

Student artifacts for ENGL 101 (English Composition I) will be collected each semester to assess Written Communication. Artifact submission is required of all VU instructors regardless of location or course delivery method. All ENGL 101 instructors will use a common assignment provided by the VU English Department.

Quantitative Reasoning

Each semester MATH 102 (College Algebra) and MATH 103 (Quantitative Reasoning) are taught, instructors will use a common final exam provided by the Vincennes University Math Department. Upon completion of the final exam, data is collected, evaluated, and assessed. Copies of the final exams, answer keys, and data reporting sheets will be distributed to instructors by the Project EXCEL Office.

*For more information on General Education and University Core Curriculum, click here.

Accessing Assignments

To access critical/ethical/integrative thinking and ENGL 101 assignments and supplemental materials, contact your faculty liaison or visit the VU Curriculum and Instruction website:
1. Log in to your MyVU account.
2. From the Offices/Resources drop down box, select "Curriculum and Instruction."
3. From the University Core Curriculum drop down box, select "University Core Curriculum Resources."

NOTE: Assignments are listed in alphabetical order by course type (i.e. lab science, science, social science, humanities, and fitness/wellness).

Submission Due Dates

Artifact submission due dates do not change and should be incorporated into course schedules.
- Fall Courses: December 15
- Yearlong Courses: May 15
- Spring Courses: May 15
- MATH Courses: Due immediately upon completion of the final exam.

Additional Resources

For additional Project EXCEL resources, please contact the Project EXCEL office at projectexcel@vinu.edu or (812)888-4337, or visit the Project EXCEL website.