



Teaching and Learning Conditions in Colorado Survey (TLCC)

Frequently Asked Questions

What is the purpose of the TLCC Survey?.....	2
How can I take the survey?.....	2
What is available on the TLCCsurvey.org website?	2
Are the questions the same as in past surveys?	2
How will teachers and administrators receive their anonymous access codes?.....	3
Who can participate in the survey?	3
Do administrators and teachers receive separate codes?.....	4
Are central office licensed personnel included?.....	4
How long does it take to complete the survey?	4
What if I misplaced or never received my anonymous access code?	5
What are access codes and are they really random?	5
How will I know my responses were submitted successfully?	5
How do we know when a school reaches the minimum 50% response rate for school-level data?	5
Can you ensure that this is anonymous?	5
How were results used from the previous four TELL surveys in Colorado?	6
Where can I find the 2018, 2015, 2013, 2011 and 2009 results of the surveys?	6
Can this survey be used to meet expectations of the teacher and principal evaluation system (SB 10-191)?	6
When will the results be ready? How can they be viewed?	6
Who is administering this survey?	6

What is the purpose of the TLCC Survey?

The 2020 Teaching and Learning Conditions in Colorado (TLCC) Survey is a statewide opportunity for all school-based educators to provide input on teaching conditions such as:

- Time during the day for collaborative instructional planning
- School and teacher leadership
- Facilities, resources, and student conduct
- Professional development
- And other supports needed for educators to do their jobs well

The main intent is to provide additional data for school and district improvements. Results are also expected to inform state-level policy and research for program improvement.

How can I take the survey?

- The survey is open January 22nd - February 21st, 2020 at www.TLCCsurvey.org
- Access the survey at any internet location, using an individual, anonymous access code
 - 24 hours a day
 - Mobile friendly
 - Complete in multiple sessions
- Anyone can view the response rate of a school during the survey window to make sure every school reaches the minimum response rate needed for data
 - Results will be publicly available for schools and districts reaching the 50% minimum response rate and minimum of 5 educators

What is available on the TLCCsurvey.org website?

- Entry to the survey
- Real time response rates for schools and districts
- Help desk via web, email and phone
- News Items
- Survey results (once they are available)

Are the questions the same as in past surveys?

The 2020 TLCC survey will be comparable to the 2018 TLCC survey with some slight modifications to add additional detail or to address variability found in the previous administration. A couple of new questions have been added related to mentor teachers, school leadership, and professional development. These changes can be seen on the *TLCC 2018 to 2020 Survey Changes* resource.

In 2018 the TLCC transitioned from the Teaching, Empowering, Leading and Learning (TELL) survey including a new vendor (Cambridge Education) and distribution process. The survey length was significantly shortened, and questions were updated to reflect current issues. [Analysis](#) has shown that the TELL and TLCC surveys are comparable at the construct level.

How will teachers and administrators receive their anonymous access codes?

The association representative (AR) or the principal in each school will receive a packet of survey access codes by mail and email (if provided to CDE) the week of before the survey begins. There will be a **Letter of Instruction** included.

- The representative is asked to work with other school leaders to:
 - Set up a faculty meeting to take place on the starting day of the survey (January 22nd)
 - Share key talking points about the TLCC Survey
 - Disseminate the letters with the survey access codes randomly
 - Meet personally with anyone not in attendance to explain the process

Who can participate in the survey?

Staff that meet the following criteria:

- Currently working in one of the district's schools
- All full or part time licensed teachers including: instructional coaches, mentor teachers, department heads, vocational teachers, literacy Specialists, endorsed School Librarians, itinerant teachers, long-term substitutes (not short-term or day-to-day subs), and other specialists (e.g., special education teachers, social workers, school nurses, PTs)
- All teachers with emergency authorizations including TTEs and SEE
- All charter school teachers (regardless of licensing)
- All educators teaching in state operated programs and eligible facilities
- All school principals and assistant principals
- Other building level administrators (such as deans)

All Included Job Class Codes:

CLASS CODE	JOB TITLE
102	Assistant/Deputy/Associate Superintendent, Senior Executive, Executive Director
103	Non-Instructional Manager, Director, Supervisor
104	Instructional Manager, Director, Assistant Director of Special Education, Supervisor
105	Principal
106	Assistant/Deputy/Associate Principal
107	Instructional Program Coor./Supervisor
108	Non-Instructional Program Coordinator/Supervisor
120	Board of Cooperative Educational Services Director (BOCES)
201	Teacher, Regular
202	Teacher, Special Education
204	Teacher, Permanent Substitute
206	Teacher, Title I
210	Activities Advisor/Coach
211	Counselor
212	Curriculum Specialist Consultant
213	Dean
214	Educational Diagnostician
215	Instructional Program Consultant
216	Librarian/Media Consultant
218	Teacher Mentor

219	Instructional Intern
220	Behavioral Specialist
221	Autism Specialist
222	Reading Interventionists
223	Math Interventionist
231	Audiologist
232	Licensed Practical Nurse (LPN)
233	Registered Nurse
234	Occupational Therapist
235	Physical Therapist
236	Psychologist
237	Social Worker
238	Speech-Language Pathologist
242	School Orientation and Mobility Specialist
301	Health Specialists
308	Psychiatrist
309	Psychometrist
310	Rehabilitation Counselor
312	Audiometric Technician

Do administrators and teachers receive separate codes?

