

EPPAS Manual PERCA Renewals

June, 2015



Minnesota
Board of Teaching

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Note: Program Contact, Admissions Criteria, Exit Criteria, and Verification screens are not addressed here as there should be no major issues during renewal.

Purpose of EPPAS *(Time: 0:36)*

Biennial reporting of program efficacy is intended to evidence to the Board of Teaching and public that licensure programs are compliant to established standards and produce graduates who have mastered the competencies needed to be effective beginning teachers.

The components of the required report are aligned to adopted Board of Teaching standards. To receive Board of Teaching continuing approval, the unit must provide evidence that program data has been monitored and evaluated, and supports the attestation that the program is effective and warrants continued approval.

Structure of this Manual *(Time: 2:11)*

Each screen is addressed separately. The following areas are noted:

- System changes
- Addressing issues raised during the first round
- Additional material needed for renewal

A screen shot is included with instructions. Any page that does not meet any of the three above needs is not included in this manual. For information on starting a RIPA, or for new users, please see “EPPAS Manual: RIPA”.

Each section has a time-marker for the accompanying video: Example: *(Time: 0:36)*

Application Structure

(Time: 2:45)

This first set of descriptions is a reminder of the three types of applications in the system, the associated rule, and any issues to consider within the application.

SEP Applications

Courses that meet standards under Rule 8710.2000

NOTE: If a course meets SEP and Content standards, only count credit in **one** program report.

TIP: limiting your institution's SEP applications is suggested.

SpEd Core Applications*

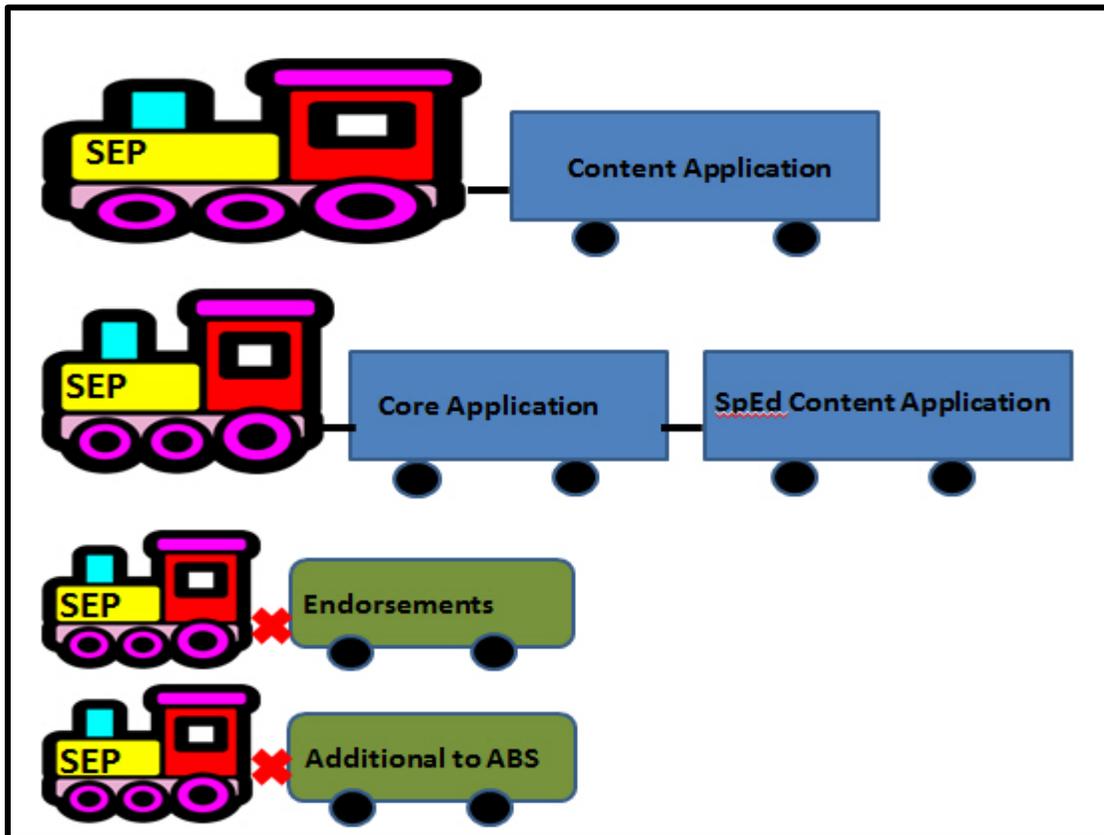
- Courses that meet standards under Rule 8710.5000.
- Reading course (with credit)
- Courses for students in all special education licensure areas
- NOTE: If a course meets Core and Content standards, only count credit in **one** program report.

