Title II – Summary of ETS meeting

Contact names/numbers:
Pat Hartanowicz, ETS — phartanowicz@ets.org, (609) 734-5587

Richard Mellman, General Council, DOE — richard_mellman@ed.gov
Marty Orland, Director, NCES — martin_orland@ed.gov

According to David Boesil, OERI, the second draft of the reporting method is expected by the end of November. The first institutional report will be due no earlier than nine months after system authorization of the final report. there will be six months between the due date of the institutional report and the due date of the state report.

The state questionnaire will be in electronic form on the internet. It will be pre-filled as much as possible. Making the state report in electronic form is also being considered.

Data will be compared within states, not across states.

Program completers include those who:

completed their teacher education program during the defined academic year

and

have taken at least one assessment required for initial certification within 5 years before program completion and up to three years after program completion.

It is required that institutions report their data to the general public. This can be done through institutional catalogs and any other promotional information. The purpose is to provide the consumer, prospective students, with adequate information to make an informed decision when choosing a school.

For ETS to calculate the pass rates, the institution will need to provide the following information to the State Department of Education for each cohort member:

Last Name*
First Name*
Middle Initial (if any)
Date of Birth*
Certification Area*
Social Security Number
Other Name (Maiden, Married)
ETS Institutional Code*

In addition to the above information, the State Department of Education will need to provide ETS the following information for each institution:

List of Institutions and Number of Records*

Title II will ask for:

the number taking the assessment
the number passing the assessment
the institutional pass rate
the statewide pass rate

Legislation requires the ranking of institutions

It is uncertain whether data will be collected for the 98-99 academic year or the 99-2000 academic year

An institution may provide contextual information, including other indicators of quality. This may be one way to be proactive against public reactions/comments. There were mixed feelings on whether this would be beneficial.

The DOE will provide technical assistance.

To Do List for the Kansas State Department of Education

1. Define *Academic Year* and *Closure Date*

   The academic year defines cohort membership. The two recommendations are September1-August31 and July1-June 30.

   The closure date defines the cutoff date for assessments. ETS strongly recommends the date of August 31.

2. Prepare the following:
   a. List of all certificates offered by the state for the cohort year, including codes associated with each certificate. Be specific with grade levels for overlapping certificates. Provide specific definition.
   b. Testing requirements and passing scores in effect for each certification for the academic year of the cohort.
   c. List of all teacher preparation programs and the certifications for which they are approved.
   d. Whether Kansas has a recency requirement for assessment scores that is less than five years.

3. Verify areas of certification, pass scores, and effective dates for the state of Kansas that were provided by ETS.

4. Determine the ETS Institutional Code for each institution

5. Determine a Title II contact person (name, address, phone number, and email) for each institution.

6. Define low performing. This is a requirement for Title II reporting. Some suggestions include basing it on assessment scores and/or accreditation standards

7. Consider the option of including supporting information in addition to the required data.

8. Discuss the consequences of having the test scores pass through the State Department of Education (in relation to the open records act)

9. ETS conducted a survey and asked states to determine whether they wanted the scores reported based on the day the test was taken or the day the test score was reported. Which one did we choose?

10. Begin to think about other ways (other than Title II) to measure the quality of teacher education programs.

From: "Hartanowicz, Pat" <PHartanowicz@ets.org>
To: "'bfultz@ksbe.state.ks.us'" <bfultz@ksbe.state.ks.us>
Date: 8/10/00 1:16PM
Subject: RE: procedural questions

Hello Beth,
I will address each of your questions below. Hope this is helpful PAT.

-----Original Message-----
From: Beth Fultz [mailto:bfultz@ksbe.state.ks.us
<mailto:bfultz@ksbe.state.ks.us>]
Sent: Tuesday, August 08, 2000 4:09 PM
To: title2@ets.org
Subject: procedural questions

I just took over the position of Title II consultant and am trying to determine where we are in the process of being able to report data to you. Could you answer a few basic questions?
1. have we assigned institutional codes
Yes, each college has an institutional code. They are located in List C of the PRAXIS Registration Booklet. Your institution codes are listed under Kansas.
2. do you have a complete list of KS institutions and what do you show as our # of records

We have 22 colleges identified for Kansas.

