

Table 5.1.3 Data Collection and Analysis Process

Data Collected	Date Data Collection	Person Responsible	How Data is Analyzed	Data Reported	Data Use
First Transition Point					
1. IGS (GPA + College Entrance Examination Board, CEEB)	Before entering to EPP	Dean of Student Affairs	According to current / valid certifications.	Dean of Students staff.	Selection of students entering the Faculty.
2. Teacher Preparation Programs Assessments by Specialty (SPA)	Every semester	SPA Coordinators	With rubrics aligned with SPA standards.	<ul style="list-style-type: none"> In <i>Breves Apuntes</i> (Bulletin where the Evaluation Office releases data collected and analyzed) To the Specialty Program Associations 	To monitor compliance with each of the SPA standards.
3. Information Literacy	Every semester	Evaluation Coordinator	Information competencies outcomes are evaluated according to the rubric.	<ul style="list-style-type: none"> Twice a year in reports to the Office of Student Learning Evaluation. In meetings with each Program Director and the professors. 	Monitor information competencies development.
Second Transition Point					
1. Students GPA	Every semester	Dean of Student	Students are analyzed according to minimum GPA to remain in the Faculty.	In Faculty Staff Meetings	To measure the academic progress of the students.
2. Courses evaluation required prior to practicum	Every semester	Teaching Practicum Coordinator	Evaluation of the minimum requirements for the Teaching Practicum.	In meetings with Teaching Practicum professors.	To certify the students in compliance with the requirements to do teaching practicum.
4. Teacher Preparation Programs Assessments by Specialty (SPA)	Every semester	SPA Coordinators	With rubrics aligned with SPA standards.	<ul style="list-style-type: none"> In <i>Breves Apuntes</i> (Bulletin where the Evaluation Office releases data collected and analyzed) To the Specialty Program Associations 	To monitor compliance with each of the SPA standards.
5. Competencies in Electronic Portfolio	Every semester	Portfolio Coordinator	With a rubric to evaluate achievement in every faculty competency.	<ul style="list-style-type: none"> Twice a year in reports to the Office of Student Learning Evaluation 	Analyze student progress in achieving competencies.

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				<ul style="list-style-type: none"> In meetings with each Program Director and the professors. 	
6. Research competency	Every semester	Evaluation coordinator	With a rubric to evaluate achievement in research competency.	<ul style="list-style-type: none"> In meetings with each Program Director and the professors. Twice a year in reports to the Office of Student Learning Evaluation. 	Analyze student progress in achieving competency in research.
7. Information Literacy	Every semester	Evaluation coordinator	Rubric to evaluate achievement of information competency.	<ul style="list-style-type: none"> Twice a year in reports to the Office of Student Learning Evaluation. In meetings with each Program Director and the professors. 	Monitor development of information competencies.
Third Transition Point					
1. Teaching Practicum	Every semester	Teaching Practicum Professors	The office of Teaching Practicum enters all the evaluations in a data base. The office analyzes and evaluates the achievement of the 10 Faculty competencies.	<ul style="list-style-type: none"> In meetings with the professors. Twice a year in reports to the University (OEAE) 	Analyze achievement of all competencies before completing education.
2. State Test (PCMAS)	Second semester, once a year.	Dean of Academic Affairs	EPP receives data from the College Board Office; which is then analyzed in terms of students who passed, and compared to other institutions in Puerto Rico.	<ul style="list-style-type: none"> Once a year to the entire faculty when College Board sends the results. In the Faculty Web page. 	Evaluate the students that pass the State tests.
3. Teacher Preparation Programs Assessments by Specialty (SPA)	Every semester	SPA Coordinators	With rubrics aligned with SPA standards.	<ul style="list-style-type: none"> In <i>Breves Apuntes</i> (Bulletin where the Evaluation Office releases data collected and analyzed) To the Specialty Program Associations 	To monitor compliance with each of the SPA standards.
4. Information Literacy	Every semester	Evaluation Coordinator	Achievement of information competency is evaluated according to	<ul style="list-style-type: none"> Twice a year in reports to the Office of Student Learning Evaluation. 	Monitor development of information competencies.

Data Collected	Date Data Collection	Person Responsible	How Data is Analyzed	Data Reported	Data Use
			rubric.	<ul style="list-style-type: none"> In meetings with each Program Director and the professors. 	
Fourth Transition Point					
1. Contact Survey for Induction Program	Once a year	Induction Program Coordinator	Induction Program Coordinator analyzes the data to identify teachers graduated from the Faculty and their needs.	<ul style="list-style-type: none"> Facebook Page Facebook Group Education Congress Presentation Faculty Meetings Web Page (In Progress) 	Identify teachers graduated from the Faculty and their needs.
2. Completer satisfaction survey	Once a year.	Induction Program Coordinator	Induction Program Coordinator analyzes the data to identify aspects of dissatisfaction among the teachers graduated from the Faculty.	<ul style="list-style-type: none"> Faculty Meetings In <i>Breves Apuntes</i> (Bulletin where the Evaluation Office releases data collected and analyzed) Facebook Page Facebook Group Faculty Retreat Academic Integration Committee UPR RP 	Analysis of areas the professors expressed as areas of improvement and strengthening curriculum.
3. School director's opinion survey	Once a year.	Induction Program Coordinator	Induction Program Coordinator analyzes the data to identify directors' opinion related to teachers graduated from the Faculty.	<ul style="list-style-type: none"> Education Congress Presentation Faculty Meetings Faculty Retreat 	To evaluate the opinion of the directors in regards to the teachers graduated from the faculty.