

CHAPTER 17
IOWA SUMMER INSTITUTE PROGRAM
[Prior to 8/10/88, College Aid Commission, 245—Ch 17]

283—17.1(261) State-funded grants to Iowa institutions of higher education to enable Iowa teachers in critical teaching areas to upgrade their skills.

17.1(1) Purpose. The purpose of the Iowa summer institute program is to improve the quality of instruction in critical teaching areas.

17.1(2) Description. Institutions of higher education in Iowa submit proposals to the coordinating council for eight-week summer institute programs to upgrade the skills of Iowa teachers in the subject areas of mathematics, science, foreign languages, and other areas indicated by the state department of education as teaching shortage areas. The coordinating council selects the institutions to conduct summer institutes and, in consultation with the college aid commission, establishes the criteria grant recipients must use to select the teachers who will participate.

17.1(3) Definitions.

“*Coordinating council*” is the Iowa coordinating council for post-high school education which is a cooperative association of representatives from Iowa independent colleges and universities, area community colleges, vocational schools, public universities, specialized and proprietary schools, educational radio stations, and the Iowa public broadcasting network and the Iowa college aid commission.

“*Institution of higher education*” is an Iowa college or university accredited by the north central association of colleges (NCA).

“*Teaching shortage area*” is a specific subject area for which there is a shortage of qualified teachers as identified by the Iowa department of education.

17.1(4) Applications for grants.

a. Annual application. Application forms are developed and distributed by the coordinating council.

b. Application contents. Applications require the information which the coordinating council deems necessary, including, but not limited to:

- (1) A description of the curriculum to be taught;
- (2) The student/instructor ratio;
- (3) Resources, such as labs, that will be available;
- (4) A comprehensive budget including the cost of instruction, room, board, required materials, and weekly stipends;
- (5) A description of how the proposed institute will accomplish the purpose of the program, including the number and types of courses to be offered, and a clear statement of the proposed institute’s objectives.
- (6) A description of the applicant institution’s capacity to perform the proposed institute activities and its ability to support cooperative arrangements with other institutions of higher education; and
- (7) An evaluation plan that describes the methods for evaluating the effectiveness of the proposed institute.

c. Eligible applicants. Any institution of higher education in Iowa, as defined in subrule 17.1(3), is an eligible applicant.

d. Review, rating, and selection of applicants. The coordinating council reviews the proposals and rates each proposal according to the criteria developed by the coordinating council and distributed with applications. Selection is based on the council’s judgment of which proposals will provide the best training for the eligible teachers who apply.

17.1(5) Contractual agreement. Grant recipients are required to sign an agreement with the college aid commission. The agreement, as developed by the coordinating council, specifies the terms and conditions of the grant, the reporting requirements, and the schedule for requisition of reimbursable expenditures.

17.1(6) Reporting requirements. Grant recipients are required to submit a comprehensive program report to the coordinating council. Information required by the coordinating council to evaluate each program may include, but is not limited to:

- a. A roster of participants with name, address, and teaching field;
- b. A program summary and evaluation; and
- c. A comprehensive fiscal report and related documentation.

17.1(7) Disbursement of funds. The college aid commission disburses 50 percent of the grant award at the beginning of the first session of the institute and the balance at the conclusion of the institute, provided the coordinating council certifies that the institution complied with the terms and conditions of the grant and all reporting requirements have been met.

17.1(8) Annual evaluation. The coordinating council prepares an annual summary of summer institute activities including an assessment of the extent to which the program is improving the quality of instruction in critical teaching areas.

A sum from the summer institute program not to exceed \$5,000 may be set aside annually for payment of the costs of the annual evaluation.

This rule is intended to implement Iowa Code chapter 261.

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