The Illinois Plan

For Preparing State and Institutional Reports on the Quality of Teacher Preparation

[Title II – 1998 Higher Education Act]

Illinois State Board of Education
October 2000
SECTION 1
Agency Responsible for Reporting

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The School Code of Illinois authorizes the Illinois State Board of Education to:
"Grant certificates to such teachers as may be found qualified to receive them ..."
(105 ILCS 5/2-3.9)

The Code further empowers the Board to:
- Set standards for teaching, supervising or holding other certificated employment in the public schools;
- Approve and evaluate teacher and administrator preparation programs;
- Enter into agreements with other states relative to reciprocal approval of teacher and administrator preparation programs;
- Establish standards for the issuance of new types of certificates; and
- Take such other action relating to the improvement of instruction in the public schools through teacher education. (105 ILCS 5/21-0.01)

The Statute also provides that the State Board of Education shall consult with the State Teacher Certification Board on all teacher certification issues. (105 ILCS 5/21)

Through this authority granted by the School Code, the State Board of Education annually issues approximately 31,000 teaching and other educational personnel certificates. (See Attachment 1A: Number of Certificates Issued by Certificate Type.) These certificates are issued to qualified applicants who complete an approved teacher education program at an Illinois college or university, or who meet the minimum requirements for the certificate as determined by an evaluation of their education and experience (See Attachment 1B: Minimum Requirements for State Certificates).

The Honorable George H. Ryan, Governor of Illinois, in his May 1, 2000 letter to Dr. Glenn W. McGee, State Superintendent of Education, confirms that as the state agency responsible for
issuing teaching certificates, the Illinois State Board of Education is the agency responsible for Illinois' Title II report. (See Attachment 1C: Letter from Governor George Ryan to Dr. Glenn W. McGee). As Governor Ryan suggests, the State Board of Education has, and will continue to, work cooperatively with its P-16 partners—the Illinois Board of Higher Education, the Illinois Community College Board, and the Deputy Governor for Education and Workforce Training in the implementation of this critical new reporting requirement. The State Board will also seek the consultation of the State Teacher Certification Board to ensure the production of quality state and institutional report cards.

SECTION 1: ATTACHMENTS
✓ 1A: Number of Certificates Issued by Certificate Type
✓ 1B: Minimum Requirements for State Certificates
✓ 1C: May 1, 2000 Letter from Governor George Ryan to Dr. Glenn W. McGee

SECTION 2

Collaboration with Institutions of Higher Education

Illinois Approved Programs. Fifty-six Illinois colleges and universities are currently approved by the Illinois State Board of Education to offer programs for the preparation of teachers and other educational personnel (See Attachment 2A: Directory of Approved Programs for the Preparation of Education Personnel in Illinois Institutions of Higher Education). This document includes all specific programs that have been granted initial and continuing approval through a review process based upon NCATE aligned standards through December 1999. Since that time, another unit, Erickson Institute, also has received state recognition.

On-Going Collaborative Efforts. The Illinois State Board of Education enjoys a good working relationship with these fifty-six higher education institutions and regularly communicates with them regarding matters of mutual concern. Four higher education representatives serve on the State Teacher Certification Board; countless numbers of faculty and staff from the higher education community participate on State Board advisory panels and committees; a listserv is maintained to facilitate regular and rapid communication between the State Board and the institutions; and staff from the State Board of Education regularly present at the semi-annual meetings of the Illinois Association of Colleges of Teacher Education meetings, a statewide organization to which most of our teacher preparation institutions belong. In addition, each institution has an appointed Illinois State Board of Education liaison who communicates with the institution's teacher preparation unit during the five-year review period on various teacher preparation issues and updates.

Teacher-Testing Collaboration. Since the implementation of the testing requirement in 1988, the State Board of Education and institutions of higher education have collaborated in numerous ways to ensure the appropriateness of the teacher certification tests and the availability of information
regarding the testing program to all affected individuals. Hundreds of higher education faculty members participated in the test development process; and, test information and explanatory materials, including test objectives, and study guides for each of the 54 test fields are routinely provided to all institutions.

