

# title

## highereducationact

### Assisting Your IHEs with Title II Reporting

Presented by Westat's Title II Service Center  
March 3, 2016

We will start the presentation at 2:00pm Eastern. In the meantime, phones are being muted in order to minimize background noise and allow everyone to hear the presentation. There is no audio being broadcasted at this time.

# title

## highereducationact

### Assisting Your IHEs with Title II Reporting

Presented by Westat's Title II Service Center  
March 3, 2016

You should now be able to hear the audio being broadcasted.

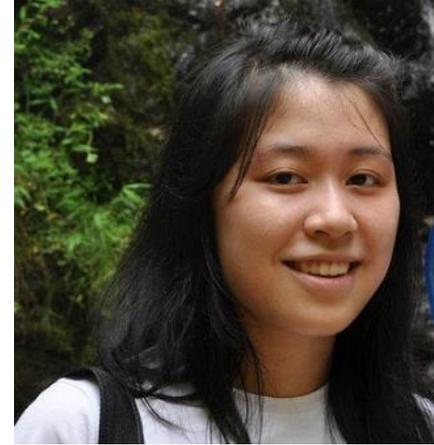
# Title II Service Center Team



Carrie



Richard



Kelly



Ari



Luis

# Housekeeping

- Phones are muted
- Use Q&A box for questions
- Webinar is being recorded
- Westat will send out a link of the recording

# Goals for Today's Session

- Institution and Program Report Card (IPRC) Data Collection Overview
- What's New for 2016 Reporting?
- Tracking and Assisting Your IHEs
- Resources
- Q & A

# IPRC Data Collection Overview

# HEA, Title II

- Sections 205 through 208 of Title II of the Higher Education Act, as amended (PL 110-315) call for accountability for programs that prepare teachers.
- Westat provides technical assistance to states and works with the Office of Postsecondary Education to implement the reporting requirements.
- 59 states and jurisdictions and their IHEs participate in Title II reporting.

# Collection is Mandated by Law

- Items are in statute and must be collected.
- The U.S. Department of Education has no authority to eliminate required items.
- The U.S. Department of Education *does* have the authority to develop definitions and guidance to clarify items.
- The U.S. Department of Education may impose a fine not to exceed \$27,500 on an IHE for failure to provide the data in a timely or accurate manner.

# What are the data used for?

Institution and  
Program Report  
Cards (IPRC)

State Report  
Cards (STRC)

Secretary's  
Annual Report  
to Congress

# Role of the State in IHE Reporting

- IHEs are reporting to the State.
- The State oversees the data collection.
- The State is the day-to-day contact for institutions and programs during the data collection for any state-specific questions.
- The State is required to provide any and all pertinent education-related information that it possesses or controls in response to a teacher preparation program's request (Section 208(c) of the *HEA*, as amended in 2008).

# Overseeing the Data Collection

## ■ Ensure that:

- » Each IHE contact is aware of the Title II responsibilities, process, and deadline.
- » Each IHE contact has received a username and password and has successfully logged into the reporting system.
- » Each IHE contact is on track to complete the report by the deadline.

# Day-to-Day Contacts for IHEs

## ■ The State

- » establishes a point of contact for Title II reporting questions
- » provides any applicable state-specific guidance

## ■ Westat

- » assists with log-in or system errors
- » assists with general questions on reporting

## ■ Testing company

- » assists with questions related to pass rates

# State Practices

- Set up a specific email address for Title II reporting questions
- Hold meetings with IHEs to provide training
  - » Westat can co-present by request
- Set an internal reporting deadline
- Provide state-collected data to load into the IPRC via Westat's template

