

APPENDIX C

Office of Postsecondary Education
U.S. Department of Education

**Title II of the HEA Annual Institutional Questionnaire
For Use in Preparing the Institutional Report
Submit by April 7, 2005**

to WI DPI, Ann Kellogg, Teacher Education & Licensing
P.O. Box 7841
Madison, WI 53707-7841

Annual Institutional Questionnaire on Teacher Preparation: Academic year: 2003-2004 (September 1–
August 31)

Institution name: University of Wisconsin-La Crosse

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Section 207 of Title II of the Higher Education Act mandates that the Department of Education collect data on state assessments, other requirements, and standards for teacher certification and licensure, as well as data on the performance of teacher preparation programs. The law requires the Secretary to use these data in submitting an annual report on the quality of teacher preparation to the Congress. The first Secretarial report is due April 7, 2002. Annual state reports to the Secretary are first due on October 7, 2001. Data from institutions with teacher preparation programs are due to states annually, beginning April 7, 2001, for use by states in preparing annual report cards to the Secretary.

Paperwork Burden Statement

This is a required data collection. Response is not voluntary. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1840-0744 (expiration date: 6/30/2006). The time required for institutions to complete this information collection is estimated to average 66 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. The time required for states to complete this information collection is estimated to average 765 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this system, please write to:

U.S. Department of Education
Washington, DC 20202-4651.

If you have comments or concerns regarding the status of your individual submission of this data, write directly to:

Assistant Secretary
Office of Postsecondary Education
U.S. Department of Education
1990 K Street, NW, Room 6081
Washington, DC 20006

Note: The procedures for developing the information required for these tables are explained in the National Center for Education Statistics document entitled *Reference and Reporting Guide for Preparing State and Institutional Reports on the Quality of Teacher Preparation: Title II, Higher Education Act*. Terms and phrases in this questionnaire are defined in the glossary, appendix B of the guide.

Section II. Program information.

- (A) Number of students (an individual enrolled in a teacher preparation program leading to an initial state teaching certificate or license) in the regular teacher preparation program at your institution:

Please specify the number of students in your teacher preparation program during academic year (September 1 – August 31) 2003-2004, including all areas of specialization.

1. Total number of students enrolled during 2003-2004: 625

- (B) Information about supervised student teaching (practice teaching or internship in elementary or secondary schools required either by the state or the entity offering the program as a condition for completion of a teacher preparation program or for being considered for initial state licensure or certification and supervised by faculty as defined below):

2. How many students (in the regular program and any alternative route programs) were in programs of **supervised student teaching** during academic year (September 1 – August 31) 2003-2004? 312

3. Please provide the numbers and full time equivalencies (FTEs) of supervising faculty as described below. Supervising faculty are all persons who the institution regards as having faculty status, who were assigned by the teacher preparation program to provide **supervision and evaluation of student teaching**, and who have an administrative link or relationship to the teacher preparation program. To compute the FTEs these faculty members spend in the supervision and evaluation of student teachers, use your current method for determining faculty workload. For example, a full time faculty member who spends 20 percent of her/his work time involved in supervision of student teachers counts as .2 FTE. If a full time faculty member supervises 20% of the time for only one semester, the FTE on an academic year basis would be reported as .1 FTE.

Faculty who supervise and evaluate student teachers	Total Number	Total FTE spent in Student Teaching Supervision
a. Appointed full-time faculty in professional education: an individual who works full time in a school, college, or department of education, and spends at least part of the time in supervision of teacher preparation students.	14	1.835
b. Appointed part-time faculty in professional education and full-time in the institution: any full time faculty member in the institution who also may be supervising or teaching in the teacher preparation program.	5	.451
c. Appointed part-time faculty in professional education, not otherwise employed by the institution : may be part time university faculty or pre-K-12 teachers who supervise prospective teachers. The numbers do not include K-12 teachers who simply receive a stipend for supervising student teachers. Rather, this third category is intended to reflect the growing trend among institutions of higher education to appoint K-12 teachers as clinical faculty, with the rights and responsibilities of the institution's regular faculty.	24	6.67
d. TOTAL (a+b+c) supervising faculty for the teacher preparation program during 2003-2004.	43	8.956

4. The student/faculty ratio was (divide the number of students given in B2 by the **total FTE** number of supervising faculty given in B3d): 34.83 / 1 (Express as a ratio).
5. The **average** number of hours per week required of student participation in supervised student teaching in these programs is: 39 hours.
- The total number of weeks of supervised student teaching required is 18.
- The total number of hours required is 700 hours.

(C) Information about state approval or accreditation of teacher preparation programs:

6. Is your teacher preparation program currently approved or accredited by the state?
 Yes No
7. Is your teacher preparation program currently under a designation as “low-performing” (denied approval) by the state (as per section 208 (a) of the HEA of 1998)? Yes No

Section III. Contextual information (optional).

You may also provide any additional information that describes your teacher preparation program(s) by attaching information to this questionnaire.

Section IV. Certification.

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 *Reference and Reporting Guide for Preparing State and Institutional Reports on the Quality of Teacher Preparation*.

 (Signature) (Date)

Richard Swantz
 Name of responsible institutional representative for teacher preparation program

Interim Director, School of Education
 Title

Certification of review of submission:

 (Signature) (Date)

Douglas N. Hastad
 Name of President/Chief Executive (or designee)

Chancellor
 Title