*Only for Special Education license. Only one needed per institution.

Content Applications

- Courses that meet standards under licensure specific Rule 8710.3000-8080.
- Student Teaching (with credit)
- Reading Methods (with credit) – most licensure areas
- Methods course (with credit)
- Courses specific to this licensure area.
- NOTE: If a course meets SEP and Content standards, only count credit in **one** program report.

How to Connect Applications



First train: Most applications will have an SEP part and a content part. Multiple content applications can fit with the same SEP part.

Second Train: This shows how special education applications have three parts due to the three different rule sets that apply to these licenses.

Third and Fourth Trains: The final two trains show that endorsements and any special education license under the “additional to ABS” rule do not need an SEP. The nature of these programs is that the candidate has already completed a licensure program and thus has already completed the SEP sequence. When considering which courses to enter in which application and where to count credits, please use the previous description and this image to make decisions.

Begin a PERCA Renewal

(Time: 4:55)

Home

New Licensure Program:

Begin a SEP Application

Begin a Content Application

Copy an Existing Application

On-going Licensure Program:

Begin a SEP Renewal

Begin a Content Renewal

Download Forms:

Program Development and Capacity

Statutory Requirements

Faculty Qualifications

Fiscal Attestation

Application Search:

Summary Status View

Click here

Program Type	Program Name	SEP Program Name	Route Code	Scope	Status	Expiration Date	Last Activity Date
Conv	SEP	SEP K-12		K-12	In Progress		12/01/14

Program Type	Program Name	Associated SEP	Route Code	Status	Expiration Date	Last Activity Date
Conv	Middle Lvl Science	SEP K-12		In Progress		12/01/14
Conv	Science - General Science	SEP K-12		In Progress		11/13/14

Home

New Licensure Program:

Begin a SEP Application

Begin a Content Application

Copy an Existing Application

On-going Licensure Program:

Begin a SEP Renewal

Begin a Content Renewal

Download Forms:

Program Development and Capacity

Statutory Requirements

Faculty Qualifications

Program Renewal

Click here

Select the individual program application you wish to renew from the list below.

Program Type	Program Name	Associated SEP	Program Type	Route Code	Scope	Approval Expiration Date
Conv	Com Arts/ Lit	Standards of Effective Practice 5-12 and K-12 Post-Bacc (2)		5-12	06/30/16	renew
Conv	Elementary	Standards of Effective Practice Elementary Post-Bac GTL		K-6	06/30/16	renew
Conv	Reading	Standards of Effective Practice 5-12 and K-12		K-12	06/30/15	renew
Conv	Social Studies	Standards of Effective Practice 5-12 and K-12 Post-Bacc (2)		5-12	06/30/16	renew

Program Identification

(Time: 5:50)

Program Identification

8710.4900 Visual Arts - PERCA print 

In Progress - 2014 show differences

Rule Selection

Rule #: 8710.4900 - Teachers Of Visual Arts

SEP Sequence Used:

Program Characteristics

Reporting Year: 2014

Scope: K-12

If multiple program types are offered for this licensure rule, a separate approval request is required for each program type.

Program Type: Conventional

Candidate Type: 

Program Level: Baccalaureate

Route Code: NA

Dual Licensure Rule#:  (Optional)

Program Design **2**

Optionally describe any components that make this program unique. (max 4000 chars.)