## What's New for 2016 Reporting?

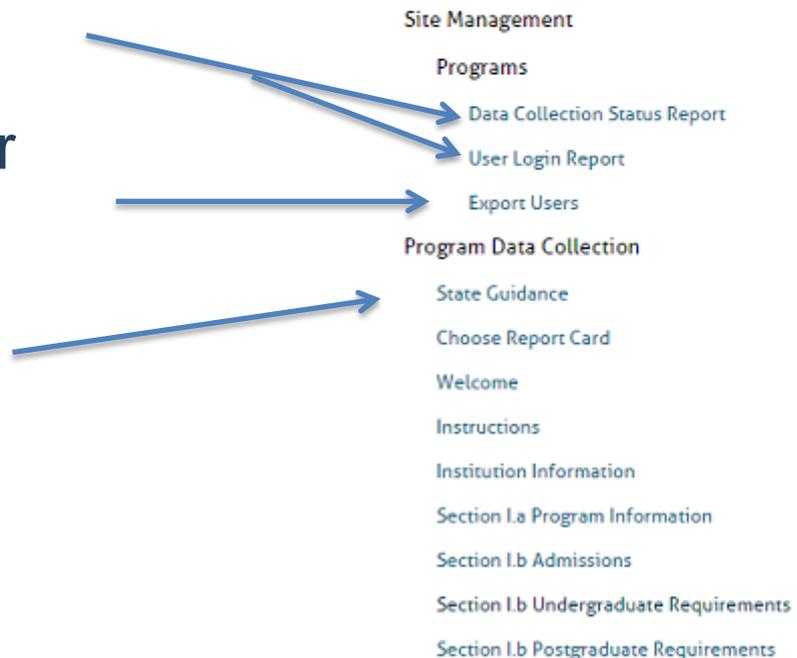
# What's New for 2016?

- No new data elements!
- Content is exactly the same as 2015 reports



# What's New for 2016?

- The reporting system has been updated with new tools to assist state coordinators in:
  - » tracking IHE progress
  - » communicating with your IHEs
  - » providing guidance to your IHEs



# Timeline for 2016

- **February 10: IPRC reporting system opened**
  - » Westat sent introductory emails to institution-level users and state coordinators announcing the system opening and providing log-in information.
- **March and April: Westat conducts webinars for institutions**
  - » Tuesday, March 1 at 2:00pm Eastern
  - » Thursday, April 14 at 2:00pm Eastern
- **April 30: Reports are due by 11:59pm on April 30, 2016.**

# Prepopulated Data

- The following sections are prepopulated with last year's data/responses. Please review and update as needed:
  - » Institution Information (contact information)
  - » Section I.a Program Information
  - » Section I.b Entry/Exit Requirements
  - » Section 1.d Supervised Clinical Experience (questions on clock hours required prior to/for student teaching and for mentoring/induction support)
  - » Section I.f Program Completers (data for prior years)
  - » Section II Annual Goals (previously set goals)
  - » Section II Assurances
  - » Section IV Low-Performing
  - » Section V Use of Technology
  - » Section VI Teacher Training
  - » Section VII Contextual Information (optional)

# IHE To Do List

- The following sections require new information:
  - » Institution Information (information on TQP grants)
  - » Section I.c Enrollment
  - » Section I.d Supervised Clinical Experience (number of faculty, adjunct faculty, and students participating)
  - » Section I.e Teachers Prepared by Subject Area and Academic Major
  - » Section I.f Program completers (data for AY 2014-15)
  - » Section II Annual Goals (report on progress towards previously set goals and set new goals for future)
  - » Section VIII Report Card Certification

# Procedures for Pass Rates

## ■ Same procedure as last year:

- » Testing companies (or states) will provide files directly to Westat.
- » Westat will upload the files. IHEs do not upload any pass rate files.
- » Pass rates expected to be uploaded by mid-April.
- » IHEs will have time to review their pass rate data, and can contact Westat, the State and the testing companies with concerns.

## Tracking and Assisting Your IHEs

# Overview

- Features to help you assist and monitor the progress of your IHEs
  - » State Guidance Page
  - » Export Users
  - » View Program Report Cards
  - » Data Collection Status Report
  - » User Login Report

