

March 12, 2008

TO: Title II Representatives  
FROM: Ghada Khoury, Higher Education Coordinator  
SUBJECT: The 2008 Title II Institutional Report

The purpose of this letter is to remind you that your Title II institutional report is due to the State by **April 7, 2008 this year**, as per the Federal regulations of Title II reporting.

As you know, this annual report must contain the following:

- Pass rates: single-assessment institution-level pass-rate data, aggregate and summary institution-level pass-rate data. A copy of this **Appendix** is attached for your use. You do need to include the 2003-2004 third year cohort update (summary table will be provided on the NES website soon). This table will replace Tables C1a and C2a of Appendix C.
- Program information (see Appendix C, Section II, of Federal Guidelines for details)
- Contextual information (optional), and Certification, to certify that this report is accurate and complete. Two signatures are required for this certification, one by the responsible institutional representative teacher preparation program, and the other by the President/Chief Executive (or designee) of the institution (please refer to the Federal Guidelines, Appendix C, Section IV)

To ensure accurate and complete compliance by the due date, please:

Review the program information you need to add to the pass-rates information, which you already compiled and which were verified by NES. Sign the report as described above, and submit by **March 31, 2008** to: Ghada Khoury, MDE, Office of Professional Services, P.O. Box 30008, Lansing, MI 48909. **Please submit an electronic copy in addition to the signed hard copy.**

Our office will have one week to verify the accuracy and completeness of the information submitted to comply with the due date of **April 7, 2008**. **The pass-rates information will be available on-line for your use** (just print the one summary pass-rates file and use for table C1 and C2 in Appendix C) **as of March 14, 2008**. **Please note that the pass-rates file you will see on the Website is final and it is the one that you need to use as the most accurate copy.** **Please note that you also need to make your institutional report public by the due date of April 7, 2008, and as per the Federal requirements.**

Definitions and instructions regarding the information being collected for Title II are included in the *Reference and Reporting Guide for Preparing State and Institutional Reports on the Quality of Teacher Preparation* prepared by the U.S. Department of Education, National Center

for Education Statistics. To access this reference and reporting guide on-line, please go to [www.nces.ed.gov/pubsearch/](http://www.nces.ed.gov/pubsearch/) and enter 2000089 in the NCES publication number search box.

If you have any questions or concerns regarding this, please contact me at (517) 373-1925, or via e-mail: [khouryg@michigan.gov](mailto:khouryg@michigan.gov). Thank you for all your hard work and cooperation.

Sincerely,

Ghada Khoury, Ph.D.  
State Title II Coordinator  
[khouryg@michigan.gov](mailto:khouryg@michigan.gov)  
Tel. (517) 373-1925

**CC:** Department Heads/Deans  
Frank Ciloski, Supervisor

APPENDIX C  
Institutional Survey  
For Use in Preparing the Institutional Report

Office of Postsecondary Education  
U.S. Department of Education

Annual Institutional Questionnaire on Teacher Preparation: Academic year: 2006-2007

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Institution name:	<b>Western Michigan University</b>		
Respondent name and title:	<b>Cynthia DeRyke, Teacher Certification Officer</b>		
Respondent phone number:	<b>(269) 387-3476</b>	Fax:	<b>(269) 387-3404</b>
Electronic mail address:	<b>cindy.deryke@wmich.edu</b>		
Address:	<b>1903 W. Michigan Avenue</b>		

City: **Kalamazoo** State: **MI** Zip code: **49008-5260**

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: 6/30/2009). The time required for institutions to complete this information collection is estimated to average 69 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 form, 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 form, write directly to: Assistant Secretary, Office of Postsecondary Education, U.S. Department of Education, 1990 K Street, NW, Room 7115, Washington, DC 20006.

Note: The procedures for developing the information required for these tables are explained in the *Higher Education Act, Title II: Reporting Reference and User Manual*. Terms and phrases in this questionnaire are defined in the glossary, appendix B of the manual.

**Section I. Pass rates.**

Please provide the information in the attached Institutional Report Tables C1, C2, C1a and C2a on the performance of completers of the teacher preparation program in your institution on teacher certification/licensure assessments used by your state. This information will be provided to your institution by the state or the testing company.

