

title 

highereducationact

# FAQs and Completing/Certifying the Institution and Program Report Card

Presented by Westat's Title II Service Center

April 14, 2016

# Housekeeping

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

# Goals for Today's Session

- Brief review of Title II reporting requirements
- Answers to frequently asked questions
- Review of tips and resources for Title II reporting
- Q & A (throughout presentation, in the Q&A box)

## Review of Title II Reporting Requirements

# Title II of the Higher Education Act (HEA)

- The data collection is mandated by law in sections 205 through 208 of Title II of the *HEA*.
- The U.S. Department of Education may impose a fine of up to \$27,500 for failure to comply.
- The U.S. Department of Education has no authority to eliminate required items.
- Westat provides technical assistance to states through the Title II Service Center.

# Who completes an Institution and Program Report Card?

- Traditional teacher preparation programs
- Alternative route teacher preparation programs based within an IHE
- Alternative route teacher preparation programs that are not based within an IHE (such as district-based programs)

*Note: alternative routes are defined by the state*

# Timeline for 2016 Reporting

- IPRC reporting system opened on February 11, 2016; IHEs were sent usernames and passwords via email.
- Complete the report at your own pace.
- We are in the process of uploading pass rates.
- The certification and submission window is April 15 through April 30, 2016.
- Reports are due by 11:59pm local time on April 30, 2016.

# State Guidance page

The screenshot shows the top navigation area of the Title II Higher Education Act website. On the left is the logo for 'title II highereducationact'. To the right are buttons for 'VIEW TITLE II REPORTS' and 'SUBMIT REPORTS'. Below these are links for 'Login', 'Webinars', 'Technical Assistance', and 'User Manuals'. A dark blue banner contains the text 'Georgia Teacher's College Traditional Program' on the left, '2016 Title II Reports' in large orange and white text in the center, and 'AY 2014-15' on the right. Below the banner is a light blue bar with 'Alabama Guidance' on the left and 'AY 2014-15' on the right.

## 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



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.

Alabama's internal deadline for completing and submitting the IPRC is April 23.

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

### Supporting Files

No files have been provided.

### Related Web Sites

Alabama webinars for Title II IPRC reporting

## Answers to Frequently Asked Questions

# General Reporting Questions

- Q: When is the report due?
  - » A: April 30, 2016
- Q: I have a post-baccalaureate teacher preparation program in addition to an undergraduate program - do I complete two reports? (and other questions about traditional versus alternative route reports)
  - » A: Institutions with traditional and alternative route teacher preparation programs will submit two reports. Alternative route programs are defined as such by the state.
- Q: How do I change my password? (and other log-in problems)
  - » A: (live demonstration)

# Section I.a Program Information FAQs

- Q: Should I list Secondary Mathematics and Secondary History separately, or report them together as one Secondary Education program?
  - » A: If your institution counts Secondary Mathematics and Secondary History as different programs, please list them separately. Generally, we recommend listing secondary content areas separately.
- Q: My institution has a Secondary Math program at the undergraduate level, as well as a post-baccalaureate Secondary Math program. Should I count these as one program or two programs?
  - » A: Please count these as two separate programs. Remember to only report traditional programs in the traditional report, and alternative programs in the alternative report.
- Q: How do I save the information on this page?
  - » A: (live demonstration)

## Section I.b Admissions, Undergraduate Requirements, Postgraduate Requirements FAQs

- Q: If we accept a minimum score for the SAT or the ACT for entry, how should we report?
  - » A: Please check any element that may be used to meet a requirement for program admission or entry.
- Q: What is the definition of postgraduate?
  - » A: Programs in which candidates would already hold an undergraduate degree before entering the program.