# State Guidance Page

VIEW TITLE II REPORTS SUBMIT REPORTS About Title II | Contacts

Login Webinars Technical Assistance User Manuals

Traditional Program 2016 Title II Reports

Wyoming Guidance AY 2014-15

**Site Management** Institution user view (opens in new window)

**Programs**

- Data Collection Status Report
- User Login Report
- Export Users

**Program Data Collection**

- State Guidance
- Choose Report Card
- Welcome
- Instructions
- Institution Information
- Section I.a Program Information
- Section I.b Admissions
- Section I.b Undergraduate Requirements
- Section I.b Postgraduate Requirements
- Section I.c Enrollment
- Section I.d Supervised Clinical Experience
- Section I.e Teachers Prepared by Subject Area
- Section I.e Teachers Prepared by Academic Major
- Section I.f Program Completers
- Section II Annual Goals - Mathematics
- Section II Annual Goals - Science
- Section II Annual Goals - Special Education

Please use this State Guidance space to provide any state-specific instructions and guidance to your institutions on completing their Institution and Program Report Cards. Your institutions will be able to view the guidance you provide here. Click the "Institution user view" link in the upper right corner of this page to see how this page will look for your institutions.

There are three ways you may add guidance to this page: 1) type your guidance in the text box below, 2) upload supporting files, or 3) link to guidance on your state website.

Once you have updated or added to your State Guidance information, you can email a notification to Institution users by clicking the "Email Institutions" button at the bottom of this page.

**Supporting Files**

You may upload files to be included with this guidance. You should only upload PDF or Microsoft Word or Excel files. These files will be listed as links for your institutions. Upload files in the order that you'd like them to appear.

# State Guidance Page (IHE view)



[VIEW TITLE II REPORTS](#)

[SUBMIT REPORTS](#)

[About Title II](#) | [Contacts](#)

[Login](#)

[Webinars](#)

[Technical Assistance](#)

[User Manuals](#)

Alabama Teacher's College  
Traditional Program

2016 | Title II  
Reports

Wyoming Guidance

AY 2014-15

## Program Data Collection

[State Guidance](#)

[Choose Report Card](#)

[Welcome](#)

[Instructions](#)

[Institution Information](#)

[Section I.a Program Information](#)

[Section I.b Admissions](#)

[Section I.b Undergraduate Requirements](#)

[Section I.b Postgraduate Requirements](#)

[Section I.c Enrollment](#)

[Section I.d Supervised Clinical Experience](#)

[Section I.e Teachers Prepared by Subject Area](#)

Your Title II State Coordinator has the opportunity to provide state-specific instructions and guidance here. Please review any text, documents, and links carefully and take this guidance into account as you complete your report. If there is no information below, please complete the report as per Westat's guidance and timeline.

Wyoming's internal deadline for completing and submitting the IPRC is April 22.

Wyoming is also offering state-specific webinars for its teacher preparation programs. See the "Wyoming webinars for Title II IPRC Reporting" link below for the schedule and registration information.

### Supporting Files

No files have been provided.

### Related Web Sites

[Wyoming webinars for Title II IPRC Reporting](#)

# State Guidance Page Email Function

## Supporting Files

You may upload files to be included with this guidance. You should only upload PDF or Microsoft Word or Excel files. These files will be listed as links for your institutions. Upload files in the order that you'd like them to appear.

Link text:

File:  No file chosen

## Links to Related Web Sites

You may add links to related web sites to be included with your guidance. Be sure to include the entire URL, beginning with the 'http://' or 'https://'. Add links in the order that you'd like them to appear.

Link text:

URL:

## Email Institutions

Once you have entered guidance on this page, you may choose to have the system send an automated email to your institutions to notify them of the new guidance added. The text for the automated email will read:

"Your Title II State Coordinator has recently updated the information in the State Guidance page of the IPRC reporting system. Please be sure to review this information next time you log in. You can access the State Guidance page by clicking on the "State Guidance" menu item on the left side menu after you have logged in. You may log in here: <https://title2.ed.gov/Public/Login.aspx>"

To send this email to your institutions, click the "Email Institutions" button below.

 Institution user view (opens in new window)

# Export Users

The screenshot shows the top navigation bar of the Title II Higher Education Act website. On the left is the logo for 'title II highereducationact'. The navigation bar contains buttons for 'VIEW TITLE II REPORTS' and 'SUBMIT REPORTS'. Below this are links for 'Login', 'Webinars', 'Technical Assistance', and 'User Manuals'. The main header area features the text 'Traditional Program' on the left, '2016 Title II Reports' in large orange and grey text in the center, and 'Export Institution User Email List' on the left with 'AY 2014-15' on the right.