The State Board of Education, through its test contractor, provides feedback to the fifty-six institutions on student performance. Four times a year—after each test administration—institutions receive reports of their students’ performance on the teacher assessments, as well as statewide performance levels. Annual reports summarizing the four test administrations are also provided. Included are aggregated data by test field, content sub areas, and ethnic groups.

**Reform-Focused Collaborative Efforts.** Since November 1996 when it adopted the *Illinois Framework for Restructuring the Recruitment, Preparation, Licensure and Continuing Professional Development of Teachers*, (See Attachment 28) the State Board has been working with all higher education institutions with teacher preparation programs to transition from a course-based to a standards-led system of teacher preparation and certification. This reform effort, which encompasses virtually every aspect of the recruitment, preparation, certification and continuing professional development of Illinois’ public school teaching force, most directly impacts higher education institutions by:

- Transitioning to the new NCATE 2000-aligned state performance-based system of approval of teacher education programs;
- Developing common-core and content-area standards for all teachers and all teaching fields; and
- Implementing a new system of assessments that will measure whether candidates meet those new standards.

This new standards-led system of teacher preparation and certification cannot be implemented without the cooperation and collaboration of all institutions of higher education that sponsor teacher preparation programs.

**Title II-Specific Collaboration.** Collaboration with institutions of higher education on the production of the new state and institutional report cards is a natural extension of these ongoing efforts. Since the enactment of the Title II reporting requirement, State Board staff have met formally and informally with higher education groups to discuss the requirements and procedures.

Specific Title II-focused efforts include:

- **Title II Task Force.** The Board of Higher Education and the State Board of Education jointly convened a Title II Task Force (formerly called the Illinois Data Team - Title II Subgroup). The Task Force, consisting of higher education institution representatives and staffs of both boards and the Community College Board, has met several times (See Attachment 3C: List of Illinois Data Team - Title II Subgroup).

Initially, the purpose of the meetings was to help inform the U.S. Department of Education on the development of the final Title II rules. Once the rules were finalized, the Task Force concentrated on issues surrounding: (1) procedures for developing
pass rate reports, (2) collection/submission of contextual or supplemental data; and (3) criteria for identifying at-risk and low-performing institutions. The Task Force presented initial recommendations regarding contextual data and also criteria for designating institutions as low-performing or at-risk. The Task Force will be reconvened and its membership expanded to provide for broader representation, particularly of private institutions. The group will be asked to reformulate its recommendations based upon feedback received from the greater education community.

- **All Institution Meetings.** On September 13, 2000, the Illinois State Board of Education and the Board of Higher Education were joined by the Community College Board in sponsoring an all institution Title II meeting. Approximately 125 individuals representing Illinois teacher preparation institutions participated (See Attachment 2D: List of September 13, 2000 Meeting Participating Institutions). The major issues addressed at the meeting were those the Title II Task Force had considered: pass rate procedures, contextual-supplemental data and the designation of at-risk and low-performing institutions.

As a result of the meeting, many reporting procedural issues were resolved. In addition, valuable input was received on other unresolved issues such as the purpose of any supplemental or contextual data (See Attachment 2E: Agenda for the September 13, 2000 All Institutional Meeting and Attachment 2F: Summary of the September 13, 2000 All Institutional Meeting). A second Title II informational meeting will be held for the teacher preparation institutions in mid-January, after the Title II Task Force has an opportunity to reconvene and present revised recommendations.

- **Information Exchange.** In addition to the face-to-face meetings, the Illinois State Board of Education provides an electronic forum for the exchange of information and further discussion of the issues such as contextual data. A web-based listserv is used for communicating among the Illinois State Board of Education and all institutions. Also, all Title II materials—finalized documents, drafts of procedures, etc.—will be made available to the institutions and to all interested individuals through the Illinois State Board of Education’s homepage, http://www.isbe.net/.