1. SEP Sequence Used: Ensure the SEP Title matches the SEP application title.
 - a. Endorsements: No SEP is necessary. "Endorsement" is sufficient.
 - b. Additional to ABS: No SEP is necessary. "Additional to ABS" is sufficient.
2. Program Design
 - a. Enter information that might help clarify elements of this program not apparent within the system. For example: "only available to teachers holding a MN teaching license."
3. Dual Licensure Rule #
 - a. If two programs are required to be taken together, note this under Dual Licensure Rule. For example, if all sciences are required to take General Science 5-8, select that rule here.
4. To Note:
 - a. If any other field has changed, you need to submit a new application. For example, if the program changes to non-conventional, you will need to begin a new application.

Course Sequence

(Time: 8:48)

Course #	Course or Experience Name	Credits	Methods Course?	Reading Addressed?	Based Exp Hours	Teaching Weeks	Scope	Syllabus Actions
EDU123	FOUNDATIONS OF EDUCATION	0.00	3 no	no	20.00		K-12	
ART100	PAINTING	4.00	no	no				
ART ELECTIVE	PAINTING ELECTIVE: CHOOSE 2 OF 4	8.00	no	no				
ART 101	PAINTING WATERCOLORS (PAINTING ELECTIVE OPTION)	0.00	no	no				
ART 103	4 PAINTING OILS (PAINTING ELECTIVE OPTION)	0.00	no	no				
ART 104	PAINTING SUNSETS (PAINTING ELECTIVE OPTION)	0.00	no	no				
ART 105	PAINTING ACRYLICS (PAINTING ELECTIVE OPTION)	0.00	no	no				
EDU 222	ART METHODS K-8	4.00	yes	no	40.00		K-8	
EDU 223	ART METHODS 7-12	4.00	yes	no	40.00		7-12	
EDU 400	READING IN THE CONTENT AREA	4.00	no	yes	10.00		K-12	
ART FOCUS	5 SELECT ONE FOCUS AREA (2 COURSES FROM ONE OF 3 AREAS: 1: SCULPTURE, 2: GRAPHIC ARTS, 3: FABRIC ART)	8.00	no	no				
ART 250	INTRO TO SCULPTURE (FA1 OPTION)	0.00	no	no				
ART 251	SCULPTURE WITH METAL (FA1 OPTION)	0.00	no	no				
ART 350 FA2	INTRO TO GRAPHIC ARTS (OPTION)	0.00	no	no				
ART 351 FA2	PIXELS (OPTION)	0.00	no	no				
ART 352 FA2	COMPUTER PROGRAMS (OPTION)	0.00	no	no				
ART 450 FA3	INTRO TO FABRIC ARTS (OPTION 1 OF 3)	0.00	no	no				
ART 451 FA3	QUILTS (OPTION 2 OF 3)	0.00	no	no				
ART 452 FA3	KNITTING (OPTION 3 OF 3)	0.00	no	no				
EDU 999	STUDENT TEACHING	12.00	no	no		12.00	K-12	
PROF	PROFICIENCY EXAM	0.00	no	no				

1. Methods and Reading Courses

- a. Please only check these boxes if this is the official Methods or Reading course(s) for this program. If this box is checked, the instructor must have advanced academic preparation in the instruction of the content.

2. Student Teaching, Field Experience Hours, and Scope (Time: 9:27)

- a. Student Teaching rule now requires 12 consecutive face-to-face weeks for initial licensure programs and 4 weeks for endorsements.
- b. New rule requires 100 Field Experience hours for initial licensure programs. If you have hours counted in the SEP, put those in the box at the bottom.
- c. Make sure the scope provided matches the requirements of the program.

3. Double Counting (Time: 10:36)

- a. Do another check to make sure courses and hours are not double counted with other connected applications (see the train visual on page 3).

4. Electives (***Time: 11:52***)

- a. If students have the option of course to take to meet one or more standards, please enter the elective courses in the format listed in the screen shot next to 4.
- b. If students have the option of a “concentration” to meet one or more standards, please enter these elective courses in the format listed in the screen shot next to 5.
- c. For an elective course line (i.e. EDUC 3xx), please upload a placeholder that explains that these are credits that can be met by many courses. Specific syllabi will be uploaded into individual course entries.