## Michigan Test for Teacher Certification

### Annual Institution Report

Program Year: 2006-2007

Process date: 02-13-08 12:27:13

Institution: 323 - Western Michigan University

Number of Program Completers: 842

Test Field/Category	Institution			Statewide
	Number Tested	Number Passed	Pass Rate	Pass Rate
<b>Basic Skills</b>				
Reading	637	637	100%	100%
Math	646	646	100%	100%
Writing	641	641	100%	100%
<b>Aggregate</b>	<b>658</b>	<b>658</b>	<b>100%</b>	<b>100%</b>
<b>Academic Content Areas</b>				
041 Art Education	10	10	100%	100%
017 Biology	22	22	100%	100%
018 Chemistry	9	--	--	99%
020 Earth/Space Science	13	13	100%	100%
083 Elementary Education	476	476	100%	100%
002 English	106	106	100%	100%
049 Environmental Studies	8	--	--	100%
023 French	4	--	--	100%
008 Geography	20	20	100%	100%
024 German	2	--	--	97%
043 Health	35	35	100%	100%
009 History	90	90	100%	100%
022 Mathematics (Secondary)	36	36	100%	100%
039 Music Education	20	20	100%	100%
044 Physical Education	53	53	100%	100%
019 Physics	8	--	--	100%
010 Political Science	32	32	100%	100%
016 Science	6	--	--	100%
084 Social Studies	45	45	100%	100%
028 Spanish	16	16	100%	100%
004 Speech	44	44	100%	100%
095 Visual Arts Education	18	18	100%	100%
<b>Aggregate</b>	<b>1073</b>	<b>1073</b>	<b>100%</b>	<b>100%</b>
<b>Other Content Areas</b>				
032 Business Education	10	10	100%	100%
098 Business, Management, Marketing, + Techn	1	--	--	100%
040 Family and Consumer Sciences	11	11	100%	100%
087 Industrial Technology	7	--	--	100%
036 Marketing (Distributive Education)	1	--	--	100%
<b>Aggregate</b>	<b>30</b>	<b>30</b>	<b>100%</b>	<b>100%</b>
<b>Summary Totals and Pass Rate</b>				
	<b>839</b>	<b>839</b>	<b>100%</b>	<b>100%</b>

"--" indicates "Number Passed" and "Pass Rate" not shown because "Number Tested" is less than 10.

The information contained herein is confidential and must not be disclosed to unauthorized persons. Appropriate safeguards must be implemented to protect against improper disclosure of this information.

This information is intended to be used only for the purpose of federal and state reporting requirements. It is NOT intended to be used for employment decisions, college admission screening, or any other purpose.

## Michigan Test for Teacher Certification

### 2003-2004 Third Year Cohort Update

Program Year: 2003-2004

Process date: 12-03-07 14:58:54

Institution: 323 - Western Michigan University

Number of Program Completers: 901

Test Field/Category	Institution			Statewide
	Number Tested	Number Passed	Pass Rate	Pass Rate
<b>Basic Skills</b>				
Reading	753	753	100%	100%
Math	757	757	100%	100%
Writing	760	760	100%	100%
<b>Aggregate</b>	<b>769</b>	<b>769</b>	<b>100%</b>	<b>100%</b>
<b>Academic Content Areas</b>				
041 Art Education	33	33	100%	100%
017 Biology	24	24	100%	100%
018 Chemistry	5	--	--	100%
020 Earth/Space Science	25	25	100%	100%
083 Elementary Education	536	536	100%	100%
002 English	107	107	100%	100%
049 Environmental Studies	9	--	--	100%
023 French	10	10	100%	100%
008 Geography	15	15	100%	100%
024 German	3	--	--	100%
043 Health	22	22	100%	100%
009 History	89	89	100%	100%
026 Latin	3	--	--	100%
022 Mathematics (Secondary)	41	41	100%	100%
039 Music Education	12	12	100%	100%
044 Physical Education	52	52	100%	100%
019 Physics	8	--	--	100%
010 Political Science	21	21	100%	100%
016 Science	18	18	100%	100%
084 Social Studies	64	64	100%	100%
028 Spanish	17	17	100%	100%
004 Speech	51	51	100%	100%
<b>Aggregate</b>	<b>1165</b>	<b>1165</b>	<b>100%</b>	<b>100%</b>
<b>Other Content Areas</b>				
032 Business Education	19	19	100%	100%
040 Family and Consumer Sciences	10	10	100%	100%
087 Industrial Technology	14	14	100%	98%
036 Marketing (Distributive Education)	1	--	--	100%
088 Technology and Design	1	--	--	100%
<b>Aggregate</b>	<b>45</b>	<b>45</b>	<b>100%</b>	<b>100%</b>
<b>Summary Totals and Pass Rate</b>				
	<b>901</b>	<b>901</b>	<b>100%</b>	<b>100%</b>

"--" indicates "Number Passed" and "Pass Rate" not shown because "Number Tested" is less than 10.

