

Update and Discussion of the Annual Data System

November 2017

Overview of this Report

This report provides the COA with an update on the development of the Annual Data System (ADS) and provides time to discuss the implementation plan for the ADS.

Staff Recommendation

This item is for information only. No action is required.

Background

As was reported on at the [June 2017](#) Committee meeting, the IT contractor has completed the work to develop the Commission's Annual Data System. At this time, the system is under control of the Commission's IT staff. The ADS can be reached from this link: <https://edprepdata.ctc.ca.gov/>.

At Committee meetings in Spring 2017 two agenda items were presented to the Committee focusing on the ADS:

[February 2017](#): identified the types of data that programs will submit, which programs can be offered in which type of local delivery model, and which data prompts will be asked of which types of programs will be asked which data questions. The three appendices in this February 2017 agenda item provide information on the types of data that will be collected in the pilot year for the ADS.

[March 2017](#): identified the Technical Advisory Group (TAG), provided an update on the development of the system, and identified the types of reports that the system can provide.

Local Program Delivery Models

One of the key components of the ADS is that the system will collect information on how the Commission-approved programs are being delivered by the institutions approved to prepare educators. Prior to the ADS, staff would have to go through a PDF document for each institution to try to find information on which programs are offered as an undergraduate model, or which are offered online, or a blended program where the institution is preparing the teacher for both a Multiple Subject and an Education Specialist teaching credential concurrently.

The key local delivery attributes that institutions are required to report on include if the program is offered to undergraduates or graduates (this is only applicable to initial teacher preparation programs). A second attribute that institutions are also required to identify is if the local delivery model includes a traditional or student teaching option and if it includes an intern option. This is applicable to initial teacher preparation, administrator preparation, and preparation for pupil personnel services credential holders. Finally, programs are required to identify if the program

is offered solely in a face-to-face delivery model, solely online, or in a combination delivery model. In November and December of 2017, each institution is asked to identify how the Commission-approved programs are being delivered locally. This process is labeled as creating the Program Report Deck for the institution.

Roles in the ADS

The ADS allows individuals to access the system and the roles within the system are differentiated. The majority of individuals in the system will have Faculty/Staff access.

Faculty/Staff	Allows the individual to view the data for the programs sponsored by the institution as well as to enter data in a program report for the assigned institution.
Program Delegate	Permissions include the Faculty/Staff role. Allows the individual to create Program Reports, submit the program report to the Unit Head for review, may review Program Reports and submit to the Commission
Security Delegate	Permissions include the Faculty/Staff role. Also allows the individual to connect others to the institution and to give an individual Program Delegate authority.
Unit Head	Permissions include the Faculty/Staff role, the Program Delegate role, and the Security Delegate role.
BIR Member	Allows the individual to view all the data reports for the specific institution to which the individual has been assigned for an accreditation activity (Common Standards Review, Program Review, or Accreditation Site Visit). The BIR Members access will expire at the conclusion of the accreditation activity.

Pilot of the ADS

Staff sent a letter with information to all Unit Heads (Deans or Superintendents), directors of teacher education, and credential analysts on October 10, 2017 (provided in [Appendix A](#)). The email included a Quick Start Guide and the [full ADS Institution Training Guide](#). Commission-approved institutions were asked to begin creating accounts for faculty and staff. The Unit Head was provided a temporary password through a separate email and in the ADS, the Unit Head was set up with appropriate permissions.

Staff scheduled five Zoom meetings in November to support institutions in accessing the ADS, creating accounts, connecting individuals to the institution, and giving individuals Security or Program Delegate roles. The first meeting took place before this agenda item was posted and over 30 individuals joined the meeting to get support and guidance regarding the ADS.

Thursday, November 2: 3:00 pm - 4:30 pm
 Thursday, November 9: 10:00 am - 11:30 am

Monday, November 20: 3:00 pm - 4:30 pm
 Tuesday, November 28: 9:00 am - 10:30 am

Thursday, November 16: 3:30 pm - 5:00 pm

Institution Contacts, Adding a Contact to an Institution, and Managing User Permissions

The ADS was loaded with contacts for all Commission-approved institutions. The contacts show on the Institution's Contact landing page in the ADS but just because an individual is listed as a contact for the institution does not mean that the individual can access the system or enter data. Once an individual is connected to an institution, then the unit head or security delegate can assign the appropriate permissions to the individual.

Timelines for the Initial ADS

The letter that was distributed on the ADS asked all institutions to create accounts in October and November 2017. In November and December 2017 institutions are asked to create their Program Report Decks—identifying how the Commission-approved programs are delivered locally. Then between January 1 and April 1, 2018 institutions are asked to begin to enter data in the reports. No reports may be submitted to the Commission until all program reports are complete and ready for submission.

Planned Reports

Staff is developing sample reports but it is not possible to know the full list of reports until the program information has been entered by the institutions. Staff will bring an agenda item to the Committee at a future meeting to discuss the possible reports.

Appendix A

Commission on Teacher Credentialing

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Professional Services Division



Date: October 10, 2017

To: Deans and Directors of Educator Preparation

From: Teri Clark, Director

Re: Annual Data Submission System Ready to Pilot!

The Commission has been working to strengthen and streamline its Accreditation System and the Annual Data Submission system is ready for your institution to create accounts. The 2017-18 year will be the pilot of this system. It is expected that the system will grow and develop over the next few years including adding performance assessment data in the future.

Attached to this email are two guides for your reference:

- ADS Quick Start Guide
- ADS Institution Training Guide

The Quick Start Guide is just that—a 3 page, visual 8-step guide. The Institution Training Guide is a thorough 61 page guide that explains the system, the different roles that institutional staff need to fill, how to complete the institution profile—including building the annual report set, submitting the annual data, and even a section for BIR members.

At this time, each Commission-approved institution (colleges, universities, school districts, county offices of education, charter schools, and ACSA) need to have the Unit Head access his or her account. All Unit Heads were pre-loaded into the ADS and given a temporary password. Please look for a second email from the same email account with your password.

Individuals who create an account in the ADS will be linked to an institution if the individual's email suffix matches the institution's email. All users have "Faculty Staff" status as the default. The unit head has the capability to identify one or more Program Delegates and one or more Security Delegates if he or she wants to allow faculty or staff at the institution to take responsibility for parts of the Annual Data Submission process.

Security Delegate: May authorize a user to be connected to the institution, including designating individuals as a program or a security delegate.

Program Delegate: May review and submit Annual Data Reports to the Commission.

Staff is planning some technical assistance Q & A sessions once all institutions have had time to create accounts for faculty and staff. If you have questions before the Q & A sessions are scheduled, please send the question to accreditation@ctc.ca.gov. The timeline for roll out is planned as follows:

October 10-November 10: Create accounts. All program directors or coordinators should create accounts as well as another other faculty or staff that the unit head wants

Appendix A

to be capable of submitting data. In addition all members of the Board of Institutional Reviewers (BIR) will be creating accounts.

November 1-December 15: Develop a Program Set for all programs at the institution. This does not include submitting any data for the programs—just setting up the programs and how they are delivered locally.

January 1-April 1, 2018: Submit data for the 2017-18 year.

The 2017-18 year will be the pilot year for this system. Data will be submitted by institutions and reports will be developed for each institution. The data system will be modified as needed once the initial year's data has been collected.