May 27, 2015

Ruth Oyeyemi
National Council on Teacher Quality
ruth.oyeyemi@nctq.org

Re: FOIA #15-389

Dear Ms. Oyeyemi:

I write to respond to your Freedom of Information request of May 12, 2015 and received in my office on that date, in which you requested:

“…access to and copies of the following documents maintained by University of Illinois Springfield.

... Program List
Bachelor's Degree with Minor in Teacher Education, Elementary
• 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:
  TEP 423 - Methods of Elementary Reading and Language Arts
  Elementary Mathematics
  Program List
  Bachelor's Degree with Minor in Teacher Education, Elementary
  • 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:
  TEP 424 - Methods of Elementary Mathematics

Classroom Management
Program List
Bachelor's Degree with Minor in Teacher Education, Elementary Secondary Minor in Teacher Education
• 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
Secondary Minor in Teacher Education
• All unit and lesson planning templates and associated rubrics used by student teachers during the student teaching experience for the programs listed above.

... Student Teaching Program List
Bachelor’s Degree with Minor in Teacher Education, Elementary Secondary Minor in Teacher Education
• 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 TEP 450 - ECCE: Clinical Practice Grades K-9 TEP 451 - ECCE: Clinical Practice Grades 6-12
• 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
Secondary Minor in Teacher Education
• 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.
  TEP 435 - English Methods Grades 6-12
  TEP 436 - Mathematics Methods Grades 6-12
  TEP 449 - Clinical Practice Seminar Grades 6-12"

Information responsive to your request is available and attached. These are public documents numbering 308 pages.

Portions of these documents have been redacted pursuant to the following section(s) of the Act:
• 140/7(1)(b) that exempts from disclosure “Private information, unless disclosure is required by another provision of this Act, a State or federal law or a court order.” This includes personal email and phone numbers.

• 140/7(1)(f) that exempts from disclosure “preliminary drafts, notes, recommendations, memoranda and other records in which opinions are expressed, or policies or actions are formulated, except that a specific record or relevant portion of a record shall not be exempt when the record is publicly cited and identified by the head of the public body.” This includes drafts, preliminary discussions, recommendations, expressions of opinion, and communications regarding the formulation of an action or plan. The “Department of Teacher Education handbook of general policies and practices” is being revised and a final copy is not yet available.

Additionally, some of the documents you seek do not exist in paper form. Regarding your request for “Handbooks intended to serve as guides to the overall teacher education program for students,” the University no longer distributes hard copies of student handbooks. Information for candidates and potential candidates is provided online at http://www.uis.edu/teachereducation/, as well as through orientation, a newsletter, and on Blackboard. Detailed information on what information is provided online is attached.

Should you wish to inspect or receive a physical copy of these documents, please call Melanie Kuehn at the phone number below and she will provide you with all necessary details.

You have a right, under the law, to seek a review of this response by the Public Access Counselor (PAC) in the Office of the Attorney General. The PAC may be reached by phone at 217-782-1396, by email to publicaccess@atg.state.il.us, or by postal mail at the Public Access Bureau, 500 S. 2nd Street, Springfield, Illinois 62706. You also have the right to seek judicial review under section 11 of this Act.

If you have questions for our office, please contact 217-333-6400.

Sincerely,

Thomas P. Hardy
Executive Director
and Chief Records Officer