

FAQs for Annual Program Report

Definitions

1. **Clinical Supervisor** – Faculty responsible for instruction, supervision and/or assessments of candidates during field experiences and clinical practice. The NCATE target for clinical faculty (both higher education and school faculty) are licensed in the field that they teach or supervise and are master teachers or well known for their competence in the field.
2. **Content Faculty to be listed on Unit Faculty Page** The only content faculty to be listed on the unit faculty page are those teaching methods.
3. **Professional Education Faculty** - Those individuals employed by a college or university, including graduate teaching assistants who teach one or more courses in education; provide services to candidates; supervise clinical experiences or administer some portion of the Unit. See NCATE; glossary.
4. **Content Area Faculty requested in the program report** (Number of faculty members teaching content for this program) - Faculty who teach the subject matter or content that candidates are being prepared to teach at the elementary, middle and/or secondary levels are to be counted where asked number of faculty teaching content. See NCATE glossary.
5. **Full-time Faculty** – Professional education faculty with full-time assignments in the professional education unit as instructors, professors at different ranks, and administrators. See NCATE glossary.
6. **Part-time Faculty** - Professional education faculty who have less than a full-time assignment in the professional education unit. Some part-time faculty are full-time employees of the college or university with a portion of their assignment in the professional education unit. Other part-time faculty are not full-time employees of the institution and are commonly considered adjunct. See NCATE glossary.
7. **Adjunct Faculty** – Part-time faculty in the professional education unit who are not full-time employees of the institution. See NCATE glossary.
8. **Traditional Delivery Mode** – 51% or more of the classes are taught face-to-face.
9. **Online Delivery Mode** – 51% or more of the classes are taught online.
10. **Alternative Route Delivery Mode** – This delivery mode is chosen for programs approved as Alternative Certification programs.
11. **Partnership** - Contractual agreements with districts and other entities (such as Teach for America, New Leaders for New Schools, etc) to offer teacher or administrative programs. It does not refer to schools where candidates have clinical experiences.
12. **Entitlement** – Entitlement refers to the process whereby a candidate has completed all requirements of an approved program for preparation of Educational Personnel in an Illinois institution and the certification officer for the institution has recommend the student for entitlement to the Illinois State Board of Education (ISBE). Once the notification is entered into the ISBE computer system, the candidate may submit an application and fee for the issuance of the certificate.
13. **Number of candidates eligible for entitlement** - The number of individuals who completed the program and are eligible to be recommended for the certification.
14. **Number of candidates entitled** -Even though some candidates complete an approved program they may not want to pursue certification and the university does not enter the notification into the statewide computer system for the issuance of a certificate per the candidate’s request. If the institution actually enters the notification into our statewide computer system, that would comprise the number of candidates entitled. In this case, a candidate eligible for entitlement would be a candidate who has fulfilled the requirement of the program.
15. **Initial Certificate** – The certificate earned at completion of initial teacher preparation program.
16. **Advanced Certificate** – Post Bachelor’s level continuing education of teachers and the preparation of other school professionals such as school counselors, school psychologists, school administrators, and reading specialists.

Q: What is the deadline for Annual Program Report submission?

A: The reports are available for submission until 11:59 on Wednesday, November 30, 2011.

Q: Our collection process is very collaborative. We work together in our different programs and, then, submit the information to the Director. She then enters and submits the information to ISBE. Should we list each program representative or the Director as the person who submits? As I recollect, only one name is allowed.

A: This annual program report was designed to capture the name of the program staff who is organizing and completing the program report. This program person should be signing the completed report and sending it to the unit staff for review.

Q: If the candidate has fulfilled the requirements for entitlement, do you know reasons that they may not have been recommended?

A: The candidate may not want to pursue certification and the institution has not entered the notification for entitlement.

Q: Do we count test attempts from a previous calendar year or just those attempts in the current reported calendar year?

A: Only the data and information for Academic Year 2010-2011; Sept 1 2010 – Aug. 31, 2011 should be provided.

Q: Where will the Power Point be posted after this session?

