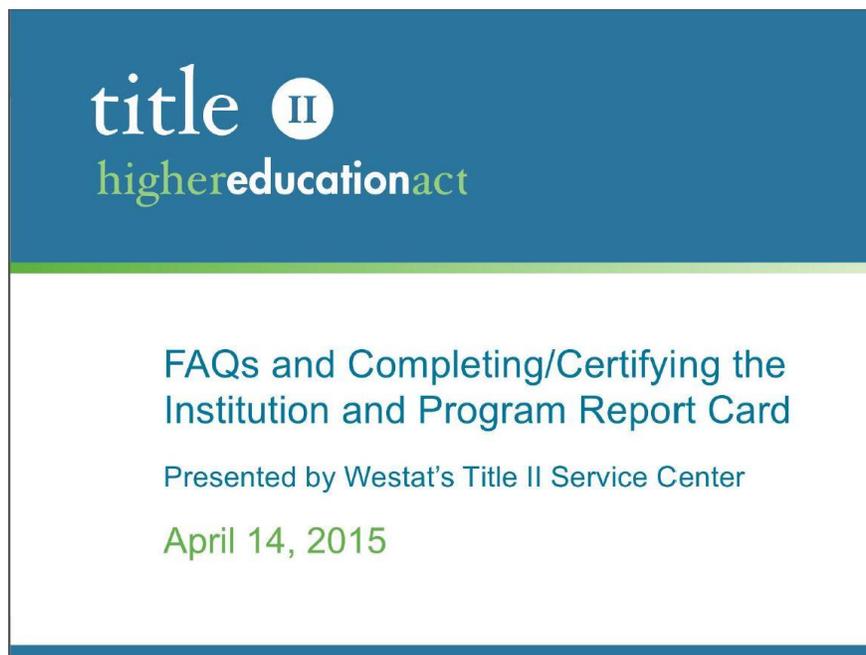


Q & A from the FAQs and Completing/Certifying Your Report in the IPRC Webinar presented by Westat's Title II Service Center



General

Q: Where will the recording be posted?

A: <https://title2.ed.gov/Public/Webinars.aspx>

Q: Are institutions still required to publicly post the Title II Report?

A: The statute requires that institutions "report to the state and to the general public" but does not require a specific method by which the reports must be made public (such as posting a copy of the report on the institution's website or making hard copies available upon request).

Q: If we are late, any amount late, will we be fined?

A: Reports are due no later than 11:59pm local time on April 30th. Neither the U.S. Department of Education nor Westat has the authority to grant extensions to the deadline. The statute grants the U.S. Department of Education the authority to fine an institution up to \$27,500 for failure to report in a timely or accurate manner. If you have concerns about completing your report on time, please contact Westat immediately.

Q: We checked the Glossary, but we did not see a definition for "Post-Graduate". Does this mean a Masters student?

A: Post-graduate is not formally defined in the Title II glossary. It is intended to capture any programs in which admitted students would already hold a bachelor's degree.

Q: Where does one find the terms and conditions of the system?

A: See the privacy policy, located here: <https://title2.ed.gov/Public/Privacy.aspx>

Q: Do you recommend we avoid using the back and forward navigation arrows to move through the report?

A: Yes. It is best to navigate through the system using the menu items located on the left side menu. If you do choose to use your browser's back and forward navigation buttons, be sure you always click the save button to save your data before leaving a page.

Q: Just confirming period of time for reporting - Fall 2013 & Spring 2014...right?

A: Correct. The academic year is defined as September 1 through August 31 of each year. For AY 2013-14, this means September 1, 2013 through August 31, 2014.

Q: Is there a way to print last year's report now?

A: Yes. Please click on "print prior report"

Q: Can I add additional users to input data (in addition to myself)?

A: Yes. You may send an email request to title2@westat.com. Please be sure to include the full name, telephone number and email address for the additional user(s). Westat will create an account for each additional user.

Q: Can fields be left blank, or do they need a "0" if there are no entries?

A: It depends on the section and specific questions. Please refer to the Quick Start Guide, which provide specific guidance for each section: <https://title2.ed.gov/Public/TA/IPRCQuickStart.pdf>.

Q: Does this report function properly in all web browsers? Does it matter if you use a Mac or HP?

A: While the reporting system is designed to work most optimally in Internet Explorer, it should function properly in all web browsers, and regardless of whether you are working on a Mac or HP.

Q: Our Title II person has left, so how can we change the contact information prior to submitting our report?

A: Send an email to title2@westat.com with your request to change the contact person. Please be sure to include the full name, phone number and email address for the new contact. Please also let us know if the old contact person should be deleted, or should remain as an additional contact.

Q: We are a three year program that began 2 years ago. Since we don't have any program completers until 2016, do we still need to report?

A: Yes, please complete everything that you can since you have enrolled students. We will override your report when it's time to submit and provide appropriate reasoning.

Section 1.a Program Information

Q: If we have past graduates who return to add an additional licensure area, do we count them as enrolled again and later as completers again? For example - an ELED completer who comes back later to add the SPED licensure at the undergrad level, 2nd degree?