3. have we defined academic year

We don't have any information about the states' academic years, since it does not impact our work.
4. is our closure date Aug 31

Yes
5. I understand we are currently using report date for testing, can this be changed to administration date

Yes, please send me a an e-mail this change an d I will take care of it.
6. who determined the license codes and what would be the difference between KST9, KST10, & KST11 for example

We originally requested license codes from the each state.However the file that we received from Kansas only had the license names. We created license codes so that we can do the match. They are KST1 etc. Each license in the order that we received them was given a code: KS for Kansas, T for teacher, and a different number. The mail out of the license codes will be the same as on the web. This code does not effect any accounting practices in sate since we will report by test.
7. do you have our testing requirements and cut off scores

Yes to both questions. I will attach the files that we were sent from Kansas back to you.

8. can I send a sample of our cohort data early to make sure the format, etc is going to work

Yes you can. We mailed a folder to the state that has a copy of the fields layout (green sheets) that should be used.
9. must all of our state IHE information come at one time in one single file; also, I would like to talk to someone about this in detail

Yes all the information needs to be aggregated before we receive it. You can talk to me. I am in today and tomorrow. Next week I am on the road.609-734-5587
10. are there any additional charges to the state beyond the $500 per IHE

No

Answers to these questions should give me an idea of the place I need to begin. Thanks in advance for your help.

Beth Fultz
Title II Consultant
Certification and Teacher Education
Kansas State Department of Education
785-296-5138
bfultz@ksbe.state.ks.us

CC: "Bosworth, Ines" <IBosworth@ets.org>, "Cucchi, Florence" <fcucchi@ets.org>, "Sarver, Peggy" <psarver@ets.org>, "Piro, Debra" <dpiro@ets.org>, "Tannenbaum, Richard" <rtannenbaum@ets.org>

ETS Educational Testing Service

Title II Memo

The Kansas State Department of Education decided on August 21, 2000 to allow all Kansas teacher preparation programs to submit their cohort data directly to ETS. To accommodate this change, I am sending a new letter that provides additional information about submitting data directly to ETS. PLEASE disregard your previous letter and attachments. This letter no longer applies.

Also included is a revised list of teaching licenses provided by the Kansas Department of Education. If you are submitting your 1999-2000 program completers in an ASCII file, please refer to these codes when selecting a certificate/license/program code for your program completers. If you are entering your data manually, these codes will be available to you in a drop-down menu.

If you have questions about Educational Testing Service's Title II process, please e-mail your questions to title2@ets.org. Thank you for your assistance and cooperation.

8/22/00

Teaching and Learning

Educational Testing Service
Rosedale Road • Princeton, NJ 08541

August 23, 2000

Educational Testing Service ETS

Dear Title II Contact:

Your institution has been identified by your state agency as an accredited teacher preparation program. As such, your institution will be required to prepare a report to the state-credentialing agency by April 7, 2001 for HEA Title II[1]. This report includes, among other documents, the passing rates of your program completers on the state-adopted licensure tests. The tests adopted by your state for licensure are developed and administered by Educational Testing Service (ETS). I am writing to explain the process that ETS developed to help our clients comply with HEA Title II.

The process of preparing the passing rates for the licensure tests is complicated. Examinees frequently code their registration forms incorrectly. This prevents each institution from receiving accurate score reports for their program completers. In order to comply with the congressional mandate of reporting accurate passing rates, ETS, at the request of and in cooperation with your state credentialing agency, is establishing a cohort reporting system for their client states.

This system

- collects institutional cohort demographic information,
- matches each cohort member with the correct test by licensure area,
- provides a verification system for the cohort data that enables each institution to identify matched tests and passing status for each cohort member,
- calculates the test passing rates, aggregate passing rates, and summary passing rates for each institution in your state,
- provides an electronic report to each institution in your state, and
- calculates the state passing rates for assessments used for licensure.

