

Evidence: EPP Data Storage and Sharing

Evidence Overview

The document contains responses to questions from CAEP members for the EPP.

CAEP Standards Alignment

Initial	Advanced
5.3.1	

The Evidence

Answers to the Following Questions:

- What data are stored using MS Office 365 and Google Applications?
- Who has access to these data?
- How do your stakeholders access working documents from MS SharePoint?"



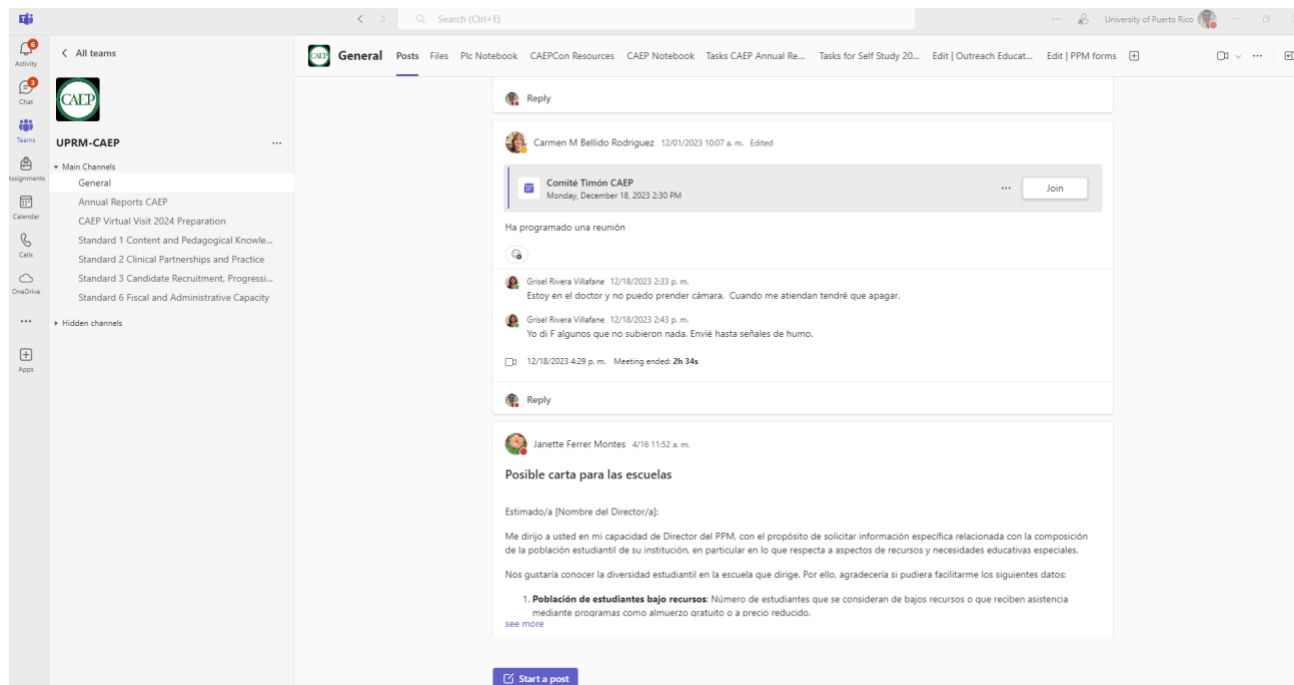
Question 1: What data are stored using MS Office 365 and Google Applications? Who has access to these data?

In **MS Office 365**, we store forms and surveys used in the previous year, along with CAEP-related information, such as some meeting notes. **Google Applications** previously contained all information, including surveys, documents created by the EPP, and candidate assessment data collected at four transition points. The four EPP transition points are:

1. Admission and interview to the Teacher Preparation Program,
2. Enrollment in Theory and Methodology course and progression interview,
3. Admission to Practicum, and
4. Program Completion.

Access to Data

Access to these data is limited to authorized faculty and staff within the EPP who require it for assessment, reporting, and accreditation purposes. Access levels are managed to ensure data security and privacy.