A: this report is only asking for students seeking initial licensure, not additional licensure

Q: EC-6, is that considered Early childhood or Elem Ed?

A: Your institution should determine whether EC-6 is early childhood or elementary education

Q: When listing programs in 1a, are these programs that lead to INITIAL certification only or ALL programs, including extension programs and professional level certification programs?

A: Please include programs for Initial Certification only.

Q: Do we need to designate if it is undergrad versus graduate in Section 1.a?

A: Yes, please distinguish between undergraduate and graduate programs.

Q: If multiple single subject (secondary) programs are offered (e.g., English, Science, Math), do they need to be listed separately?

A: Yes, please list each program separately.

Q: If a program is no longer offered by the IHE, should it be deleted?

A: Yes. Please only include currently offered programs.

Q: The state lists each language type (e.g., Spanish, Chinese) of our Secondary Education World Languages Program as separate programs. Would we have list one program (World Languages) or would we list 11 separate programs (World Languages, Spanish)?

A: Since the state lists these as separate programs, please report them as separate programs.

Q: We have non-traditional programs, but there has not been a student enrolled since 2007 do we still fill this out?

A: No. Only currently-active state-approved programs that have enrolled students and/or program completers in the academic year being reported should submit IPRC reports.

Q: We have a master's degree in Education without Licensure. Should we include these students in our data?

A: No. Please only include programs that lead to an initial teaching certificate.

Section I. b Admissions and Undergraduate/Postgraduate Requirements

Q: What does a program do for median GPA if we do not give grades?

A: For the median GPA of individuals accepted into the program, please calculate the median GPA since this is based on the GPA with which individual enter your program. For the median GPA of individual exiting your program, please enter '-6' which is the system's numerical code for "not applicable" and make a note that the program does not provide grades in the text box for that section.

Q: GPA to which decimal point?

A: Please round GPAs to the first decimal point (for example, 3.1).

Q: In Section I.b, the question asks for the median GPA. Is that a true median or does it really ask for the mean (average) GPA?

A: The question is asking for the median GPA and not the mean or average GPA.

Q: If we offer a post-bac program, but no one was admitted during this time period, is it acceptable to NOT put a median GPA in the box? (Section Ib.)

A: Please use -6 which is code for NA

Section I. c Enrollment

Q: For I.c, if a person has a BA in English from many years prior to their enrollment in our EC-6 generalist cert program, in the subject area do we use TE-ECE, TE-Elem Ed, AND TE-Eng/LangArts?

A: For subject area, you would include the subject area that your student is being prepared to teach in your program

Q: Must these students be formally admitted into the program when counting enrollees?

A: Yes. Please count individuals that have been formally admitted into your program, but have not yet completed the program.

Q: The enrollment is the first year of enrollment? Or if you have a 3 year program, is it everyone who is in the process, but not a completer?

A: Please count individuals that have been admitted into the teacher preparation program but have not yet completed the program. Please only count individuals that are candidates for an initial teaching credential.

Q: We have been listing individuals formally admitted into the program. Some defer, and they don't enroll until a term or two later. As long as we keep to the initial definition and do not count the same person twice as "admitted," is this acceptable?

A: Yes.

Q: Should the enrolled student count include all students admitted to the program (ie freshmen) or only those admitted to the major (typically junior level)?

A: Please only report individuals that have actually been admitted into the teacher preparation program, as opposed to enrolled in the institution. In Section I.b Admissions, you report at which point individuals are admitted into your program (i.e., Sophomore Year, Junior Year, etc.). The individuals counted in your enrollment count should be consistent with what you report in Section I.b Admissions.

Q: Gender questions are also becoming an issue. Transgender?

A: Similar to reporting on race/ethnicity, we understand that gender can be sensitive data and that individuals are not required to report on their gender or race/ethnicity if they do not want to. We also understand that individuals may categorize themselves however they wish (for example, an individual may identify as neither male nor female; both male and female; or something other than male or female). Please report on the data you do have. It is understood that the data may be incomplete if there are individuals that chose not to report, and that there may be individuals who did not feel the categories provided accurately represent their gender.

Section I. d Supervised Clinical Experience

Q: If FT faculty supervise early field experience, but not student teaching, do we report them here?

A: It would be appropriate to count them in the question “Number of full-time equivalent faculty supervising clinical experience during this academic year.” The question does not specify that the faculty must supervise student teaching, so supervision of any clinical experience can count in this question.

Q: Do program completers get included in the number of students in supervised clinical experiences?

A: Yes.

Q: How do I report an average of student teaching hours if my elementary program requires twice as many hours as my secondary program?

A: Please report the average, and then use the text box to explain the difference in the programs.

Q: The language through the report, such as full-time and adjunct faculty is relevant to IHE. As an alternative program I do not have faculty but rather Field Supervisors. What would be correct entry?

A: In this case, please enter “0” for full-time faculty and enter the number of field supervisors in the adjunct faculty question. You may choose to explain further in the text box.

