

5.1 Evidence of Quality Assurance and Continuous Improvement

The Fajardo TEP is in constant evaluation of its quality assurance process setting candidates' admission and progression until graduation. For the year 2021, TEP has endured in evaluating the TEP and advanced admission and academic progression with the collaboration of TEP faculty, the program director, and the admission and register's office. TEP is aware that the program complies with the DEPR licenses requirement according to 3.0 or above average in graduation and passing scores of 89 or above in the PCMAS National Battery Test.

The TEP BA and Advanced Program has admission requirements and academic progress norms and both programs implement them and evaluate the progress yearly to ensure processes, compliance with the DEPR Professional licensing requisites and CAEP 3.0 or above requirements.

In relation to the ability to meet Professional Licensing, in coordination with the DEPR and College Board of Puerto Rico and Latin America (CBPRLA), the TEP has enforced a protocol for the candidates to take a review from the Puerto Rico Teachers Association (PRTA) to be certified to take the PCMAS test. If a candidate fails to provide evidence of a passing score in this review, the TEP will be unable to lift the restriction for the College Board to allow the candidate to take the test. The PCMAS test was administered in March 2022 and only seven (7) candidates took the test. (Measure 3: Ability of Fajardo Program to meet Professional Licensing requirements year 2022 located at <https://fajardo.inter.edu/caep-accreditation-data>. – CAEP Accreditation Details Data Year 2023. The passing cut score is 89 or more and therefore four (4) out of seven (7) students passed the test (see Evidence Ability of Fajardo TEP Program to meet the Professional Licensing requirements 2022). This passing score gives Fajardo TEP a Passing score of 57%. This score is not positive, but even when the TEP is taking some corrective actions, the candidates need to be more proactive aside from the PCMAS emphasis. These results were discussed with the faculty, candidates, and administration to inform them of the results. If a candidate does not pass the test, the TEP discusses the strengths and weaknesses of the results to help the candidate improve in the next

In relation to admission requirement protocol, the IAUPR-TEP has admission requirements for BA and Advanced programs.

All students admitted to the University that wish admission to the Teacher Education Program (TEP) will receive a Provisional Admission to the major of their interest until they satisfy the admission requirements of the TEP.

To be admitted or readmitted to the Teacher Education Program (TEP), students must fulfill the following requirements:

- Have a minimum academic point average of 2.50 at the university level.
- Have approved the following courses with a minimum grade of B.

- a. EDUC 1080 (Field Experience in the Educational Scenario I), or its equivalent.
 - b. EDUC 2021 (History and Philosophy of Education) or EDUC 2022 (Society and Education) or EDUC 2031 (Developmental Psychology).
 - c. GESP 1101 (Literature and Communication: Narrative and Essay) and 1102 (Literature and Communication: Poetry and Theater).
 - d. A course in English at one of the following levels of English.
 - i. Basic Level: GEEN 1101 and 1102 (English as a Second Language I and II).
 - ii. Intermediate Level: GEEN 1201 and 1202 (Development of English through Reading I) or GEEN 1202 (Development of English through Reading II).
 - iii. Advanced Level: GEEN 2311 (Reading and Writing) and 2312 (Literature and Writing).
 - e. Students wishing to enter the Teaching of English as a Second Language at the Elementary Level program, or the Teaching of English as a Second Language at the Secondary Level program must have passed the courses GEEN 2311 (Reading and Writing) or GEEN 2312 (Literature and Writing).
- Students will have two (2) semesters or three (3) trimesters, from the Provisional Admission to the TEP, to complete the admission requirements. If the student does not complete all the required courses at the end of the period, they must be evaluated by the department director to determine if they can receive an extension of one academic term to continue their studies.

To remain in the Teacher Education Program, students must comply with the Satisfactory Academic Progress Norm as established below:

Percent (%) of approved credits	Progressive academic index
0-36	2.50
37-55	2.75
56-74	2.90
75-100	3.00

The IAUPR-TEP protocol to maintain track of the admission and academic progress of each candidate is done using the TEP Academic Progress Report using the “SWDNPEM document data from IAUPR Registrar's Office.

Analysis performed to evidence that the program is evaluating admission cohort regarding CAEP admission requirements for year 2022.

The Advanced Program evaluated 2022 admitted candidates to the Educational Leadership Program and found that we do not admit students that year. In 2021 five (5) candidates were admitted. 100% of these students hold a BA in Education and comply with the admission requirement of a bachelor's degree in educational and comply with the admission requirement.

The TEP analyzes the students admitted to the program on probationary status. Once the candidates enter the TEP, probationary status must increase to an average of 2.5 during the first two semesters of admission. The TEP has analyzed the data from the Registers office of the admission cohort 2022 and found that we do not admit students with a probationary status. The average GPA for admitted students was 2.9.