## Section I.b Admissions, Undergraduate Requirements, Postgraduate Requirements FAQs, cont'd

- Q: Please clarify the median GPA questions.
  - » A: The first question is asking for the median GPA of individuals *before* entering the program. The second question is asking for the median final GPA of program completers.
- Q: We have different minimum GPA requirements for our different teacher education programs. How should we report the minimum GPA?
  - » A: Please provide an average. You may use the text box to list each program and the required minimum GPA for each.
- Q: How do I clear the radio buttons?
  - » A: (live demonstration)

# Section I.c Enrollment FAQs

- Q: Should we count individuals enrolled in all education programs, or just those for initial licensure?
  - » A: Include individuals who were enrolled in a teacher preparation program leading to an *initial* teaching credential in AY 2014-15. Do not count individuals who already hold a teaching credential and are adding an endorsement.
- Do we include AY 2014-15 program completers in the enrollment count?
  - » A: No. Once the individual has completed the program, he/she is counted as a program completer, and *not* an enrolled student.
- How do we count individuals who did not report their race/ethnicity?
  - » A: Those individuals will not be counted in any of the race/ethnicity categories, but will be counted in the total enrollment number. We do not expect that the sum of the race/ethnicity categories will add up to the total enrollment.

# Section I.d Supervised Clinical Experience

## FAQs

- Q: I am confused regarding where we are supposed to answer questions specific to student teaching and what questions are asking about broader supervised clinical experience.
  - » A: Only the “Average number of clock hours required for student teaching” question is specific to student teaching; all other questions in Section I.d are referencing broader supervised clinical experience.
- Q: Can you explain how we are to report faculty and adjunct faculty? Do we include cooperating teachers in the count of faculty?
  - » A: Only IHE faculty should be included in the “Number of full-time equivalent faculty supervising clinical experience during this academic year” question. Adjunct faculty and K-12 staff should be included in the “Number of adjunct faculty supervising clinical experience during this academic year (IHE and PreK-12 staff)” question. Cooperating teachers may be included in this count.

# Section I.d Supervised Clinical Experience FAQs

- Q: What is the definition of “mentoring/induction support”?
  - » A: Mentoring/induction support is the coaching and instruction that a candidate receives while serving as the teacher of record in a classroom.

# Section I.d Supervised Clinical Experience

## FAQs

- Q: For the question “Number of adjunct faculty supervising clinical experience during this academic year (IHE and PreK-12 staff),” is each cooperating teacher counted as 1 FTE?
  - » A. IHE and preK-12 staff (whether teachers or other educational leaders) who are engaged significantly with the teacher-candidates during their supervised clinical experience – in terms of spending significant amounts of time working with them – should be counted in the adjunct faculty count. When calculating the number of adjunct faculty, please count the actual number of individuals, rather than an FTE calculation. In other words, please count each individual as 1, regardless of the full-time or part-time status, or the amount of time supervising teacher candidates.

# Section I.e Teachers Prepared by Subject Area, Teachers Prepared by Academic Major FAQs

- Q: In Section 1.e, Teachers Prepared by Academic Major, how do post-baccalaureate programs report?
  - » A: Post-baccalaureate programs will report on the undergraduate degree of the program completers.
- Q: In Section 1.e Teachers Prepared by Academic Major, wouldn't anyone that would be included in a non-education major area, such as chemistry, also be included in one of the teacher education areas?
  - » A: No. Since this page is only asking for the undergraduate major, it is possible that an individual could have gotten an undergraduate degree in a non-education field before entering a teacher preparation program.

## Section I.e Teachers Prepared by Subject Area, Teachers Prepared by Academic Major FAQs, cont'd

- Q: If I have a candidate that completed a post-graduate program in secondary math education but his undergraduate degree was in engineering, how do I report that individual in Section I.e?
  - » A: Teachers Prepared by Academic Major: Engineering; Teachers Prepared by Subject Area: Teacher Education – Mathematics
- Q: Can I count an individual in more than one category?
  - » A: Yes. Please count individuals in all of the applicable subject areas or academic majors.
- Q: Are we answering these questions for enrolled students or program completers?
  - » A: Program completers.