## Site Management

### Programs

Data Collection Status Report

User Login Report

Export Users

### Program Data Collection

State Guidance

Choose Report Card

Welcome

Instructions

Institution Information

Section I.a Program Information

Section I.b Admissions

## Export Institution User Email List to Excel

State	Institution	Name	Email
Wyoming	Alabama Teacher's College	Choong, Kelly	
Wyoming	Alabama Teacher's College	Liu, Bonnie	
Wyoming	Alabama Teacher's College	Murthy, Carrie	
Wyoming	Alabama Teacher's College	Selmer, Carrie	
Wyoming	Alabama Teacher's College	Test, Carrie	
Wyoming	Alabama Teacher's College	Westat, Kelly	

# View Program Report Cards

VIEW TITLE II REPORTS SUBMIT REPORTS About Title II | Contacts

Login Webinars Technical Assistance User Manuals

Program 2016 Title II Reports

Choose Program Report Card AY 2014-15

Site Management

- Programs
  - Data Collection Status Report
  - User Login Report
  - Export Users
- Program Data Collection
  - State Guidance
  - Choose Report Card
- State Data Collection
  - Welcome
  - Instructions
  - Contact Information
  - Introduction
  - Section XIII, Report Certification
  - Supplemental
  - Print Report
  - Print Prior Report
  - Program List
- Account Information
- Log Out

**Program Report Cards:**

Limit to:  contains

Page 1

State	Institution	Program
Wyoming	Alabama Teacher's College	Traditional 2014-15
Wyoming	Alabama Teacher's College	Alternative, IHE-based 2014-15
Wyoming	University of Wyoming	Traditional 2011-12

Page 1

Choose Program Report Card AY 2014-15

# View Program Report Cards



[VIEW TITLE II REPORTS](#) [SUBMIT REPORTS](#) [About Title II](#) [Contacts](#)

[Login](#) [Webinars](#) [Technical Assistance](#) [User Manuals](#)

Alabama Teacher's College  
Traditional Program

2016 Title II Reports

Welcome AY 2014-15

## Site Management

### Programs

- [Data Collection Status Report](#)
- [User Login Report](#)
- [Export Users](#)

## Program Data Collection

- [State Guidance](#)
- [Choose Report Card](#)
- [Welcome](#)
- [Instructions](#)
- [Institution Information](#)
- [Section I.a Program Information](#)
- [Section I.b Admissions](#)
- [Section I.b Undergraduate Requirements](#)
- [Section I.b Postgraduate Requirements](#)
- [Section I.c Enrollment](#)
- [Section I.d Supervised Clinical Experience](#)
- [Section I.e Teachers Prepared by Subject Area](#)
- [Section I.e Teachers Prepared by Academic Major](#)
- [Section I.f Program Completers](#)
- [Section II Annual Goals - Mathematics](#)

Welcome to the Title II Reporting System.

Title II report cards are due on April 30, 2016. The certification period will be open from April 16, 2016 through April 30, 2016. You will only be able to certify your report within that timeframe. As you complete your report card, check *Section VIII* for unanswered questions and edit check information. When you are ready to certify your report, click on Section VIII and follow the instructions for certifying.

Pass Rate information will be provided to us by the state or the testing company or companies (or entities). Once we have loaded the pass rates for your program, use the *Assessment Pass Rates* and *Summary Pass Rates* pages to view them. If you notice any errors in the pass rate data, please contact your testing company immediately.

You can print your entire report card using the *Print Report Card* menu item. If you want to print a single report section, use the *Printer-friendly view* link at the top or bottom of the section.

E-mail questions about this system to [title2@westat.com](mailto:title2@westat.com) or call our toll-free telephone hotline (877-684-8532 or 877-6title2).