To verify the academic Progress of the admitted to the TEP, the program uses the Academic Progress Report document for 2022 of TEP actives candidates. The document follows the IAUPR Academic Progres Norm for any TEP candidate. Each year the TEP faculty evaluates the academic Progress of the TEP candidates according to the norm (see evidence IAUPR student academic progress report evaluation and analysis 2022). In this document, the TEP showed they are evidencing the quality assurance process for BA TEP candidates. This evidence includes a copy of the letters sent to the candidates concerning their progression average and evidence of the Academic Progress Report the TEP uses to evaluate their BA candidate's satisfactory progression according to the academic progress norm of the TEP.

The Advanced Program also evidences that they are following the admission and Academic Progress Norms. The Advanced Program Coordinator reviews candidates annually according to the institution's established IAUPR academic Progress norm process. The institution sends the Academic Program Evaluation Report (SWDEPPG) to track the academic progress of the advanced candidates (See Evidence of Advanced Academic Progress Evaluation Report). The Advanced Coordinator makes the process once a year; the coordinator uses the candidate's transcripts and the report to evaluate that once the candidates are admitted to the advanced educational leadership program, they comply with the 3.0 average in the credits approved in the remaining years until the end of the study program completion. The Program coordinator informs the advanced candidates using a letter (See Evidence of Advanced Academic Progress Evaluation Report). The letter informs the candidate of the norm, including the qualitative and quantitative components of the process, and invites the candidates to meet with the program coordinator to discuss their status in terms of academic progress norm. This process is done until the candidate graduates. In conclusion, the Advanced program demonstrated that they are following the quality assurance protocol and demonstrated continuous improvement.

In relation to continuous improvement of the instruments used in the Advanced Program, the program demonstrated they have actualized, revised the instruments according to the revised 2022 CAEP Advance Standards. In the year 2021, the program has validated the instruments once they revised the instruments in collaboration with faculty, school directors, clinical supervisors, and program coordinator.

Furthermore, the Fajardo TEP (BA and Advanced) uses the results of the administration of the instruments to verify if the candidates demonstrate competency and proficiency in the competencies measures. It also discusses the strengths and weaknesses observed to improve the courses, incorporate application activities instead of theory, revision, and alignment of advanced instruments to 2022 CAEP advanced Standards. In addition, a close discussion of collaborative agreement and incorporation of additional classroom observations, especially in methodology courses come into effect. The TEP evidenced five (5) meetings in 2022, where they are discussing changes made as a result of CAEP 2022 standards, discussion of the revised instruments with the faculty, school directors, and clinical faculty (see evidence of Agenda of TEP Meetings year 2021). In these meetings, the faculty, clinical faculty, school directors, and mentors collaborated and participated.

INTER AMERICAN UNIVERSITY OF PUERTO RICO
FAJARDO CAMPUS
CAEP MEETINGS
ADVANCED PROGRAM

Date: June 3, 2022

Time: 1:00 pm

Participants: Dr. Porfirio Montes-Director / Nilsa Mercado -Auxiliary Dean
Faculty Meeting Room

AGENDA

1. Welcome
2. Review dates of instrument administration
3. Delivery of evaluation instruments February-June 2022 term (quarter) of the teacher, supervisor and school principal.
4. Delivery of instruments Seminar, Disposition, Telephone Survey,
5. Employer and graduate instruments (administration in June 2022).

Note: (5) students will graduate in June 2022.

Dr. Porfirio Montes
Director

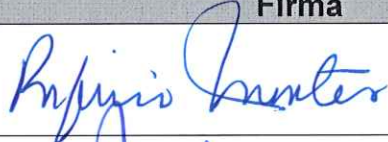

Inter American University
Fajardo Campus
Department of Education and Social Science

ATTENDANCE SHEET
ADVANCED PROGRAM
Instruments Administration

Día: June 3, 2022

Hora: 8:30 am

Lugar: Faculty Meeting Room

Nombre	Firma
Dr. Porfirio Montes- Director	
Nilsa Mercado -Auxiliary Dean	

Porfirio Montes
Director

INTER AMERICAN UNIVERSITY OF PUERTO RICO
FAJARDO CAMPUS
CAEP MEETINGS

Date: May 26, 2022

Time: 8:00 am

Participants: Dr. Porfirio Montes-Director / Prof. César Meléndez- Clinic Experiences
Coordinator

Faculty Meeting Room

AGENDA

1. Welcome
2. Comparison of the content of the instruments administered.
3. Organization of documents to be submitted for statistical analysis
4. Finalize compliance details according to revised standards.
5. Closing of the meeting

Dr. Porfirio Montes
Director

Inter American University
Fajardo Campus
Department of Education and Social Science

