

Due: 5-19-15

Robert L Miller

From: NCTQ <ruth.oyeyemi@nctq.org>
Sent: Tuesday, May 12, 2015 3:00 PM
To: Diane H Jackman; Robert L Miller
Subject: Open Records Request from the National Council on Teacher Quality



College of Education and Professional Studies
Eastern Illinois University
600 Lincoln Avenue
Charleston, IL 61920-3099

RECEIVED

MAY 12 2015

EIU GENERAL COUNSEL

Dear Dr. Jackman

My name is Ruth Oyeyemi, and I am the manager of data collection for the National Council on Teacher Quality. As you know, NCTQ is collecting material for the third edition of the Teacher Prep Review, which we will publish in the fall of 2016. We previously sent you a request for the documents about programs at your institution that we need for our evaluation.

Up until now, we have not heard that your institution will be working with us on the next edition of the Review. We are therefore making a formal legal request for the documents we seek.

If you are already in the process of assembling the documents we requested, please let me know at once. You can contact me at this e-mail address or at (202) 393-0020 x. 119.

Pursuant to the state open records law, 5 Ill. Comp. Stat. Secs. 140/1 to 140/11, I write to request access to and copies of the following documents maintained by Eastern Illinois University.

We are reviewing the following programs at your institution:

- Bachelor of Science in Elementary Education with General Option Elementary (K-9) Certificate
- Bachelor of Arts in English/Mathematics with Teacher Certification Option
- Bachelor of Science in Education in Special Education with Standard Special Option Teacher Certification

We have carefully reviewed the catalogs of your institution to identify all required coursework that we need to evaluate these programs against our standards. We use syllabi for our analysis on a number of standards. These syllabi should:

- Be instructor-specific, not departmental. They should be copies of the syllabi provided to students for a specific section
- Include the titles and authors of required textbooks
- List all assignments, quizzes and exams
- Include lecture schedules
- Be from school year 2014-5 or later
- Refer to courses offered in a regular session (i.e., not in summer or winter session), unless the course requested is only offered at those times

REQUESTED MATERIALS (LISTED BY STANDARD)

Early Reading

Early Reading for English Language Learners Struggling Readers

Program List

Bachelor of Science in Elementary Education with General Option Elementary (K-9) Certificate
Bachelor of Science in Education in Special Education with Standard Special Option Teacher Certification

- We have identified the following required courses as relevant to these standards. Please provide a syllabus from *one specific section* of each course, referring to the syllabus guidelines above:

CDS 2200 - Language Acquisition
ELE 3100 - Instructional Strategies for the Elementary Classroom
ELE 3280 - Developmental Reading in the Elementary and Middle School
ELE 3350 - Language Arts in the Elementary and Middle Level School
ELE 4280 - Content Area Reading in the Elementary, Middle and Secondary School
ELE 4880 - Diagnostic-Prescriptive Reading Instruction

Elementary Mathematics

Program List

Bachelor of Science in Elementary Education with General Option Elementary (K-9) Certificate
Bachelor of Science in Education in Special Education with Standard Special Option Teacher Certification

- We have identified the following courses as relevant to this standard. Please provide the syllabus from *one specific section* of each course, referring to the syllabus guidelines above:

MAT 1420 - Mathematics for Elementary Teachers I
MAT 2420G - Mathematics for Elementary Teachers II
MAT 3420 - Teaching Mathematics in Grades PreK-6
MAT 4810E - Topics in Statistics for Elementary and Middle Level
MATH 1420 - Mathematics for Elementary Teachers I
MATH 2420G - Mathematics for Elementary Teachers II
MATH 3420 - Teaching Mathematics in Grades PreK-6

Classroom Management

Program List

Bachelor of Science in Elementary Education with General Option Elementary (K-9) Certificate
Bachelor of Arts in English/Mathematics with Teacher Certification Option
Bachelor of Science in Education in Special Education with Standard Special Option Teacher Certification

- All student teaching evaluation forms used at any point (formative and summative) and associated rubrics for the programs listed above.

Fundamentals of Instruction

Program List

Bachelor of Arts in English/Mathematics with Teacher Certification Option

- All unit and lesson planning templates and associated rubrics used by student teachers during the student teaching experience for the programs listed above.

Equity

- We are not collecting material related to this standard for Eastern Illinois University for Teacher Prep Review, 2016.

Student Teaching

Program List

Bachelor of Science in Elementary Education with General Option Elementary (K-9) Certificate

Bachelor of Arts in English/Mathematics with Teacher Certification Option

Bachelor of Science in Education in Special Education with Standard Special Option Teacher Certification

- All official student teaching handbooks distributed to teacher candidates, university supervisors, and cooperating teachers for the programs listed above. If the same handbook is distributed to these groups, please send it. If different handbooks are sent out to each of these groups, please send all of them.
- Handbooks intended to serve as guides to the overall teacher education program for students (if they are different from the student teaching handbooks);
- Department of Teacher Education handbook of general policies and practices (may be intended primarily for faculty and is different from the student teaching handbooks and general handbooks for students);
- Syllabi for the student teaching courses and/or accompanying seminar course

STG 4001 - Student Teaching

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- A blank copy of any letter, or other document, which is sent to principals or districts specifying minimum criteria for cooperating teachers and/or explaining the process by which cooperating teachers are selected.
- A blank copy of any forms or applications which principals or districts return to you to provide information about cooperating teachers.
- A blank copy of any forms or applications completed by prospective cooperating teachers and returned to the program.

Secondary Methods

Program List

Bachelor of Arts in English/Mathematics with Teacher Certification Option

- We have identified the following secondary English and mathematics methods courses from the program(s) above as relevant to the Secondary Methods standard. Please provide the syllabus from *one specific section* of each course, referring to the syllabus guidelines above.

ENG 3401 - Methods of Teaching Composition in the Secondary School

ENG 3402 - Methods of Teaching Literature in the Secondary School

ENG 4801 - Integrating the English Language Arts

MAT 2270 - Technology in Mathematics

MAT 3400 - Teaching Secondary Mathematics

SED 3330 - Instructional Tasks in the Secondary School

I request that you produce this material in electronic format.

If Eastern Illinois University does not maintain these public records, please let me know who does and provide the proper custodian's name and address.

If Eastern Illinois University chooses to deny this request, or any part thereof, please provide a written explanation for the denial including a reference to the specific statutory exemption(s) upon which you rely. Additionally, if you claim that certain documents contain both exempt and non-exempt material, please provide all segregable non-exempt portions of otherwise exempt material and identify the material which is being withheld as exempt.

According to the state open records law referenced above, I will look for a response within 5 days.

Thank you in advance for your assistance. Please do not hesitate to contact me if you have any questions.

You may find it helpful to review recordings of webinars and associated materials that provide more detail about the Teacher Prep Review:

- On changes to standards ([recording](#) / [PDF](#))
- On data we seek ([recording](#) / [PDF](#))

You can address all correspondence -- including the documents fulfilling the request -- to me at ruth.oyeyemi@nctq.org. If you have questions, please feel free to contact me at (202) 393-0020 x. 119.

Sincerely,
Ruth Oyeyemi
Manager, Data Collection