The information contained herein is confidential and must not be disclosed to unauthorized persons.  
Appropriate safeguards must be implemented to protect against improper disclosure of this information.

This information is intended to be used only for the purpose of federal and state reporting requirements.  
It is NOT intended to be used for employment decisions, college admission screening, or any other purpose.

Program completers for whom information should be provided are those completing program requirements in the most recent academic year. Thus, for institutional reports due to the state by April 7, 2008, the relevant information is for those completing program requirements in academic year 2006-2007. For purposes of this report, program completers do not include those who have completed an alternative route to certification or licensure as defined by the state.

The assessments to be included are the ones taken by these completers up to 5 years before their completion of program requirements, or up to 3 years afterward. (Please note that in 3 years institutions will report final pass rates that include an update on this cohort of completers; the update will reflect scores reported after the test closure date.) See manual pages 5 and 6.

In cases where a program completer has taken a given assessment more than once, the highest score on that test must be used. There must be at least 10 program completers taking the same assessment in an academic year for data on that assessment to be reported; for aggregate or summary data, there must also be at least 10 program completers (although not necessarily taking the same assessment) for data to be reported.

## **Section II. Program information.**

Number of students in the regular teacher preparation program at your institution:

Please specify the number of students in your teacher preparation program during academic year 2006-2007, including all areas of specialization.

Total number of students enrolled during 2006-2007: 2544

Information about supervised student teaching:

How many students (in the regular program and any alternative route programs) were in programs of supervised student teaching during academic year 2006-2007? 968

Please provide the numbers of supervising faculty who were:

3 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.

0 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.

70 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.

Supervising faculty for purposes of this data collection includes all persons who the institution regards as having faculty status and who were assigned by the teacher preparation program to provide supervision and evaluation of student teaching, with an administrative link or relationship to the teacher preparation program.

Total number of supervising faculty for the teacher preparation program during 2006-2007: 73

The student/faculty ratio was (divide the total given in B2. by the number given in B3.): 13.26

The average number of hours per week required of student participation in supervised student teaching in these programs was: 45 hours. The total number of weeks of supervised student teaching required is 15. The total number of hours required is 675 hours.

Information about state approval or accreditation of teacher preparation programs:

Is your teacher preparation program currently approved or accredited by the state?

Yes     No

Is your teacher preparation program currently under a designation as “low-performing” by the state (as per section 208 (a) of the HEA of 1998)?     Yes     No

NOTE: See appendix A of the manual for the legislative language referring to “low-performing” programs.

### **Section III. Contextual information (optional).**

Western Michigan University’s model for teacher education is founded upon collaboration with several public school systems and includes a system of cluster sites with a high level of site-based decision making, frequent opportunities for participants to work together, and the placement of university faculty members in the cluster sites. In 2004, the program was named the Distinguished Program in Teacher Education by the Association of Teacher Educators.

Now in its fifteenth year, the collaborative, called the School/University Partnership Team (SUPT) has served its participants and the profession by modeling a system of communications across all parties to the work of teacher preparation. SUPT has also provided a mechanism for important feedback to the university regarding the preparation of teacher education candidates. Feedback from the SUPT group has formed the basis for changes to the program and improvements in the curriculum.

The School/University Partnership Team now includes multiple school districts and candidates in elementary, secondary, early childhood and special education. Mentors and mentor coaches from the cluster sites serve as guest speakers and panel members in on-campus professional education courses as a result of their work with SUPT.

Strong communication, shared responsibility, and a concern for quality education for students in urban settings have been the hallmarks of the School/University Partnership Team and have sustained the program through its existence.

**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 *Higher Education Act, Title II: Reporting Reference and User Manual*.

\_\_\_\_\_ (Signature)

Dr. Gary Wegenke Name of responsible institutional representative  
for teacher preparation program

Dean, College of Education Title

Certification of review of submission:

\_\_\_\_\_ (Signature)

Dr. John M. Dunn Name of President/Chief Executive (or designee)

President Title