5. Course Changes (***Time: 17:50***)

- a. If you click the “pencil” icon, you can edit every aspect of the course except the course number.
- b. If the course number has changed, you need to delete the original entry and add the new course.

Standard Matrix

(Time: 18:52)

Standard 3.A.
Subp. 3. Subject matter standard.

A candidate for licensure as a teacher of visual arts must complete a preparation program under subpart 2, item C, that must include the candidate's demonstration of the knowledge and skills in items A to G.

3.A. A teacher of visual arts demonstrates an understanding of and how to teach aesthetic principles and habits and knows processes for evaluating them. The teacher must:

*REQUIRED - Course/Experience Where Taught & Assessed	OPTIONAL - Secondary Course/Experience Where Taught & Assessed	Learning Assessment Activity (max 4000 chars.)
3.A.1 : - know how to make careful and clear distinctions to support factual claims from value and meaning claims;		
EDU123 - FOUNDATIONS OF EDU	1	approved peper 2
3.A.2 : - know that learning about art involves questioning, making conclusions, and forming concepts of the nature of art to distinguish works of art from other objects;		
EDU123 - FOUNDATIONS OF EDU		approved peper
3.A.3 : - understand that philosophers of art have reached quite different conclusions about what art is; and		
EDU123 - FOUNDATIONS OF EDU		approved peper
3.A.4 : - know questioning strategies that lead to understanding the nature, relationship, and value of art.		
EDU123 - FOUNDATIONS OF EDU		approved peper

back save next undo

1. Standards Changes: if you make any changes to course number in the Course Sequence page, or change which courses meet certain standards, please address those changes within the matrix.
2. Learning Activity Changes: please address any changes to learning activities.

Candidate Competency

(Time: 19:30)

Providers must report a minimum of 3 signature assessments, distributed across multiple courses and/or experiences that have been identified as a means of tracking candidates' attainment of Minnesota's standards for teacher licensure.

Name of Assessment	test	Delete
Within Course Number/Name	SEP Program	
Identify when this occurs in the program. (max 4000 chars.)	First course in education program	1
Identify the MN standards for teacher licensure that are being assessed. (max 4000 chars.)	All SEPs	X

Name of Assessment	test1	Delete
Within Course Number/Name	EDU123 - FOUNDATIONS OF EDL	
Identify when this occurs in the program. (max 4000 chars.)	Second semester of education program	
Identify the MN standards for teacher licensure that are being assessed. (max 4000 chars.)	Art. 4.2.b, 4.3.c	★ 2

Name of Assessment	test2	Delete
Within Course Number/Name	EDU 999 - STUDENT TEACHING	
Identify when this occurs in the program. (max 4000 chars.)	End of program	
Identify the MN standards for teacher licensure that are being assessed. (max 4000 chars.)	2.1.a; 2.2.b, 2.2.d	

1. Monitor Progress
 - a. New rule states the key assessments must monitor progress throughout the program. Assessments should then occur throughout the program.
2. Aggregate
 - a. In the Program Narrative, the institution will need to discuss the key assessment data. This means the data must be collected and aggregated. If the standards being assessed are "All SEPs", it would be difficult to collect and aggregate all that data. Specifying the standards is preferred.
3. Content Specific
 - a. Rule states that key assessments must assess content knowledge. That means at least one of these assessments must be content-specific.
4. MTLE and edTPA
 - a. MTLE and edTPA data are already entered into the system. These should not be used as one of your key assessments. The one exception would be using a focused task or rubric from the edTPA.