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CAEP Accountability Measures for EPP Initial Licensure Programs



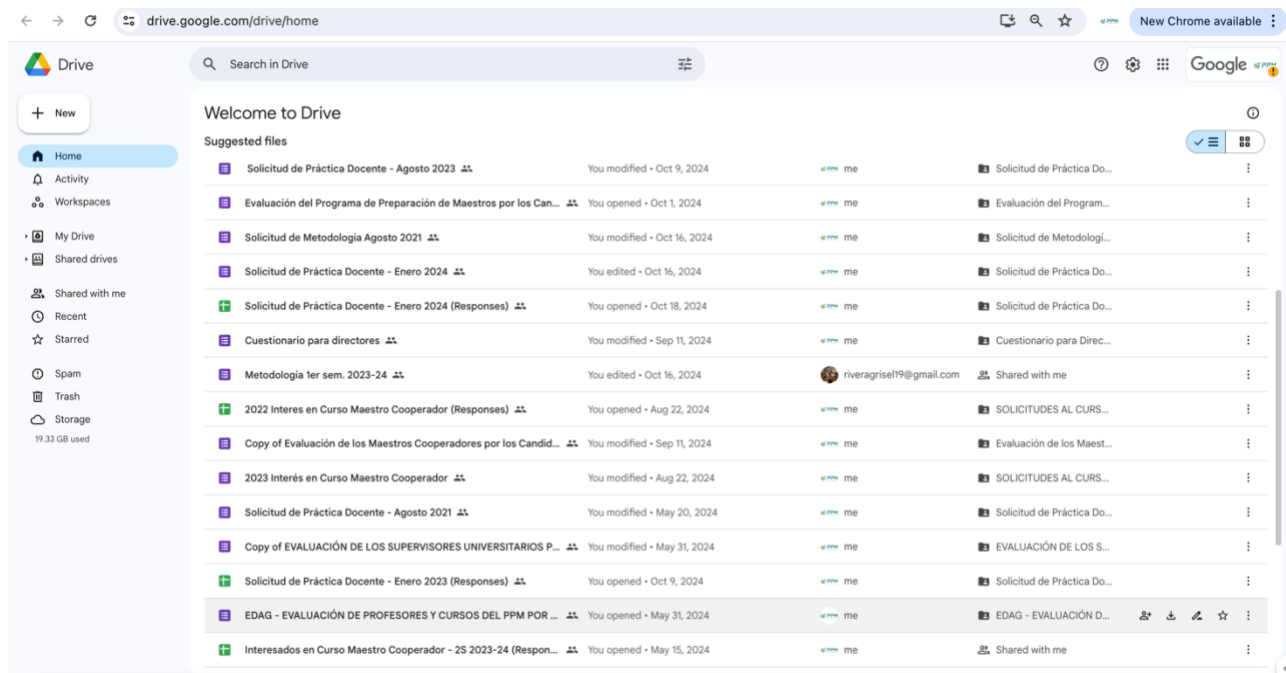
El Programa de Preparación de Maestros del Recinto Universitario de Mayagüez está adscrito al Decanato de Asuntos Académicos. El principio integrador del programa es que los conocimientos adquiridos en el aula universitaria deben estar vinculados a las experiencias que tiene el estudiante-maestro en los centros de práctica. El programa concibe como más provechoso que teoría y práctica se ofrezcan articuladamente, logrando así que la práctica adquiera un sentido genuino en la preparación del futuro maestro.



Misión

La misión del Recinto de Mayagüez refleja la de la Universidad de Puerto Rico: la cual es servir a la sociedad preparando educadores profesionales que sean especialistas





Question 2: How do your stakeholders access working documents from MS SharePoint?"

Data is shared with external stakeholders primarily through publicly accessible resources such as the PPM website (<https://www.uprm.edu/ppm/reportes-ppm-2/>) and the EDAG website (<https://www.uprm.edu/edag/>), ensuring transparency and access to essential reports and data for external parties. For internal stakeholders, including faculty and committee members, the UPRM EPP utilizes MS SharePoint within the Microsoft Office 365 suite. MS SharePoint serves as the central hub for sharing working documents, which include assessment reports, committee meeting minutes, and collaborative workspaces.

MS SharePoint enables secure, role-based access to documents and data, allowing real-time collaboration among stakeholders in a controlled environment. Through MS Teams integration, users participate in threaded discussions, receive daily email digests summarizing activities, and access version histories to monitor document updates. This collaborative setup enhances engagement and ensures stakeholders have continual access to relevant data during meetings, including those with the Advisory Board, Executive Committee, and Cooperative Teachers. This alignment with institutional policies reflects UPRM's commitment to data-driven decision-making and continuous improvement processes(2023.5.1.1

RECOMMENDATION for ENGLISH SPEAKING USERS – Use GOOGLE Chrome as the web browser to have the uprm.edu pages translated to english