- **Title II Coordinators.** Additionally, all institutions have appointed a Title II Coordinator. This person serves as a primary Title II communication link between the Illinois State Board of Education and the institution and ensures continued dialogue. (See Attachment 2G: List of Institutional Title II Coordinators)

**SECTION 2: ATTACHMENTS**

- 2A: Directory of Approved Programs
- 2B: Illinois Framework for Restructuring the Recruitment, Preparation, Licensure and Continuing Professional Development of Teachers
- 2C: List of Illinois Data Team - Title II Subgroup
- 2D: Agenda from 9/13/2000 Title II All Institution Meeting
- 2E: Summary of 9/13/2000 Title II All Institution Meeting
- 2F: List of Institutions Attending 9/13/2000 Title II All Institution Meeting
SECTION 3

Key Components of Illinois' Title II Reporting System

The State Board of Education is confident that the data reported in the state and institutional reports will be valid. One method of assuring validity is the use of common definitions. The definitions provided by the U.S. Department of Education in the Title II Reference and Reporting Guide will be used in preparing all reports. Additionally, terms or phrases that have unique meanings in Illinois are defined below. Another means of assuring the validity of the reports is the quality control methods employed.

ILLINOIS SPECIFIC DEFINITIONS. The State Board of Education and Illinois institutions of higher education with approved teacher education programs will use Illinois-specific definitions for the following terms:

- Teacher Preparation Program
- Program Completer
- Alternative Route to Certification or Licensure
- Regular Teacher Preparation Program
- Waiver

Teacher Preparation Program. Any program operated by a higher education institution that has received approval from the Illinois State Board of Education. All teacher preparation programs in Illinois must be offered through an accredited institution of higher education and approved by the State Teacher Certification Board and the State Board of Education. All teacher preparation programs will be included in the state report card.

Program Completer. A program completer is an individual who has met all requirements of one of the approved teacher preparation programs. While the federal definition stipulates that recommendation for a certificate by entitlement may not be used as a criterion for determining who is a program completer, in most instances at Illinois institutions program completers will be the same as those identified on an institution's entitlement list. The institution's Certification Officer is most likely the best source of information regarding program completers on campus.

There may be circumstances where an individual completes all program requirements, but is not recommended for a certificate. Examples include:

- The individual has outstanding tuition or other fees owed to the institution.
The individual is found to be not of good character.

The individual decides not to seek Illinois certification.

Students who fall into any of these categories will be reported as program completers. Institutions that are uncertain about an individual student's status will contact the State Board of Education for a decision.

**Alternative Route to Certification/Alternative Certification.** Illinois statute provides the definition of an alternative route to certification/alternative certification. *(See Attachment 3A Alternative Certification Fact Sheet)* All alternative route or alternative certification programs:

1. Must be offered through an Illinois institution with a traditional program,

2. Must meet specific criteria and

3. Must be approved by the State Teacher Certification Board and the State Board of Education.

**Regular Teacher Preparation Program.** A regular teacher preparation program in the state of Illinois is any approved program that is not an alternative route program.

**Waiver.** The federal guidelines define a waiver as, "Any temporary or emergency permit, license or other authorization that permits an individual to teach in a public school classroom without having received an initial certificate or license from that state or any other state." Applying the federal definition to Illinois, the following are considered waivers:

- Substitute Teaching Certificates—upon which the individual is employed in a teaching position normally requiring a teaching certificate *(This does not apply to day-to-day substitute teaching)* *(Note: Chicago Public School District #299 is the only school district in the state that is authorized by statute to employ individuals holding only a substitute teaching certificate in a teaching position requiring a teaching certificate.)*

- Provisional Vocational Certificates

- Temporary Provisional Vocational Certificates

- Part-time Provisional Certificates

- Transitional Bilingual Certificates

- Provisional Alternative Certificates

**QUALITY CONTROL.** In addition to the application of same definitions to all reports, the following measures will be employed to ensure the validity of the state and institutional report cards:
· All pass-rate data reports will be prepared in the same format according to the same instructions.
· The testing contractor, using the federally prescribed formulas, will calculate pass rate data for all programs.
· The State Board of Education will have access to all pass rate data and will perform random checks to ensure their accuracy.
· The State Board of Education will randomly verify lists of institutional program completers.