# Section II Annual Goals FAQs

- Q: How do I answer this question: “Do teacher preparation programs in your state address shortages of highly qualified teachers by area of certification or licensure?”
  - » This is asking whether or not TPPs in the state are making efforts to address shortages in specific certification areas. For example, if there is a shortage of teachers certified in a specific credential area, are TPPs in the state offering sufficient programs to address that shortage? Are they increasing recruitment/advertising efforts to address that shortage? Are there any alternative routes that specifically work to address that shortage?
- Q: I accidentally checked a response to whether or not I met the goal, but then realized I should have left that question blank since my program does not prepare teachers in Special Education. What should I do?
  - » A: (live demonstration)

# Section III Assessment Pass Rates, Summary Pass Rates FAQs

- Q: My pass rates are not showing up in Section III – what do I need to do?
  - » A: We are currently in the process of uploading all pass rates we received from testing companies.

# Section III Assessment Pass Rates, Summary Pass Rates FAQs, cont'd

- Q: My pass rates are uploaded, but the number of passers and the pass rates are blank.
  - » A: For confidentiality purposes, the number passing and the pass rates are suppressed for any assessments that had fewer than 10 test takers.
- Q: What should I do if I notice errors in my pass rates?
  - » A: Contact your testing company and/or state coordinator as soon as possible!

# Section VIII Report Card Certification FAQs

- Q: How do I certify and submit my report?
  - » A: Click on Section VIII Report Card Certification. If there are errors listed in the Data Edit Checks, you must address those errors before certifying and submitting your report.

# Section VIII Report Card Certification: Submitting and Certifying Your Report

## Certification of submission

- I certify the total enrollment shown above is correct.
- I certify that, to the best of my knowledge, the information in this report is accurate and complete and conforms to the definitions and instructions used in the *Higher Education Opportunity Act, Title II: Reporting Reference and User Manual*.

Name of responsible representative for teacher preparation program:

Title:

## Certification of review of submission

- I certify that, to the best of my knowledge, the information in this report is accurate and complete and conforms to the definitions and instructions used in the *Higher Education Opportunity Act, Title II: Reporting Reference and User Manual*.

Name of reviewer:

Title:

Certify and Submit Report Card



Once you enter the names and titles of the reviewers and check the boxes, click this button!

# Title II Reporting Tips and Resources

# Data quality tips and reminders

- Use Section VIII to compare data with last year
- Review data for accuracy, outliers
- Plan ahead for various levels of review
- The report is due on **APRIL 30, 2016**

# Technical Assistance documents

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About Title II | Contacts

Login Webinars Technical Assistance User Manuals

## 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)

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

### ADDITIONAL INFORMATION

[About Title II](#)

[Technical Assistance](#)

[Privacy Policy](#)

[Contacts](#)



# Title II Service Center Team

Carrie Murthy  
**Project Director**



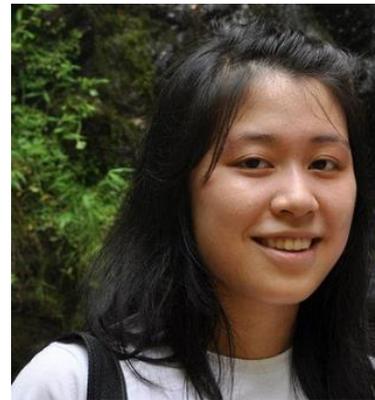
Ari Hirschhorn



Richard Adrien



Kelly Choong



Luis Romero



# Questions?

Help is just an email or phone call away!

Title II Service Center

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

877-684-8532

# Additional FAQs

- Q: I need copies of my prior year's reports for accreditation. How can I access prior year's reports?
  - » A: Contact us at [Title2@westat.com](mailto:Title2@westat.com) and we can provide you with PDF copies of prior year's reports.
- Q: How can I print out a copy of my current year's report?
  - » (live demonstration)

# Additional FAQs

- Q: I need pass rate data from my prior year's reports for accreditation. How can I access pass rate data from prior years?
  - » A: (live demonstration)