Questions for WWU people collecting and tracking information for Teacher Education Program s

1. Teachers adding endorsements

Who collects required state reporting information on teachers adding endorsements?

(This includes name, certificate number, DOB, pathway, endorsement code, WEST E test, gender and ethnicity, and year completed)

Who inputs this information to Banner and where? Who designs and runs queries on this information and combines with data from other teacher ed program completers i for state reports?

2. Prospective candidates for teacher education programs

Who collects information on prospective students ?

Who inputs? Where in Banner?

Any transfer of information to Banner screens when prospective actually applies?

3. Test score recordkeeping

Are test scores (Praxis, WEST B, WEST E )delivered electronically from testing company and downloaded directly to Banner? Where? Is the information populated into Banner screens once someone applies?

4. Is information from Banner delivered directly to Teacher Education Programs databases, or does Kim McDaniel take information from Banner inquiries and load into separate TEP databases?

5. Applicants and Admits to Teacher ed programs

Who inputs information? How is it shared with TEP programs? What information is not collected at time of application and input later to Banner by TEP data staff? For instance, major and type of undergraduate degree, gpa

6. Tracking current TEP students

Who inputs and into what Banner screens assessment data collected during the program? WSP and FBI clearance? Who tracks when data is missing or needs updating? Is data organized by academic year in any way, or are queries used to gather information from one or multiple academic years?

7. TEP alumni

Who inputs and into what Banner screens tracking information such as contact information, employment information, etc. on alumni? How is information collected by TEP on alumni coordinated in any way with the university’s alumni office?