No. They will use the same website (www.TLCCsurvey.org) to access the survey using one of the anonymous access codes on the letter. At the very beginning of the survey the participant will be asked to select his/her school position.

When the principal indicates "School Leader" on the survey, he/she will then receive many of the same questions as teachers, but will receive an additional bank of questions that has been specifically designed for administrators.

Are central office licensed personnel included?

No. Only school-based educators.

How long does it take to complete the survey?

The TLCC will take approximately 15 minutes to complete. Be sure to click "submit" when you are finished.

What if I misplaced or never received my anonymous access code?

- Contact the help desk through Cambridge Education (the TLCC survey administrator). This can be done in several ways:
 - Get a new code through the self-service portal: <http://tlcc-sign-up.cedu.io>
 - You will need to select your school and enter an email address in order to receive a new code.
 - Your email address will only be used to distribute your access code. It will not be associated with your survey response.
 - Cambridge Education do not sell or share email addresses to anyone.
 - Support email: support@cedu.io or contact@cedu.io
 - Toll-free number: 866-329-1530 (Mon-Fri 8am – 4pm)

What are access codes and are they really random?

- Codes are randomized to provide confidentiality for the educators
- Each code is associated a school building
- They are not linked to any individual
- It is impossible to trace to an individual before, during, or after the survey is completed
- It does not matter which educator uses a particular code within a school building
- Each code can only be used once

How will I know my responses were submitted successfully?

At the end of the survey, you will select "Submit." You will then get a confirmation screen that indicates your survey is completed.

How do we know when a school reaches the minimum 50% response rate for school-level data?

From the www.tlccsurvey.org home page, you can click on any school, district, or the state and view a response rate tracker in real time during the survey window (Jan 22nd – Feb 21st).

Can you ensure that this is anonymous?

- When the school reports are released (for all schools that reach at least a 50% response rate and with a minimum 5 teachers) there is nothing to indicate any type of teacher or any one administrator in a school or district.
- The survey is about the school environment - not about any one person or individual. Some questions will ask about your own experience, or about the overall staff or about building leadership. You will not be asked to evaluate an individual educator or administrator.
- There are no questions on the survey that specifically ask about subject areas or grade levels to link it back to your responses.
- There is no way that any connection can be made that a teacher or principal at a certain school gave a certain response.

How were results used from the previous five TLCC and TELL surveys in Colorado?

- State Policy: Commissions and Councils are using the data to inform their recommendations around climate, retention, school improvement, and facilities.
- School/District Practices: Many schools/districts are using the data to strengthen root cause analysis in their UIP, as well as review best practice, recruitment, attrition, and self-advocacy.
- Individual Practices: Some principals are using the processes (e.g., encouraging participation, using results) as artifacts in their evaluations.

Where can I find the 2018, 2015, 2013, 2011 and 2009 results of the surveys?

All of the data, findings and reports are located at www.TLCCsurvey.org or by contacting uiphelp@cde.state.co.us

Can this survey be used to meet expectations of the teacher and principal evaluation system (SB 10-191)?

- Rather than evaluating individuals, this survey is designed to collect data at the school level.
- The survey is aimed at capturing perceptions on the working conditions at the school level.
- It is not focused on any individual, even at the leadership level.
- It may be used as evidence in the evaluation of a principal or assistant principal to demonstrate that (1) a concerted effort was made to get full staff participation in the survey and (2) efforts were made to use the survey results in school improvement planning (i.e., Unified Improvement Plan).
- For additional information, it may be helpful to examine the “Data Do’s and Don’ts” document which will be posted on the Resources page of this website.

When will the results be ready? How can they be viewed?

- All data will be available on this website approximately 6 weeks after the close of the survey window.
- Results show answers to every question by school and district that meet the minimum participation threshold.
- There will be resources and guidance documents posted on the www.tlccsurvey.org page for districts and schools on how to use the data for school improvement planning.
- State results will be analyzed and reported in fall 2020.

Who is administering this survey?

The state department has contracted with Cambridge Education to administer the survey. Cambridge is an international organization supporting the evaluation, analysis and design of large and technically complex projects that is also working at the school and classroom level: training, coaching and mentoring teams and individual educators in best teaching and learning practices.

Cambridge has conducted similar surveys in other states and provides professional development for teachers and principals across the country. Since 2007, Cambridge has collected millions of surveys, providing critical information about issues such as planning time, facilities and resources, professional development, school and teacher leadership and other aspects of the school environment that can influence teaching and learning conditions. Learn more at: <https://www.cedu.io/>