SECTION 3: ATTACHMENTS
✓ 3A: Alternative Certification Fact Sheet

SECTION 4

Pass Rates: Major Steps That Will be Followed

Process for Calculating Institutional and State Pass Rates. The attached Title II Data Collection and Reporting Flowchart I (See: Attachment 4A) illustrates the process for calculation of the 1999-2000 pass-rate data and the responsibilities of the state (ISBE), the institutions of higher education (IHE), the State Teacher Certification Board (STCB), and the test contractor, National Evaluation Systems (NES). In sum:

<table>
<thead>
<tr>
<th>Date</th>
<th>Responsibility</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 15</td>
<td>NES</td>
<td>Makes the web-based data collection instrument available</td>
</tr>
<tr>
<td>Nov 15-Dec 13</td>
<td>IHE</td>
<td>Provides program completer data</td>
</tr>
<tr>
<td></td>
<td>ISBE</td>
<td>Checks program completer data</td>
</tr>
<tr>
<td>Dec 13-Jan 10</td>
<td>NES</td>
<td>Matches program completer data to test data</td>
</tr>
<tr>
<td></td>
<td>NES</td>
<td>Produces verification report and preliminary pass rate report</td>
</tr>
<tr>
<td></td>
<td>NES</td>
<td>Sends the verification report and preliminary pass rates to the IHE and ISBE</td>
</tr>
<tr>
<td>Jan 10-Feb 8</td>
<td>IHE</td>
<td>Checks reports and submits any discrepancies to ISBE</td>
</tr>
<tr>
<td>Feb 8-Feb 22</td>
<td>ISBE</td>
<td>Works with IHE and NES to resolve any discrepancies*</td>
</tr>
<tr>
<td>March 2</td>
<td>STCB</td>
<td>Hears institutional appeals</td>
</tr>
</tbody>
</table>
March 5-March 19   NES   Produces final institution and state pass rate reports

IHE   Receives final report

ISBE   Receives final report

*If an institution feels the discrepancy has not been resolved to its satisfaction, the institution may appeal to the State Teacher Certification Board. If the institution is not satisfied with the State Teacher Certification Board’s ruling, the institution may make appeal to the U.S. Department of Education. However, to ensure timely submission of the state and institutional reports, final reports will be produced after all appeals are decided by the State Teacher Certification Board. Pass rate data for institutions with appeals pending at the U.S. Department of Education at the time the final reports are compiled will be so noted on the reports.

Data to be Submitted. Institutions will submit the following data for each program completer:

Name (last, first, middle initial)
Social Security Number
Date of Birth
Program(s) Completed (maximum number is 3)

National Evaluation Systems will match these data to the test file that contains the same data elements for each examinee. An equation table will be used to ensure the proper match of program(s) completed to test taken (See Attachment 5, Test/Approved Program Equation Table).

Calculation of Alternative Route Pass Rates. The State Board of Education will submit to National Evaluation Systems the list of Alternative Route to Certification/Alternative Certification program completers. This list will be derived from information furnished by the institution of higher education that has been approved to offer the program. The pass rates for these program completers will be calculated in the same manner as for the traditional program completers. (See Attachment 4B: National Evaluation Systems Illinois Data Collection Overview)

SECTION 4: ATTACHMENTS

✓ 4A: Title II Data Collection and Reporting Flowchart
✓ 4B: National Evaluation Systems Illinois Data Collection Overview

SECTION 5

Pass Rates: Subject Areas, Passing Scores, Common Reporting Formats

List of Test Areas/Programs. All candidates for teacher certification in the state of Illinois must complete the Illinois Certification Testing System Basic Skills test and the appropriate test of
subject-matter knowledge. There are forty-four different subject-matter tests for teaching certificates. While the title of each Illinois teacher preparation program may not exactly match the title of the test field, the State Board of Education uses an equation table to ensure there is a match between the test taken and the test required for certification. A table similar to this one (See Attachment 5A: Test/Approved Program Equation Table) will be used to match program completers to the tests taken.

**Passing Scores.** The Basic Skills test is one test that consists of four sub areas: (1)Grammar, (2)Reading, (3)Mathematics, and (4)Writing. To pass the basic skills test an examinee must score a minimum of 70 in each of the four sub areas during one test attempt. The passing score for each of the subject-matter tests is a total test score of 70.

**Common Format for Submission of Data.** Institutions will submit their data either using the web-based format provided by National Evaluation Systems or in a fixed format ASCII file (See Attachment 5B: Sample Data Collection Instrument for Regular Program Completers).