Each of the state credentialing agencies for which ETS provides services had the opportunity to decide whether their higher education institutions would directly provide cohort information to ETS or whether the state agency would aggregate their institutional cohort information and collectively submit the state cohort to ETS for the match process. Your state agency decided that institutions in your state would be able to submit cohort information directly to ETS. To facilitate the aggregation of the cohort data from the institutions, ETS developed a Title II website. Through use of this website, ETS will be able to aggregate your cohort information. You will either be able to enter cohort members individually or submit on a diskette an ASCII file of the cohort information.

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[1] **A copy of the Title II Guideline is available at www.title2.org**

Manual Entry of Cohort Data into Website
For those who submit their cohort information manually, you will find several drop-down menus, which will facilitate data entry for your cohort. I am including the names of the fields (column 4 – Field Name on the green sheets) that you will have to collect. While required fields are identified, please try to gather as much of this information as possible. It will improve the accuracy of the match. Your certification fields were already provided by your state agency and will be available through a drop-down menu.

Cohort Data Submitted by ASCII file to ETS
The record positions and field lengths (columns 2 and 3 on the green sheets) are included for those institutions whose cohort is too large to enter manually. These institutions will submit an ASCII file of their data using the fixed field format. You will enter for each cohort member, the correct licensure/certification/ program code. The state-specific codes are included with this layout. Please use the **code** and not the name of the licensure/certification/ program. If you submit an ASCII file, the file will be uploaded to the website within seven business days after receipt of the diskette. If the file format or data is not correct, the diskette will be returned along with the problems ETS was able to identify.

Regardless of the method that you choose to submit your cohort information, you will be able to enter, edit, and delete cohort information on the website as many times as you like between August 15, 2000 and November 1, 2000

Passwords
The website will be secure and password protected at two levels. One password will allow you to enter the site and a second unique password will be assigned to each institution that ETS services. To receive the passwords, you must complete the white form and fax it to Debbie Piro @ 609-734-5400. This form verifies that you are the correct Title II contact at your institution and indicates that you understand the process for using the passwords. Only the Title II contact at each institution should complete this form. Within seven business days of receiving your fax, you will receive by certified return-receipt requested mail, the passwords and location of the website.

For your convenience, I am including the ETS schedule for the process of reporting the Title II reports (lavender sheet). ETS will:

- ✓ be reporting scores for tests taken by cohort members through August 31, 2000. Tests taken after this date will be reported in the 2004 follow-up report.
- ✓ search their database for cohort scores for five years previous to August 31, 2000. (September 1, 1995-August 31, 2000). This is specified by federal guidelines.
- ✓ only calculate passing rates for assessments in which there are ten program completers.
- ✓ provide an electronic report with supporting documentation for each cohort member.

The fee for this service is $500 per institution. Each state agency will decide how it wants the fee to be invoiced. Once this has been determined, ETS will invoice this service according to the state agency's decision.

I appreciate the complexity of the issues facing you. If you haven't started aggregating your information, I am including steps you might want to consider as you initiate the reporting process (yellow sheet). If you have questions, the easiest method to receive a response to your inquiry is to e-mail your question to ***title2@ets.org***. Every effort will be made to promptly respond to your questions. Thank you for your cooperation and assistance in completing the Title II Report for your state.

Sincerely,

Patricia Hartanowicz

Patricia Hartanowicz
Title II Project Director
Teaching & Learning Division

Enclosures: Cohort Data Layout (green)
Verification of Title II Contact (white)
ETS Schedule (lavender)
Suggestions (yellow)

SUGGESTIONS FOR PREPARING INFORMATION FOR TITLE II PASSING RATES

1. *Identify the state-specific Academic year. Each state defines their own Academic year for Title II. All institutions in the state use the same Academic year.*

2. *Read the definition of program completer on page 41 of the Reference and Reporting Guide (available at www.**title2.org**).*

3. *Identify the program completers at your institution for your state's Academic year.*

4. *Do not include in this list of program completers anyone who completed an alternative program. Your state agency will be reporting the alternative completers.*

5. *Gather the demographic information of each candidate. If your cohort is small enough, enter the data in a spreadsheet. It will be easier to enter manually if the fields are in the same order as listed in the provided layout. If you have a very large cohort, you will have to work with you college's technical support to prepare an ASCII according to the fixed field format in the provided layout.*