A: The Power Point will be posted at this address: <http://www.isbe.net/esd/default.htm>

Q: Does the "Number of faculty members teaching content for this program" mean content in a specific discipline, e.g. math, outside of the unit?

A: The content faculty who teach content, (science, math, English etc) to candidates are to be counted and the number reported on the program report. All programs which teach the education candidate are considered **within the unit**.

Q: Can an experience with diversity be a course or just a field experience?

A: **Please refer to your NCATE Standard 4 discussion of diversity.** This experience is not limited to a course or a field experience. It can be challenges students are provided in engaging English language learners or students with exceptionalities, through instructional conversations. It can include engaging candidates with other units and school faculty from a broad range of diverse groups. It would include Higher education and school faculty with whom candidates work with who are knowledgeable about and sensitive to preparing candidates to work with diverse students. A program can structure the program assuring the candidates from diverse cultures and with different experiences are solicited, valued and promoted in classes, field experiences, and clinical practice.

Q: For total # of students earning degrees: for last academic year?

A: All information entered in this report should report activity, data and information in the Academic year 2010- 2011 (Sept 1, 2010-Aug 31, 2011) Please refer to the first page of the annual program report.

Q: Isn't there some way to ensure that at least there is a reporting of the range, mean, and percent passing of each assessment?

A: In the narrative box, a program may begin the narrative with a brief concise description of the local assessment, the number of candidates taking the assessment; the dates the assessment are taken, the mean score, the range of the scoring and the percentage passing the assessment. You can also talk about what this means to you as a program. Rubrics or data tables may be added if you feel they are needed for the reviewers understanding of a particular local assessment.

Q: Can we pick more than one qualifying experience?

A: The NCATE Standard 5 -Faculty Target - says "Professional education faculty at the institution have earned doctorates or exceptional expertise (i.e. author), have contemporary professional experiences in school settings at the levels that they supervise. Please select terminal degree if the faculty member has attained this highest educational credential. Or if not, select the exceptional expertise which qualifies that faculty member or select the experiences in the school setting. **This is all that is needed.** Select the most highly regarded qualifier. Should you want to make certain reviewers are aware of the exceptional faculty you have, you may discuss that in the executive summary at the beginning of your program report.

Q: Is there a choice for "other" degree?

A: Yes

Q: If I have questions while filling out the annual report, whom should I contact?

A: For technology that does not appear to be working, you may click the link at the bottom of the page and call the technology number at the bottom of each page. For other questions you may email Kellee or Diane: ksulliva@isbe.net dlacopo@isbe.net

Q: What is the email address of the person at ISBE I should contact to delete or add individual faculty or programs?

A: hfonvill@isbe.net

Q: Are there character limits with the text boxes?

A: There is no character limit in the Assessment text boxes. There is a 500 character limit in the Executive Summary textbox. For the local assessment text box, it is important to remember that what reviewers will be looking for, is a concise brief description of the assessment, how many candidates took the assessment, when the assessment is taken, the mean score, the range of scores, the % passing, and what that data means to your program. Should you feel additional data tables or rubrics are needed for reviewers to fully understand your local assessments, you may insert rubrics or data tables. If extensive, you may email your rubrics or data tables to Henri, hfonvill@isbe.net. The executive summary text box is provided for you to provide any contextual information you feel will help the reviewers to better understand your program. If this is not needed, please say that in the box.

Q: For secondary and special certification, does the faculty for the individual programs include the faculty who teach all of the content courses (courses in major) or just the professional education faculty?

A: Individual program faculty reported by name would include your professional education faculty, clinical supervisors and content faculty that teach methods courses. The other content faculty in the unit are counted and reported as a sum on the program faculty page.

Q: Does the "Candidate at Location" and "Faculty at Location" refer to the number of candidates and the number of faculty in that particular program or for the unit as a whole?

A: The title of this report is the Annual **Program** Report. Each program within the unit is required by rule to complete and submit this report to Illinois State Board of Education. The above reference to locations refers to main campuses or the locations where the cohorts meet and attend classes.