# Program Data Collection Status Report



[VIEW TITLE II REPORTS](#) [SUBMIT REPORTS](#) [About Title II](#) [Contacts](#)

[Login](#) [Webinars](#) [Technical Assistance](#) [User Manuals](#)

Traditional Program 2016 Title II Reports

Program Data Collection Status Report AY 2014-15

## Site Management

### Programs

[Data Collection Status Report](#)

[User Login Report](#)

[Export Users](#)

### Program Data Collection

[State Guidance](#)

[Choose Report Card](#)

[Welcome](#)

Limit to:  =  [Apply Filter](#)

Percentage of Programs Certified: 0%

[Export Program Data Collection Status Report to Excel](#)

State	Institution	Program	Certified
Wyoming	Alabama Teacher's College	Alternative, IHE-based	False
Wyoming	Alabama Teacher's College	Traditional	False

# Institution User Login Report

**title II**  
highereducationact

VIEW TITLE II REPORTS      SUBMIT REPORTS

About Title II | Contacts

Login      Webinars      Technical Assistance      User Manuals

Alabama Teacher's College  
Traditional Program

**2016** Title II Reports

Institution User Login Report

AY 2014-15

## Site Management

### Programs

Data Collection Status Report

User Login Report

Export Users

### Program Data Collection

State Guidance

Choose Report Card

Welcome

Instructions

Institution Information

Section I.a Program Information

Export Institution User Login Report to Excel

State	Institution	Name	First Login	Last Login	Number of Logins
Wyoming	Alabama Teacher's College	Selmer, Carrie	2/1/2016 1:36:21 PM	2/10/2016 2:21:17 PM	2

# Data Review

- At the close of the data collection period, Westat will provide each state with one Excel spreadsheet of all reported data.
- States will review data and confer with institutions, as necessary.
- States will compile a list of corrections that need to be made and send to Westat. Westat will not accept corrections from institutions.
- Things to look for:
  - Is the report complete?
  - Do the data align with what you know about the program (e.g., a low-performing program)?
  - Large changes from year to year that are unexpected
  - Outliers (e.g., a small program reports thousands of enrollees)

## Resources

# Technical Assistance documents

The screenshot shows the website interface for the Title II Higher Education Act. At the top left is the logo "title II highereducationact". To the right are navigation buttons: "VIEW TITLE II REPORTS", "SUBMIT REPORTS", "Login", "Webinars", and "Technical Assistance". The "Technical Assistance" button is highlighted with a white arrow. Below the navigation is a large blue header with the text "Technical Assistance". The main content area is divided into two columns. The left column contains several sections of links, and the right column contains a list of "ADDITIONAL INFORMATION" links.

**title II**  
highereducationact

VIEW TITLE II REPORTS    SUBMIT REPORTS

Login    Webinars    Technical Assistance

## Technical Assistance

**Technical Assistance for Teacher Preparation Programs**

- [Institutional and Program Report Card](#)
- [Quick Start Guide to the Institution and Program Report Card Reporting System \(IPRC\)](#)
- [Reporting Reference and User Manual](#)
- [Enrolled Students and Program Completers](#)
- [Race Ethnicity Data](#)
- [Guidance on Race Ethnicity Reporting](#)
- [Supervised Clinical Experience](#)
- [Subject Area and Academic Major](#)
- [Constructing Your List-IHES](#)
- [Webinars](#)

**Technical Assistance for States**

- [State Report Card](#)
- [Quick Start Guide to the State Report Card \(STRC\) Reporting System](#)
- [Reporting Reference and User Manual](#)
- [Basics of Pass Rate Reporting](#)
- [Pass Rate Guidance](#)
- [Webinars](#)

**General Information and Technical Assistance**

- [Higher Education Act](#)

**ADDITIONAL INFORMATION**

- [About Title II](#)
- [Technical Assistance](#)
- [Privacy Policy](#)
- [Contacts](#)

# Important Web Links

- Title II Technical Assistance:  
<https://title2.ed.gov/Public/TA.aspx>
- Reporting System Log In Page:  
<https://title2.ed.gov/Public/Login.aspx>
- Recorded Webinars:  
<https://title2.ed.gov/Public/Webinars.aspx>

# Title II Service Center

Help is just an email or phone call away!

Title II Service Center

[title2@westat.com](mailto:title2@westat.com)

877-684-8532

Questions?