6. *If you have scores and test information for a program completer, enter that in the spreadsheet. This will be helpful when you are verifying information from the match.*

7. *If you have questions about any part of the ETS process e-mail **title2@ets.org***

8. *If you have questions about the guide you can call a hotline 877-684-8532 or email **title2@westat.com***

9. *Good Luck!*

Educational Testing Service
Rosedale Road • Princeton, NJ 08541

Telephone: 609-921-9000
Facsimile: 609-734-5410
Web Site: www.ets.org

September 19, 2000

Educational Testing Service ETS

Ms. Beth Fultz
Teacher Education Program
Kansas State Dept. of Education
120 S. E. 10th Avenue
Topeka, KS 66612

Dear Beth:

I am writing to update you about the progress of aggregating program completer information for Title II. The web site has been open for several weeks, and we have not received any inquiries from contacts about being unable to locate the website or enter data. Data entry appears to be running smoothly.

Passwords were sent to those state agencies that requested them. The state agency password allows the Title II contact to enter the website at any time and to monitor data entry for each state institution. For your convenience, I am including a list that identifies which teacher preparation programs in your state requested passwords and which started data entry. A preliminary review of the program completer information indicates that are data entry errors for social security numbers and duplicate entries for a completers. I would recommend that you encourage your institutions to verify their data.

At the request of several state agencies, Educational Testing Service has decided to perform the quartile calculations for those states for which we are calculating passing rates. This service will be provided at no additional cost. I am also including an ETS resolution description model that may help with your state plans.

I also recently sent a postal card to each teacher preparation program Title II contact reminding them to enter their regular program completer data by November 1. On that postal card, I also included a message at the request of the United States Department of Education (USDE) to clarify the "Rule of Ten" issue. (See box below)

> Although programs with fewer than 10 completers or those that are reporting 100% pass rates do not have to rely on ETS to calculate their pass rates, these programs do need to provide program completer information to ETS for the calculation of the statewide pass rates. Please refer questions on this to Westat (877) 684-8532 or e-mail title2@westat.com.

A related issue involves the cost to teacher preparation programs with fewer than ten completers. You may recall ETS's fee schedule includes a charge of $250 for those institutions only requiring a match to be done and not an institutional report. Jay Noell at the USDE has

requested that ETS survey the state agencies on how to handle this fee, since the small program institutional data is needed only for the state report. Please note that the $250 only applies to a teacher preparation program if they have no institutional passing rate report, not if some licensure areas have fewer than ten completers. For the six states who have agreed to pay for their teacher preparation programs, this is not an issue. I am including a form for you to complete regarding this program remittance question. If you have questions or concerns, please contact Jay Noell at (202) 502-7281.

In addition to the "Rule of Ten" issue, the USDE also notified ETS about a rule that the USDE developed for aggregating data across campuses. If a campus is a separately accredited teacher preparation program, ETS will issue, in accordance with USDE policy, a separate passing rate report for that campus. If campuses do not have individually accredited teacher preparation programs, their data will be aggregated across all campuses for that institution and one institutional report will be generated. ETS has no way of determining the accrediting status for campuses. To accurately develop reports, ETS will need each state agency to identify which campuses are individually accredited. The enclosed form provides an opportunity for you to respond to this question.

I am continuously grateful for the cooperation that you are providing in accomplishing this large undertaking.

