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## Information

### *Professional Practices Committee*

## Division of Professional Practices Workload Report

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**Executive Summary:** This agenda item provides a report on the Division of Professional Practices' current workload.

**Recommended Action:** For information only

**Presenter:** Nanette F. Rufo, Director, Division of Professional Practices

#### **Strategic Plan Goal**

##### ***I. Educator Quality***

- ◆ Effectively, efficiently, and fairly monitor the fitness of all applicants and credential holders to work with California students.

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# Division of Professional Practices Workload Report

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## Introduction

To increase its oversight over the work of Division of Professional Practices (DPP), in 2011 the Commission on Teacher Credentialing (Commission) directed staff to present information about DPP's workload as part of the Commission's agenda.

## Highlights for the December 2013 Statistics

The Commission's dashboard reports on six key measurements in line graph form, showing both current year numbers as well as the prior year numbers for comparison purposes.

The "Total Cases" are the number of open cases within the DPP, including cases in the Intake Unit, before the Committee of Credentials (Committee), pending before the Commission and pending an administrative hearing. At the end of December the caseload was 2,440, about the same number as presented at the last Commission meeting.

"Cases Opened" are new cases received during the month, from all sources, including criminal arrest notices, district reports and educators who self-report misconduct. In December, staff opened 508 cases which is a little higher than the normal range of 400-500 cases a month.

As can be seen in the "Initial Review Cases" and the "Formal Review Cases" the Committee continues to effectively handle the large number of cases under consideration by the Committee. The numbers in these two charts reflect the number of cases reviewed by the Committee at its three-day meeting in December. The two-step process (initial review and formal review) is required by statute.

"Cases Closed" is the number of matters closed during December by Commission action, Committee action or closed by staff where the Commission has given formal delegation of authority (e.g. single alcohol offenses that do not involve schools or minors). In December, 474 cases were closed.

If an educator wants to challenge a recommendation for discipline made by the Committee, the person can request an administrative hearing. An administrative hearing is an evidentiary proceeding where an administrative law judge hears and rules on the evidence. The Commission is represented in these hearings by the Office of the Attorney General (AG). The number of cases where the AG is representing the Commission is shown in the last chart. The number of cases at the administrative hearing stage is significantly higher than a year earlier, 147 cases compared to 87. Since the AG bills the Commission for its services, staff is monitoring the costs incurred for any budget impact. To date, the amount billed is within the Commission's budget allocation.

**Workload Conclusion**

DPP is committed to doing high quality work and views the work in DPP as a critical public service. Both management and staff are committed to reducing the time a case is waiting for action and to continue improving work processes.

# DPP Monthly Dashboard Reports

