



Teacher Quality Q & A 2018-19

Teacher Quality course options for 2018-19 **are open to Certified staff only.**

The opportunity to participate in courses or study groups will be October 2018 through June 2019.

There are two types of offerings: study groups and courses. The dates for the courses are listed, but as we did last year, you will register for the study group, and study group participants will form their own groups. **If a staff member wants to participate in a study group and can't find colleagues to join the group, then Brandie Gean will assign a study group. You can reach Brandie at bgean@heartlandaea.org.**

Q: Can I take a TQ class on contract time and get paid?

A: No. In order to get paid for a TQ class, you have to be off contract.

Q: What is the deadline to register for a TQ class or study group?

A: Participants must register by Sept. 14, 2018.

Q: When do courses and study groups start?

A: The dates for courses are listed in the TQ list. Courses and study groups will be held October 2018 through June 2019. The exception is for Certified staff who participated in the Des Moines Summit on Culture and Climate and a few job-alike groups that had trainings in July or August.

Q: Can I participate in more than one TQ course or study group?

A: Yes, you can do more than one activity. However, you will only be able to receive TQ money for one activity. The exception is that you can teach a TQ course and participate in a course or study group.

Q: Can I teach a TQ course and get paid and also take a course and get paid?

A: You can receive payment for teaching a TQ course and then may also take a TQ course or study group for payment. Study group facilitators are not eligible for a second TQ opportunity for pay.

Q: How much are TQ instructors paid?

A: TQ instructors are paid for 15 hours of work at their hourly rate.

Q: I took a class last year; can I retake the class this year?

A: No. TQ is intended for new staff learning. Participants can only be paid for classes they have not taken before. Also, if you are using the course for renewal of your license, you cannot use the same course (or one with the same title) if you have used it in the past.

Q: What if the TQ course is full?

A: If the TQ course is full, you will have the option to enroll in a different offering that is not full or go on the waiting list.

Q: What do we need to do in order to form a study group that was created by the Agency and is on the registration list (this is not the case for “classes” as those have instructors, dates and times already set)?

A: Study groups need to have at least four people involved (one person to be the facilitator and at least three people as participants). Once registration is closed, sections will be established based on geographic regions. Participants will then be notified about the membership of their group(s) by early October. At that time, groups will need to collaborate on choosing a facilitator (who cannot earn credit) and when and where they will meet. **If a staff member wants to participate in a study group and can't find colleagues to join the group, then Brandie Gean will assign a study group.**

Q: How do I create a study group that a group of colleagues and I are interested in forming?

A: A **new option** this year will allow staff members to develop their own study group proposals. Study groups must have at least four participants and one participant must agree to be the facilitator. The content must align with Heartland AEA's four goals or support a specific job-alike function. Use [this form](#) to indicate your interest in forming a study group. Study group proposals can be turned in Aug. 20 - Sept. 14, 2018. The Professional Development Office will work with interested participants in writing their study group proposals.

Q: What are the responsibilities for study group facilitators?

A: If you are leading a study group, you still need to register. You will receive an extra \$50 for being the study group facilitator. If participants in the study group take the course for Drake credit, you will also earn the Drake stipend. You will not be able to receive credit. As the facilitator, you will be responsible for ensuring the group completes meeting logs, the final concept paper and addendum pay forms. They also must determine and issue grades and record those in the web-based instructor center. If you are facilitating a study group, you can participate in other TQ options, but you would only be paid for the one you are facilitating. As a facilitator you do not need to be a content expert, but must be able to facilitate the group learning. You must also have a vita on file with the Professional Development Office. **Facilitators cannot take an additional TQ class for pay.**

Q: What if the activity I sign up for does not have enough participants?

A: If a course or study group does not have enough participants, you will have an opportunity to sign up for a different activity. You will be notified in early October if the activity does not have enough participants.

Q: Can I use the credit to move on the salary schedule?

A: The credits from TQ offerings can be used to move on the salary schedule. Please make sure that you review the procedures outlined in the HEA Agreement document on the Intranet and complete the needed steps for using TQ offerings to move on the salary schedule. This is your responsibility.

Q: Can I take a TQ offering during contract time as part of my own professional learning and not receive TQ money?

A: Yes, however, this requires prior supervisor approval. If participating in the TQ offering on work time, you will **not** get paid TQ money and will **not** be able to use the credit to advance on the salary schedule.

Q: Can Classified staff participate in Teacher Quality offerings?

A: Classified staff can participate in TQ offerings but are not able to be paid TQ funds.

Q: How much money will I receive for participating in TQ this year?

A: After registration closes, and we know how many people are participating, we will be able to determine the amount of money people will receive for TQ. We are anticipating that the amounts will be similar to the stipend of \$655 paid in 2017-18.

Q: When must TQ courses and study groups be completed?

A: All learning opportunities must be completed by June 30, 2019. This is the end of the fiscal year.

Q: What is the process for TQ pay following conclusion of class?

A: When the class or study group is concluded, the instructor or facilitator will submit grades to the Professional Development Office. At that point, addendums will be generated and placed on your Dashboard under the Addendum Online tab for you to submit. **Once you submit your addendum pay on your Dashboard, your payment will be processed by the Payroll Department.**

Q: Do you need supervisor pre-approval of TQ courses to move on the salary scale?

A: TQ courses have already gone through an approval process, so you will not need to ask for pre-approval by your supervisor. All other courses being used to move on the salary need pre-approval.

Q: Can new staff participate in TQ courses and study groups?

A: Yes, new staff can participate in TQ courses and study groups.

General questions about the process can be answered by your supervisor or job-alike facilitator. If you have questions about your TQ payment, contact Kevin Fangman at kfangman@heartlandaea.org. If you have questions about classes or creating study groups, contact Brandie Gean at bgean@heartlandaea.org.