

title

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FAQs and Completing/Certifying the Institution and Program Report Card

Presented by Westat's Title II Service Center

April 14, 2015

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 2015 Reporting

- IPRC reporting system opened on February 10, 2015; IHEs were sent usernames and passwords via email.
- Complete the report at your own pace.
- Pass rates are expected to be uploaded by mid-April.
- The certification and submission window is April 16 through April 30, 2015.
- Reports are due by 11:59pm local time on April 30, 2015.

NEW: State Guidance page



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Georgia Teacher's College Traditional Program **2015** Title II Reports

Alabama Guidance AY 2013-14

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, 2015
- 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 2013-14. Do not count individuals who already hold a teaching credential and are adding an endorsement.
- Do we include AY 2013-14 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.
- 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: This question is asking for the actual number of people (adjunct faculty, cooperating teachers, etc.) supervising clinical experience. This question is not asking for an FTE count.

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 1.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: 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: Montana, Marshall Islands, and Micronesia: the state do not require testing for an initial teaching credential, so pass rates are not required.

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 FAQs



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Georgia Teacher's College
Traditional Program

2014 Title II
Reports

Section VIII Report Certification

AY 2012-13

Program Data Collection

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- [Section II Assurances](#)
- [Section III Assessment Pass Rates](#)
- [Section III Summary Pass Rates](#)

Report Card Certification

Data Edit Checks

Please resolve the following items:

Section	Item
Section III Assessment Pass Rates	Assessment pass rates have not been reported
Section III Summary Pass Rates	Summary pass rates have not been reported

Comparison with Last Year

Item	Last Year	This Year	Change
Total Enrollment	206	10	-95.15%
Male Enrollment	58	3	-94.83%
Female Enrollment	148	7	-95.27%
Hispanic/Latino Enrollment	0	2	
American Indian or Alaska Native Enrollment	0	0	
Asian Enrollment	0	1	
Black or African American Enrollment	200	2	-99.00%
Native Hawaiian or Other Pacific Islander Enrollment	0	0	
White Enrollment	6	6	0.00%
Two or more races Enrollment	0	1	

Section VIII Report Card Certification FAQs

Report Card Certification

Please make sure your entire report card is complete and accurate before completing this section. Once your report card is certified you will not be able to edit your data.

Enrollment Confirmation

Total Title II enrollment from section 1.c is **10**.

Number of program completers from section 1.f is **5**.

For a total enrollment of **15**.

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:

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:



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, 2015**

Technical Assistance documents

The screenshot displays the website's navigation and content. At the top left is the logo for 'title II highereducationact'. The top navigation bar includes 'VIEW TITLE II REPORTS' and 'SUBMIT REPORTS' buttons, and links for 'About Title II' and 'Contacts'. Below this is a secondary navigation bar with 'Login', 'Webinars', 'Technical Assistance', and 'User Manuals'. The 'Technical Assistance' section is highlighted with a large green arrow pointing to it, labeled 'Technical Assistance Tab'. The main content area is titled 'Technical Assistance' and lists various resources under the heading 'Technical Assistance for Teacher Preparation Programs'. A sidebar on the right lists 'ADDITIONAL INFORMATION' with links to 'About Title II', 'Technical Assistance', 'Privacy Policy', and 'Contacts'.

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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

Technical Assistance Tab

Title II Service Center Team

Carrie Murthy



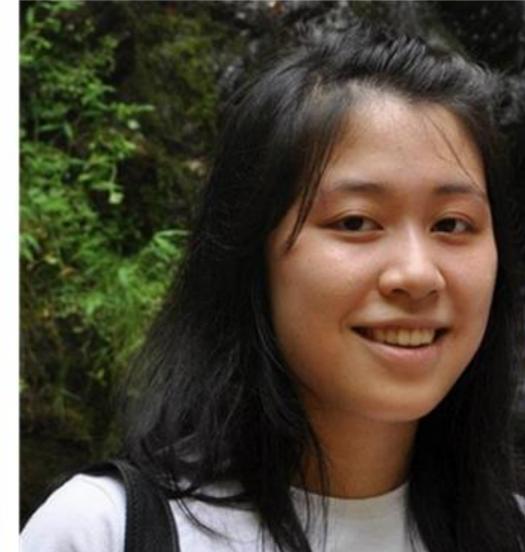
Ari Hirschhorn



Richard Adrien



Kelly Choong



Luis Romero



Questions?

Help is just an email or phone call away!

Title II Service Center

title2@westat.com

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 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)