Q: A cooperating teacher is the classroom teacher supervising in the student teacher's class. Are the # of faculty only referring to university faculty who supervise?

A: Yes, the number of faculty is asking for university faculty supervising clinical experience.

Q: Is clinical experience section 1d is adjunct faculty just a count - meaning each person counted one time not as FTE?

A: Correct, for the question "Number of adjunct faculty supervising clinical experience during this academic year (IHE and PreK-12 staff)" please provide the actual number of people and not an FTE count.

Q: For # of faculty supervising, does that include the cooperating teacher supervising in the classroom every day?

A: No. The number of faculty is asking for the number of university faculty supervising clinical experience. You may include cooperating teachers in the question "Number of adjunct faculty supervising clinical experience during this academic year (IHE and PreK-12 staff)."

Q: "Number of students in supervised clinical experience during this academic year" = # of student teachers?

A: Yes

Q: In question 1.d, "number of students in supervised clinical experience during this academic year", are only students admitted into the program counted or all students who may be completing early field experiences prior to application to the program?

A: Only those students enrolled in the program.

Section I. e Teachers Prepared by Subject Area and Teachers Prepared by Academic Major

Q: If my students in the post bac program did not attend our institution for their undergraduate work, am I counting their major from their undergraduate institution in section 1e?

A: Correct. For post-baccalaureate programs, you are to count the undergraduate major, even if that came from a different institution.

Q: Academic Major - regarding 7-12 Math certification - Student is majoring in Math w/ Teacher Certification. Are they counted in Mathematics only or Secondary Education and Mathematics?

A: If the actual major granted to the individual is in Mathematics, please count the Academic Major as Mathematics. However, in the Teachers Prepared by Subject Area table, please count the individual in Teacher Education - Mathematics and Teacher Education - Secondary Education.

Q: Section 1.e- Subject Area- what about PreK-3 majors who also complete the middle grades licensure requirements at the same time. Are they to be included in both early and middle grades?

A: Yes, please count the individual in any applicable subject area or level in which the individual is prepared to teach.

Q: If a student is in a dual program, special education and elementary education, are they counted twice?

A: Yes.

Q: How do you count completers in a middle childhood program where they specialize in two content areas?

A: Please count the individual in any applicable subject area or level in which the individual is prepared to teach.

Q: Section 1e is for completers only?

A: Yes

Q: 1e is populated for us correct?

A: Section 1e is prepopulated with academic majors/subjects areas from last year. However, you will have to enter the count of students.

Section I. f Program Completers

Q: We are a new program and won't have completers until next year. Is there anything that needs to be submitted this year? (before we have completers)

A: You will report next year. Nothing needs to be reported this year.

Q: In terms of program completers: Does completer mean the student was conferred the BS of Ed degree AND was endorsed for licensure? Or does completer only need the BS of Education degree.

A: The Title II definition of a program completer is as follows: a program completer is a person who has met all the requirements of a state-approved teacher preparation program, and is documented as having met such requirements. In applying this definition, the fact that an individual has or has not been recommended to the state for initial certification or licensure may not be used as a criterion for determining who is a program completer.

Q: Section 1.f only asks for a simple count of completers, it does not ask for the detailed demographics like the enrolled section (1.c) does. Is that intended?

A: Yes, at this time, Title II does not collect the race/ethnicity and gender breakdown of program completers.

Q: A completer must meet the degree requirements BUT NOT necessarily the endorsement criteria?

A: Correct. The Title II definition of a program completer is as follows: a program completer is a person who has met all the requirements of a state-approved teacher preparation program, and is documented as having met such requirements. In applying this definition, the fact that an individual has or has not

been recommended to the state for initial certification or licensure may not be used as a criterion for determining who is a program completer.

Section II Annual Goals

Q: In Section II-Annual Goals, must goals be a number or can they be a percentage?

A: The goal box will only allow for a numerical entry. You have freedom in the type of goal you would like to set, so if you want to set a percentage goal, enter the percentage in as a numerical value without the percentage sign (i.e., 5 instead of 5%). You may further explain or clarify your goal in the text box.

Q: Are the goals, for example for math, the number of students the IHE project to graduate in the related year?

A: The goals you set are at your discretion. It could be the number of students the IHE hopes to graduate in that academic year, or the number of individuals the IHE hopes to admit into the program for a given academic year.

Q: On Alternative Report is Section II Annual Goals left blank since they are traditional program number?

A: Section II Annual Goals is not restricted to traditional programs. Alternative programs will have to complete that section as well-

Section II Assurances

No questions.

Section III Pass Rates

Q: Will data entered in other sections be overwritten when Section III Pass Rate data is uploaded?

A: No.

Q: Should we wait for the testing to be uploaded before we submit the report?

A: Yes

Section IV Low-Performing

No questions.

Section V Use of Technology

No questions.

Section VI Teacher Training

No questions.

Section VII Contextual Information

No questions.

Section VII Report Card Certification

Q: When I click Section VIII Report Certification all I get is "This section is currently not available."

A: This page will be available within the next week. However, you will not be able to certify your report until the Certification and Submission window opens on April 16.