

Preparation Annual Approval Reporting

Frequently Asked Questions and Answers

1. **Question:** A Program is missing, how can I add one?

Answer: You cannot add programs. E-mail the the list of program(s) that need to be added to the education specialist assigned to work with your institution.

For Initial or Endorsement programs, for each program in the list, include the Ed Prep Rule with which it should be associated.

2. **Question:** Admission Policy Data: Should minimum scores be entered in the SAT, ACT, GRE fields if they are not required for admission to the program but are accepted to exempt Praxis I?

Answer: Please enter scores wherever exemptions apply.

3. **Question:** Admission Policy Data: Do I put the minimum combined English and Math ACT scores of 43 in the blank for minimum ACT and then, later, when asked for the average ACT score, report just the average combined English and Math?

Answer: Yes

4. **Question:** Admission Policy Data: Do these fields apply to admission to teacher educator preparation program or admission to the university/college?

Answer: The data apply to admission requirements for entry to the educator preparation program.

5. **Question:** Admissions Data: Number enrolled in courses in this program-- does this include enrollment # for all instances of candidates taking courses, or just the total enrolled in all courses?

Answer: Don't count instances of candidates taking courses. This number should represent an unduplicated headcount; a total for the reporting period.

Preparation Annual Approval Reporting

Frequently Asked Questions and Answers

6. **Question:** Admissions Policy and Data: Number of Candidates enrolled & Number of Candidates Admitted--Are these fields asking for the same data?

Answer: In most cases, these numbers would be the same. However, the number of candidates currently in (admitted to) program might be different from number of candidates enrolled in courses. For example, a candidate might be admitted but not yet enrolled in courses. Or, a candidate may be on leave for a year (not taking courses).

7. **Question:** Advanced Program Data: For the advanced secondary education program, the data are not disaggregated by content area (it's a Masters in Teaching and Learning). Will the system allow data entry for a combined advanced program such as this?

Answer: To allow for data entry into a single program, such as you suggest here, A new program named "Teaching and Learning" will be added.

8. **Question:** Advanced Programs: Combine the Data for multiple options (M.A.T., M.Ed., Ed.S., Etc.)?

Answer: The advanced templates appear to combine ALL advanced programs, and not parcel out, say, M.Ed. from Ed.S. candidates. Are we to put in all of them that way? If so, some things like GRE means, GPAs, etc, will not be valid.

Yes, combine the data.

9. **Question:** Aggregated Assessment Data: Should Praxis II data be entered for everyone who took the test, or just program completers?

In the program reports where it asks for the number taking and passing Praxis II – does this include only program completers for that program or anyone and everyone who took the test, including those who took it to try and get that certificate added to theirs, those who

Preparation Annual Approval Reporting Frequently Asked Questions and Answers

took it for practice, etc.?

Answer: You should only report the Praxis II test scores of those candidates who completed your programs.

10. **Question:** Aggregated Candidate Information: Should the average combined English and math scores or the average ACT composite score be entered here?

Answer: Enter the combined/composite score averages.

11. **Question:** Can data be copied from one year to the next?

Answer: Complete the 2004-05 report first; after it is finalized by the Dean, PSC will copy it to the 2005-06 report and IHEs will simply update changes.

12. **Question:** Faculty Data: Department Field--What if someone teaches in multiple departments?

Answer: Enter "multiple departments" or list them if they will fit in the text box.

13. **Question:** Faculty Data: Is there a character limit?

Answer: Please limit to 2500 words. Remember that this is for the current (reporting) year only.

14. **Question:** Faculty Data: P-12 Experience Field--What are the inclusive years for P-12 experience?

Answer: Provide the number of years the faculty member spent working (teacher, counselor, administrator) in a P-12 environment.

Preparation Annual Approval Reporting

Frequently Asked Questions and Answers

If during the reporting year, the faculty member participated in service-type activities in a P-12 environment, list those as well.

15. **Question:** Faculty Data: Rank field--Which is the best choice for adjuncts?

Answer: Adjuncts do not have rank. Use the "Instructor" choice.

16. **Question:** Faculty Data: Scholarship and Leadership, do we put everything from a faculty member's vita and just add to it each semester?

Answer: This is intended to be a report for a particular academic year; unless there are activities that carry over from year to year, do not list everything, just those that are applicable to that particular year.

17. **Question:** Faculty Data: Scholarship and Leadership field--Is scholarship/leadership information for the current reporting year?

Answer: Yes

18. **Question:** Faculty Data: Should adjuncts be included?