Testing and edTPA

(Not in video)

Code	Assessment Name	Cohort Year	Candidates	#Pass	%Pass
012	Pedagogy: Elementary Subtest 1	2012	7	7	100%
012	Pedagogy: Elementary Subtest 1	2013	9	9	100%
013	Pedagogy: Elementary Subtest 2	2012	7	7	100%
013	Pedagogy: Elementary Subtest 2	2013	9	8	89%
024	Elementary Education Subtest 1	2012	7	7	100%
024	Elementary Education Subtest 1	2013	9	7	78%
025	Elementary Education Subtest 2	2012	7	7	100%
025	Elementary Education Subtest 2	2013	8	7	88%
026	Elementary Education Subtest 3	2012	7	6	86%
026	Elementary Education Subtest 3	2013	7	6	86%

1. MTLE scores will automatically be entered by percentage of candidates that passed the pedagogy and content exams. Use this information to inform responses to the program narrative.
2. edTPA scores will automatically be entered by percentage of students who met the state threshold for each of the three tasks. Use this information to inform responses in the program narrative.

Program Narrative

(Time: 20:12)

Program Narrative

8710.4900 Visual Arts - PERCA



In Progress - 2014

Provide a summary of findings based on responses to locally determined surveys, aligned to the SEPs, completed by graduates of this program after one year of teaching experience. Analysis must include program strengths, areas for improvement, and response rates. (max 8000 chars.)

to be determined

1

Previous

Report:

2

Provide a summary of findings based on responses to locally determined surveys of school administrators employing program completers at the end of their first year of classroom teaching. Analysis must include program strengths, areas for improvement, and response rates from surveys which are aligned to identified SEPs. (max 8000 chars.)

to be determined

andf

Previous

Report:

1. Answer questions carefully and fully. Please see "Renewal Process" video and accompanying documents for more information.
2. Entries from your previous report will appear below the new entries.

Program Attachments

(Time: 21:10)

Program Attachments

8710.4900 Visual Arts - PERCA print 

In Progress - 2014

Required Attachments

- ✓ Faculty Vitae
- ✓ Program Development and Capacity
- ✓ Fiscal Attestation

Upload a new document

Document Type:

File:

Optional Attachments

- Additional Information
- Faculty Qualification

Attachments to this application:

Document Type		Upload Filename	Load Date		
Faculty Vitae	1	MDE Login.txt	2014-01-13 02:54 PM		
Fiscal Attestation		sample approval memo.docx	2015-01-08 12:17 PM		
Program Development and Capacity	2	MDE Login.txt	2014-01-13 02:54 PM		

1. Faculty Vitae

- a. Only the Program Leader is required to have vitae uploaded – evidence of advanced academic preparation in this content area is required.
- b. The system has changed to allow vitae to be deleted. Please delete all extra vitae and leave only the Program Leader's vitae.

2. Program Development and Capacity

- a. Upload completed form. This is one of the groups that should be looking at data on continuous improvement and be reference in the Program Narrative section.

3. Fiscal Attestation

- a. Update this form.

Board of Teaching Process

1. The PERCA application will be audited by Board of Teaching staff for technical and rule issues to be addressed.

Must submit by December 31, the year prior to expiration.

2. BOT staff will either recommend approval to the Board of Teaching, or recommend a review by the Program Review Panel if any issues are flagged.*

This process can take 1-5 months.

3. If flagged, the Program Review Panel* will request additional information from the institution, then meet to make a recommendation to the board regarding the program.

The Program Review Panel meets in February and April of each year.

4. "Continuing Approval" is effective for two years before the next PERCA renewal.*

***For more information on potential flags, the Program Review Panel, and potential decisions by the PRP, see the "Program Renewal Process" video and accompanying documents.**

	January	February	March	April	May	June	July	August	Sept	October	November	December
PERCA												
2015						Cycle 2 Expiration	Updates	Cycle I: Submit Renewals				
								2 reviews, if needed		1 review, if needed		
BOT Audit												
2016	Add information	First PRP	Add information	Second PRP		Cycle 1 Expiration	Updates	Cycle 2: Submit Renewals				
	Cont...		Board Mtg.					Board Mtg.	2 reviews, if needed		1 review, if needed	
BOT Audit												
2017	Add information	First PRP	Add information	Second PRP		Cycle 2 Expiration	Updates	Cycle I: Submit Renewals				
	Cont...		Board Mtg.					Board Mtg.	2 reviews, if needed		1 review, if needed	
BOT Audit												