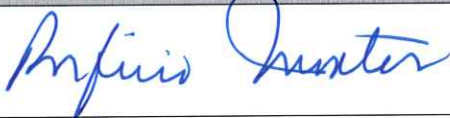

ATTENDANCE SHEET

Instruments Administration and Results

Día: May 26, 2022

Hora: 8:00 am

Lugar: Faculty Meeting Room

Nombre	Firma
Dr. Porfirio Montes- Director	
Prof. César Meléndez -Clinical Experiences Coordinator	

Porfirio Montes
Director

INTER AMERICAN UNIVERSITY OF PUERTO RICO
FAJARDO CAMPUS
CAEP MEETINGS

Date: May 31, 2022

Time: 8:00 am

Participants: Dr. Porfirio Montes-Director / Prof. César Meléndez- Clinic Experiences

Coordinator

Faculty Meeting Room

AGENDA

1. Welcome
2. Analysis of the results of the administration of the instruments
3. Evaluation of student trainees' progress through clinical experiences.
4. Suggestions for process improvement
5. Closing of the meeting

Dr. Porfirio Montes
Director

Inter American University
Fajardo Campus
Department of Education and Social Science

ATTENDANCE SHEET

Administration of Instruments and Analysis of Students Progress

Día: May 31, 2022

Hora: 8:00 am

Lugar: Faculty Meeting Room

Nombre	Firma
Dr. Porfirio Montes- Director	
Prof. César Meléndez -Clinical Experiences Coordinator	

Porfirio Montes
Director

Inter American University
Fajardo Campus
Department of Education and Social Science

Date: February 4, 2022
Room: Meeting Room
Time: 9:00 am

AGENDA

BA and Advanced

1. Welcome
2. Review of advanced instruments with revised standards 2022 (MA)
3. Pilot instruments A-01 and A-02 (revised - new standards) (MA)
4. Instruments revised and aligned as of October 2021 (MA)
5. Instrument validation check (October 2021) (MA)
6. Verification of Academic Progress Letters - credit transcripts (3.3) (BA & MA)
7. Verification of Collaborative Agreements with Principals (BA & MS)
8. Evaluation and correction of rubric (Funding Sources Research Proposal (AO6-R) in Application of Educational Leader Skills (course EDUC 6001)-Fiscal Management (MA)
9. Application for admission index table (3.2) (MA)
10. Upcoming Instruments Administration -March-June 2022 (MA)
11. Next report (Data 2021, 2022, 2023) (BA & MA)

Dr. Porfirio Montes-Program Director
Dr. Migdalia Cardona - CAEP Coordinator



HOJA DE ASISTENCIA

Sumin' CTEP

Curso: _____

Día y Hora: *4 de febrero de 2022*

Sección: _____

Profesor/a: _____

Nombre	Núm. Identificación
1. _____	_____
2. _____	_____
3. <i>Profirio Santos Cruz</i>	<i>Directo</i>
4. <i>Nilsa Mercado Rodríguez</i>	<i>Lee</i>
5. <i>Miguelina Cruz</i>	_____
6. _____	_____
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25. _____	_____

Inter-American University of Puerto Rico
Fajardo Enclosure
Department of Education and Social Sciences

Evidence of meetings discussing CAEP procedures to ensure Quality Control – SEPT 23, 2022

Date: 9/23/2022

Time: 9 am

Location: Department Director's Office, Inter Fajardo

Present:

Name
Dr. Cardona
Prof. Rodriguez

Agenda

- **Best regards**
- **Purpose of the Meeting:**

Discussion of documents (evidence) that must be submitted for CAEP.

- **Agreements Taken:**

Admissions evidence of admissions is requested.

The Dean of Students was asked for the individual document of each case worked in academic counseling.

Professors were asked to coordinate seminar dates to discuss the new Circular Letter and Reasonable Accommodations with students of EDUC courses 1080, 3015, 4011 and 4013.

- **Closure**
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Spanish Original; Agenda of the Meeting

Universidad Interamericana de Puerto Rico
Recinto de Fajardo
Departamento de Educación y Ciencias Sociales

Fecha: 9/23/2022

Hora: 9 am

Lugar: Oficina de Directora de Departamento, Inter Fajardo

Asistentes:

Nombre
Dra. Cardona
Prof. Rodríguez

Agenda

- Saludos
- Propósito de la Reunión:

Discusión de documentos (evidencias) que deben ser entregadas para CAEP.

- Acuerdos Tomados:

Se solicito a admisiones evidencias de admisiones.

Se solicito al Decanato de Estudiantes el documento individual de cada caso trabajado en consejería académica.

Se solicito a los profesores coordinar fecha de seminario para discutir la nueva Carta Circular y los Acomodos Razonables con los estudiantes de los cursos EDUC 1080, 3015, 4011 y 4013.

- **Clausura**