Answer: Yes.

Preparation Annual Approval Reporting Frequently Asked Questions and Answers

19. **Question:** Faculty Data: Status Field--what does this mean?

Answer: This refers to one's employment status. The available options are:

- Full-time in the institution, full time in the education unit
 - Full-time in the institution, part-time in the education unit
 - Part-time in the institution, part-time in the education unit
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20. **Question:** Faculty Data: What goes in the Role field. Does “role” mean any administrative duties and courses the person generally teaches (for example, Early Childhood Department Chair, Children’s Literature, Reading Methods, etc)?

Answer: Yes, and you can be as specific as you wish about which courses a faculty member teaches. An acceptable response may be: "teaching, supervising student teachers, advising..."

21. **Question:** Faculty Data: What goes in the Scholarship and Leadership field?

Answer: Scholarly work and information such as, “serving on public school committees, SACS reviews, BOE work, etc.”

22. **Question:** Institutional/Agency Information: Ethnic/Race Categories--We use Census categories for classifying ethnicity and our classifications don't match those in PAAR. How do we change the categories?

Answer: PAAR categories will not change; will remain aligned with NCATE. Any data that does not conform to a category should be entered under “other.”

Preparation Annual Approval Reporting Frequently Asked Questions and Answers

23. **Question:** Institutional/Agency Information: Total Enrollment---When the survey asks for total enrollment, at what point is it referring?

Answer: Total enrollment refers to unduplicated total headcount for the reporting period. The reporting period is defined as July 1 - June 30.

24. **Question:** What should I do if my login credentials don't work?

Answer: Contact the education specialist assigned to work with your institution.

25. **Question:** Praxis II Scores: Should we only count scores for students completing a relevant program during the report year?

Answer: Some students may take the Praxis II before the year they complete the program or some take it in a year after completing the program. We do not necessarily get their Praxis II test scores in the year they complete the program.

Count the scores for all test takers who are accepted into the program for which they are testing, and only the highest attempts

26. **Question:** Professional Education Unit Data: Budget fields--at what point in the year should this number be reported?

Answer: At the start of the year, July 1st.

27. **Question:** Professional Education Unit Data: Budget fields--what is the difference between Total Budget of PEU, Total Revenue of Unit and Funds Budgeted for PEU?

Preparation Annual Approval Reporting

Frequently Asked Questions and Answers

Answer: Total Budget of PEU = operations + personnel; total funds budgeted for report year.

Funds Budgeted for PEU will be changed to “Total Expenditures of PEU” and will =operations + personnel; total funds spent for report year.

28. **Question:** Program Data: Aggregated Assessment Data What if the key assessments don't line up exactly with our #-1-6. For example, in some of the six categories (like student learning) they have more than one assessment, and for others (dispositions) they don't have a separate assessment in most programs. How should this be handled?

Answer:

- a. Align the assessments as well as possible.
- b. For assessments where they have two, select the one that gives the closest alignment with state requirements.

29. **Question:** Program Data: Clinical practice and field experience questions are not applicable to Advanced and Endorsement programs. Will the data requests be removed?

Answer: None of these data requests will be removed. If the correct answer for any program is zero, enter zero.

30. **Question:** Program Data: Number of cooperating teachers--should one person be counted more than once if he/she hosted more than one candidate for field experience or clinical practice during the reporting year?

Answer: No. Count each person only one time; enter an unduplicated head count of cooperating teachers.

31. **Question:** Program Data: "Total number of courses taught as an overload"--The max load may differ by status (graduate/undergraduate). How do we handle this?

Preparation Annual Approval Reporting Frequently Asked Questions and Answers

Answer: The answer should represent the total number of sections taught as overloads (undergraduate + graduate combined).

32. **Question:** Program Data: IHE's data are not split into three categories (Bacc., Post-Bacc., Graduate) the data for all initial programs for certification in a given field are combined. i.e., all of the data for all English, initial candidates are combined, whether they went through a traditional program, post-bacc, or master's with certification program. How to handle, for this report only?

Answer: Enter all the data in one of those three options.

33. **Question:** Unit Data: Must data be entered in all required fields before saving?

Answer: Yes.

34. **Question:** Which Web browsers are supported?

Answer: Microsoft Explorer version 5.0 or higher.

The system has not been tested on Mozilla Firefox.

35. **Question:** When does the reporting year begin and end?

Answer: July 1 to June 30 (Ex. 2005 = the 2004-05 academic year)