Q: Does "eligible for entitlement" mean enrolled in the TEP?

A: The candidate that has completed all requirements of the teacher education program and is **eligible** for entitlement as established by the Certification Officer of the institution. Not all candidates who are eligible for entitlement will chose to become certified. In this case, the information will not be submitted to ISBE.

Q: What if program is offered partly online and not totally online? Would that count as "traditional?"

A: The appropriate category to select is determined by the amount of time offered in each format. Any program that is offered at 51% or more in a particular category would fall into that category.

Q: Will we be able to edit the faculty information ourselves?

A: Yes, faculty may be edited from the Main Menu under Unit Maintenance.

Q: What kind of data are you looking for on "impact on student learning" for School Counselors and School Social Workers? Same for Planning for Instruction?

A: The program data that has been collected in your assessment system to inform your program on these two areas. The program should be having ongoing dialogue with the assessment coordinator to assure that all assessments required by rule both state and local, are being collected. Remember you are reporting on local assessment information collected in your system Sept 1, 2010 – August 31, 2011, which has been used to inform you program in those areas required by rule.

Q: If we use more than one assessment for the various sections, do we list them all in one textbox?

A: Yes

Q: When completed is there a way to print the report (vs. printing a screen shot)?

A: Yes. In the top right-hand corner of your screen you will see a print button so you may print at anytime.

Q: We have a Master of Arts in Teaching program that has multiple programs (FACS, Visual Arts, etc.) in it. Last year, we made ISBE aware that we were unable to provide the content test data for these because there was only one content test area in the report and we could not aggregate multiple tests into one area. Is there capability to do this now?

A: You must complete an Annual Program Report for each approved programs which leads to a certificate. . You may not consolidate reports. Program which lead to approvals, are not required to provide the Annual Report submitted to ISBE (approvals such as teacher leader, gifted ESL, LBSI etc.).

Q: Who should we contact if some of our reports are not listed, or programs that we do not offer are listed on the program report page?

A: Please remember that only programs approved by the STCB (now the SEPLB) are listed on your annual report or should be listed on your report. Any programs not leading to certification are to be removed, although they will show on the Directory of Approved Programs with a note that they are endorsements or approvals.

Email Henri Fonville – hfonvill@isbe.net should you need an approved program which leads to certification added. Please let Henri know if a program is listed on your report which leads to an endorsement or approval. That program should be removed from your annual report list. Please note that your approved program should be listed only once and that the expectation is that the program will be reported as it was approved.

Q: Can we get a printout of the data we entered last year? (We assumed it would be archived in the IWAS system.)

A: With all of the report changes, we were unable to carry over data in the system for viewing. Only the faculty data which is in your unit area at the beginning of the Annual Program Report was moved to your reports.

Q: Does ISBE provide # of times candidate took their content area test along with their test score?

A: The testing company provides all assessment information including the number of candidates taking the assessment on the ITCS system. Please talk with your unit head to request program assessment information which has been provided to your institution through the Illinois Certification testing system (ICTS) This information is provided for each institution and each state assessment. All information and data you have been asked to provide in this report is in the format provided to you by the testing company. Since names need to be kept confidential, they can be blacked out. In this way, the program can see all information needed for their annual reporting while not compromising student confidentiality.

Q: Is there a difference between programs offered as alternative route vs. alternative certification?

A: Alternative Route is the choice you will make for any program approved as an Alternative Certification program or Alternative Route program.

Q: What if the courses are hybrid- not totally online? Still choose traditional?

A: Which ever mode of delivery is 51% or more, this is the delivery mode you should choose to report your mode of delivery.

Q: Do the rubrics/data tables go in the description text boxes? Is it necessary to provide these?

