

Title II IPRC Training Series: IPRC Section by Section: Data Entry Sections [Transcript]

Hello. This training video, IPRC Section by Section: Data Entry Sections, is part of the Title II IPRC Training Series to support teacher preparation providers during the 2021 IPRC data collection.

A previous training video reviewed all of the sections in the IPRC that are preloaded. Today, we are going to review the data entry sections in the IPRC.

We'll start with Section I, which has several pages. The List of Programs page is preloaded, and that was covered in the Preloaded Sections training.

The next page in Section I is **Program Requirements**. There are three subsections within this page; the first two subsections, Undergraduate Requirements and Postgraduate Requirements, are preloaded, and were covered in the Preloaded Sections training. The third subsection is Supervised Clinical Experience. This subsection is partially preloaded and has some fields that require data entry.

It is preloaded with your program's supervised clinical experience requirements as you reported them last year; please review your responses and update as necessary. Below those questions are the data elements that require data entry. In these questions, you will indicate the number of full-time equivalent faculty supervising clinical experience, the number of adjunct faculty supervising clinical experience, the number of cooperating teachers/K-12 staff supervising clinical experience, and the number of students participating in clinical experience.

As you calculate your program's participants, please keep in mind that the first question here is an FTE count. We have provided an optional tool to help you calculate FTE according to the Department's definitions. The other questions here are not FTE counts, those are straightforward counts of people. I also want to point out that the glossary definitions may be particularly helpful in this section to review how each of these groups is defined. You can use the hotlinks directly on the page to review those definitions.

The next page in Section I is the **Enrollment and Program Completers** page. On this page, you report the total number of individuals who were enrolled in teacher preparation programs for an initial teaching credential in Academic Year 2019-20, as well as the subset of those who also completed the program within that academic year. Then, for those same two categories, you also provide the breakdown by gender and by race/ethnicity in the tables below.

As a reminder, links to the definitions for enrolled student and program completer are available near the top of the page just above the data entry tables.

A few other things to keep in mind on this page. The system does run some data checks to ensure accurate reporting, and the system will let you know if things are not adding up. Let's walk through an example, I have entered my enrollment and program completer data here, and now I am going to save my page as complete. When I do that, I see that the page has been saved, I see that it has defaulted to "in progress", and I see a message that the sum of completers by gender does not equal the total completers.

When I scroll down, I now see a text box that was not there before. To resolve this issue, I can either double check my numbers and make a correction if I accidentally had an error in the numbers I entered. Or, if the data are correct, and there is a reason the sum does not add up to the total, I can check the box to confirm the sum does not equal the total, and provide an explanation in the text box.

In this case, I see that the sum of the program completers by gender adds up to 7, but I said that I had a total of 8 program completers. Reviewing my data again, I realized that I had a simple typo, and I am correcting that. Now when I save, the system will allow me to save the page as complete.

The next page in Section I is the **Teachers Prepared** page. There are two subsections on this page: Teachers Prepared by Subject Area, and Teachers Prepared by Academic Major. In the Teachers Prepared by Subject Area table, you will enter the number of program completers by the subject area in which they are prepared to teach. Please count an individual in all areas that apply. For example, if a program completer is prepared to teach Elementary Education and Special Education, that program completer should count in both categories. Unlike the program completers by gender and race/ethnicity, there is no expectation that the sum of categories here will equal the total.

If there are rows that are not applicable because your program did not prepare any program completers in a given subject area, you may leave those blank. If you did not have program completers in Academic Year 2019-20, you will want to check the box towards just above the table to indicate that, and then leave the table blank.

In the Teachers Prepared by Academic Major table, you will enter the number of program completers by their actual academic major. This table is only for programs that lead to a degree. So the first thing you will do is indicated whether you have programs that lead to degrees. If yes, you complete the table. Similar to the Subject Area table, please count an individual in all areas that apply.

The last page in Section I, Assurances, is preloaded and was covered in the Preloaded Sections training, so let's move on to **Section II: Annual Goals**. In this section, you set and report on quantifiable goals for increasing the number of prospective teachers trained in four teacher shortage areas: Mathematics, Science, Special Education, and Instruction of Limited English Proficient Students. All four pages are set up in the exact same way, and the only difference is the shortage area being reported.

Each page is split into three different subsections: the first is where you will report on progress towards your goal from last academic year; the next is where you will review the goal you have already set for the current academic year we are in now, and finally, you will set a new goal for the next academic year. The first subsection and the last subsection have data elements for which data entry are required.

In the subsection where you will report on progress towards your goal from last academic year, the first two questions are preloaded to indicate whether you prepare teachers in the shortage area in question, and if yes, with the goal you have previously set. In questions three through six, you will respond to the prompts to indicate whether your program met its goal, to describe the strategies you used, to describe steps to improve performance towards your goal, or lessons learned, and to share any additional information you want to share about your goal.

The next subsection is preloaded for you, to reflect the goal you have already set for the current academic year we are in now. No further action is needed there.

And the final subsection is not preloaded; this is where you will set a new goal for next academic year, 2021-22. So you will indicate whether your program prepares teachers in the shortage area in question, and if yes, describe the quantifiable goal you are setting for next academic year.

Sections III, IV, V, and VI are covered in other trainings, those sections are either preloaded or in the case of Section III: Pass Rates, will be loaded by mid-April, so those sections will mainly require your review and verification.

The final section of the IPRC is the Contextual Information section. This section is optional; you do have the option to leave it blank. It is preloaded for you, so if you provided contextual information last year to further describe your program, that information is preloaded. I wanted to cover it in this training as well to point out that although it is preloaded, a lot has changed in the past year, and you may want to consider providing further context about how your programs have adapted program operations during the COVID-19 pandemic.

You are also able to upload any documentation to support your IPRC. Documents that you may have included in last year's IPRC do not get preloaded, so you will need upload documents if you want those to be included.

That wraps up our training video on the data entry sections in the IPRC. We'll see you again soon in the next training.