Sincerely,

Pat Hartanowicz

Patricia Hartanowicz
Teaching and Learning Division
Educational Testing Service

Colleges That Requested Passwords and Number of Program Completers Entered

ST	CollegeName	Fax Rec'd	Total Prorgam Completers Entered
KS			
	BAKER UNIVERSITY	8/15/00	35
	BENEDICTINE COLLEGE	8/28/00	
	BETHANY COLLEGE KS	8/25/00	
	BETHEL COLLEGE KS	8/23/00	
	EMPORIA STATE UNIVERSITY	8/15/00	
	FORT HAYS STATE UNIVERSITY	8/11/00	
	HASKELL INDIAN NATIONS UNI	8/25/00	
	KANSAS STATE BOARD OF EDU	8/21/00	
	KANSAS STATE UNIVERSITY	8/16/00	
	KANSAS WESLEYAN COLLEGE	9/5/00	
	MCPHERSON COLLEGE	8/23/00	
	MID-AMERICA NAZARENE COLL	8/24/00	
	NEWMAN UNIVERSITY	9/11/00	
	OTTAWA UNIVERSITY	8/23/00	
	PITTSBURG STATE UNIVERSITY	8/23/00	
	SOUTHWESTERN COLLEGE	8/21/00	19
	ST MARY COLLEGE	8/23/00	
	TABOR COLLEGE	8/22/00	

Colleges That Requested Passwords and Number of Program Completers Entered

ST	CollegeName	Fax Rec'd	Total Prorgam Completers Entered
	UNIV KANSAS		
		8/21/00	20
	WASHBURN UNIVERSITY		
		8/23/00	
	WICHITA STATE UNIVERSITY		
		8/16/00	

KSDE Kansas State Department of Education
120 S.E. 10th Avenue
Topeka, Kansas 66612-1182

September 14, 2000

Dear Unit Head:

Title II requires each state Department of Education to have a quality control process and procedure in place to ensure each individual institution's information is complete and accurate. To comply with this requirement Kansas has reached an agreement with ETS to become an **automatic score reporting state**. This means that ETS will automatically report to the Department the PPST and PLT scores of any examinee testing in Kansas, beginning with the September 23rd administration. This will be announced at the test administrations by the test center supervisor. Becoming a test score recipient will allow us to cross validate the program completers with the test takers. This information will be used for Title II quality control only.

Because this decision was made after the Registration Bulletins were printed for 2000 – 2001, we are asking each institution to advise students taking the Pre-Professional Skills Test (PPST) and the Principles of Learning and Teaching (PLT) test that scores will automatically be reported to the Kansas State Department of Education. This information will be used for quality control assurance only. The procedures in place for certification will not change.

Thank you for your cooperation.

Sincerely,

Martha S. Gage

Martha S. Gage, Ph.D.
Director, Certification and Teacher Education

Certification & Teacher Education
785-296-2288 (phone)
785-296-4318 (fax)
785-296-6338 (TTY)
www.ksbe.state.ks.us

THE PRAXIS SERIES
Professional Assessments for Beginning Teachers®

IMPORTANT NOTICE

FOR: Kansas Praxis Test Center Supervisors

DATE: September 19, 2000

RE: PPST (group J) and PLT (group K) Only

The following message must be read to test takers at your center prior to each Praxis PPST and PLT test session during the 2000-2001 testing year.

Please insert this message after reading the first paragraph of your oral instructions which begin, "Good morning (Good afternoon)..." and end "...Pay close attention to the instructions as I read them."

"If you are taking a PPST Reading, Writing, or Mathematics test, or, a Principles of Learning and Teaching test (PLT), a copy of your score report will be automatically released to the Kansas State Department of Education."

Thank you for your cooperation.

ETS® Educational Testing Service

PRAXIS ID NUMBERS

6031	BAKER UNIVERSITY
6056	BENEDICTINE COLLEGE
6034	BETHANY COLLEGE
6037	BETHEL COLLEGE
6335	EMPORA STATE UNIVERSITY
6218	FORT HAYS STATE UNIVERSITY
6224	FRIENDS UNIVERSITY
6262	HASKELL INDIAN NATIONS UNIVERSITY
6334	KANSAS STATE UNIVERSITY
6337	KANSAS WESLEYAN UNIVERSITY
6404	MCPHERSON COLLEGE
6437	MIDAMERICA NAZARENE UNIVERSITY
6615	NEWMAN UNIVERSITY
6547	OTTAWA UNIVERSITY
6336	PITTSBURG STATE UNIVERSITY
6630	SAINT MARY COLLEGE
6670	SOUTHWESTERN COLLEGE
6684	STERLING COLLEGE
6815	TABOR COLLEGE
6871	UNIVERSITY OF KANSAS
6928	WASHBURN UNIVERSITY
6884	WICHITA STATE UNIVERSITY