A: Rubrics and data tables should be provided only if you feel they are needed for the understanding of the local assessment and information you provide in you text box. In the text box when describing the local assessment, it will be sufficient if you provide a brief concise description of the assessment, how many candidates took the test, the dates the assessments were given, the mean score, the range of scores, the % pass rate for this assessment and a brief discussion of what that means to your program as you review this data. If you feel a rubric or data table will enhance the reviewers understanding of your local assessment and the related results, you may insert rubrics and data tables or email them to Henri Fonville hfonvill@isbe.net. She will organize them and make certain they become a part of your annual report file.

Q: Where will this webinar recording be available for review? (Web address or page on ISBE website)

A: <http://www.isbe.net/esd/default.htm>

Q: Our candidates earn a major in a content area; do we count all of the faculty in that content area?

A: All content faculty who teach candidates are counted in the total on the faculty program page. Content faculty who teach methods to candidates are named and listed on the faculty list on the unit and program page.

Q: Can't ISBE provide us with a summary of our content area test data?

A: The testing company provides each institution all of the requested information for the state assessments in the format ISBE has requested on the annual program report. See your program assessment results on the ITCS system. This information is available to your institution.

Q: For online program candidates, do we report on all candidates or just those from the state of Illinois?

A: Report on all candidates so reviewers may have a clear picture of the program. You may provide information and data about the IL candidates in the Executive Summary section at the beginning of the report. Please make certain that reviewers are able to clearly see the number of FT, PT, Adjunct faculty available for all candidates as well as Illinois candidates specifically. Reviewers are charged with looking at candidate numbers and locations as well as program faculty to determine that there is an adequate number of FT faculty assuring all candidate receive the contact required by NCATE standards.

Q: For secondary students, must every instructor in all the content courses they are taking in a year be included for the report? If so, this could be a very large number of people on which to gather data.

A: Only content faculty who teach methods will be reported individually. Other content faculty will be “counted. That count will be entered on the program Faculty Information page: “Number of faculty members teaching content for this program.”

Q: Is the ratio of FT to Adjunct calculated on a full-time equivalent basis? OR is it simply # of adjuncts to # of full-time? (Where is part-time?) Are supervisors included in this ratio? Or is it only for faculty teaching certification courses?

A: Only FT and Adjunct faculty reported are use to provide the ratio of FT to Adjunct faculty for the program Use the faculty selected for your Program Faculty list to provide this calculation.

Q: What is the definition of campus for offsite cohort programs?

A: Where the cohort classes meet and are taught.

Q: Should the number in the Traditional/Online boxes equal the total number of enrolled bachelor's students?

A: Yes

Q: Can we use GPAs in the major for content assessment?

A: No. Please have your unit head or coordinator of assessment help you to understand the assessment data you have been collecting to inform your program on content scores.

Q: When you ask about the number of candidates that are actually entitled, are you asking for the number that actually obtained their certification?

A: Your certification officer will review the information provided for each candidate to assure that they have met all program requirements for certification. Once this has been determined, the candidate information will be sent to the Certification staff in Springfield at the ISBE, for entitlement.

Q: Are the instructions presented today available as tips on each screen?

A: They are available when you click on the “user’s manual” at the beginning of the program report.

Q: It seems we need to respond twice to questions about faculty. Is that the case?

A: No. The Unit will input and update information about the faculty for the entire Unit. Each Program will simply need to select the faculty who are part of their program. If the program needs to add a faculty member who has been missed in the unit section or is new, they click on “add faculty member” on their program faculty page and fill in the information requested.

Q: I am assuming campus refers to not only main campus but also off-campus locations even if they are technically not campuses.

A: A campus is the main campus(s) or locations where a cohort will meet and hold classes.

Q: Last year I submitted the data to ISBE. However, the report still required higher level authorization to submit. Is this still the case?

A: This IWAS system is a system used by the Illinois State Board of Education for almost all reporting and funding. There are certifications and assurances which must be agreed to by the president of the university or the superintendent of the school when the reports are submitted to ISBE. Therefore all Annual Program Reports must be sent to ISBE through the IWAS system by the President’s office.

Q: Who can we contact if there's a typo in our institution name?

A: Please call the technical assistance number by clicking at the bottom of the page. You may then call the technology staff to discuss the spelling of your institution.