**Common Format for Reporting to Institutions.** All test data will be sent to institutions in a common format (See Attachment 5C: Sample Program Completer/Tests Taken Matching Log; Attachment 5D: Sample Annual Institution Report-Preliminary and Attachment 5E: Sample Annual Institution Report-Final).

**SECTION 5: ATTACHMENTS**

- 5A: Test/Approved Program Equation Table
- 5B: Sample Data Collection Instrument for Regular Program Completers
- 5C: Sample Program Completer/Tests Taken Matching Log
- 5D: Sample Annual Institution Report-Preliminary
- 5E: Sample Annual Institution Report-Final

**SECTION 6**

**Miscellaneous Information**

Based upon the overwhelming majority of comments received at the September 13, 2000 meeting it has been decided that the following definitions will be used in Illinois for production of the state and institutional report cards.
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**SECTION 5: ATTACHMENTS**
- 5A: Test/Approved Program Equation Table
- 5B: Sample Data Collection Instrument for Regular Program Completers
- 5C: Sample Program Completer/Tests Taken Matching Log
- 5D: Sample Annual Institution Report-Preliminary
- 5E: Sample Annual Institution Report-Final

**SECTION 6**

**Miscellaneous Information**

Based upon the overwhelming majority of comments received at the September 13, 2000 meeting it has been decided that the following definitions will be used in Illinois for production of the state and institutional report cards.
ACADEMIC YEAR. The academic year for Illinois’ state and institutional Title II report cards will be from July 1 to June 30th. Thus, the 1999-2000 cohort of program completers will include all those individuals who complete one or more programs anytime from July 1, 1999 through June 30, 2000.

TEST CLOSURE DATE. By consensus, it was agreed that the test closure date would be July 31st. Therefore, for this first reporting year, test results for 1999-2000 program completers will include tests taken up through July 2000.

INSTITUTIONAL VERIFICATION DATES. See Section 4 of this report for these dates.

INSTITUTIONAL VERIFICATION INFORMATION. See Attachments 5C,5D,5E for Sample Institutional Reports.

DISCREPANCY RESOLUTION PROCESS. See the description of this process found in Section 4.

SECTION 7

Low-Performing Institutions

Plans for identifying "low-performing" and "at-risk" teacher preparation programs have not yet been finalized. As previously reported, the Illinois State Board of Education is collaborating with Illinois institutions of higher education with teacher education programs and its P-16 partners - the Board of Higher Education, the Community College Board, the Deputy Governor for Education Workforce Training - to develop appropriate criteria and procedures. Discussions to date have included the possibility of including pass rate data, state approval or probation status, and other contextual data as appropriate. A natural extension of these discussions will be the nature and type of technical assistance that will benefit any low-performing or at-risk institutions and how the State Board may provide that assistance.
ATTACHMENTS

SECTION 1
1A: NUMBER OF CERTIFICATES ISSUED BY CERTIFICATE TYPE
1B: MINIMUM REQUIREMENTS FOR STATE CERTIFICATES
1C: MAY 1, 2000 LETTER FROM GOVERNOR GEORGE RYAN

TO

DR. GLENN W. MCGEE

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2C: LIST OF ILLINOIS DATA TEAM – TITLE II SUBGROUP
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2E: SUMMARY OF 9/13/2000 TITLE II ALL INSTITUTION MEETING
2F: LIST OF INSTITUTIONS ATTENDING 9/13/2000 TITLE II ALL INSTITUTION MEETING
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SECTION 4
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4B: NATIONAL EVALUATION SYSTEMS ILLINOIS DATA COLLECTION OVERVIEW

SECTION 5

5A: TEST/APPROVED PROGRAM EQUATION TABLE

5B: SAMPLE DATA COLLECTION INSTRUMENT FOR REGULAR PROGRAM COMPLETERS

5C: SAMPLE PROGRAM COMPLETER/TESTS TAKEN MATCHING LOG

5D: SAMPLE ANNUAL INSTITUTION REPORT-PRELIMINARY

5E: SAMPLE ANNUAL INSTITUTION REPORT-FINAL