



Review and Updates to the Commission's Strategic Plan and Policy Manual



October 9, 2014
9:00 a.m.
Mulvaney's Building & Loan
1209 19th Street
Sacramento, CA 95811

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Introduction

The Commission's current strategic plan was adopted in August 2012. The plan frames the Commission's mission, vision and goals, and guides the development of an annual workplan. The Commission's Policy Manual was last amended in June 2013 when the Commission voted to invite a student liaison to participate in its meetings. The policy manual frames the manner in which the Commission conducts its business. Both of these documents are subject to Commission review, amendment and adoption. Commissioners will discuss both of these documents (reprinted below) during a half-day retreat on October 9 with the goal of determining what updates might be necessary to align both documents with California's current policy context and conditions. If the Commission determines that changes are needed, then an action item will be placed on the December Agenda.

Strategic Plan Adopted by the Commission in August, 2012

Vision

All of California's diverse learners, preschool through grade 12, are inspired and prepared to achieve their highest potential by a well-prepared and exceptionally qualified educator workforce.

Mission

To inspire, educate and protect the students of California.

Values

The Commission's values represent core beliefs that are shared among Commissioners and staff, beliefs that drive our culture and priorities and provide a framework in which decisions are made and work is carried out.

- ◆ We recognize and promote excellence in the preparation and practice of California's education workforce.
- ◆ We value and promote equity, quality, inclusiveness and diversity in standards, programs, practices, people and the workplace.
- ◆ We value dedication and commitment to the education and welfare of California's diverse learners.
- ◆ We value the voices, ideas and understanding of our partners, stakeholders and employees.
- ◆ We embrace the spirit of innovation that acts to realize opportunities to transform our vision into reality.

Multi-year goals

I. Educator Quality

- a) Maintain expectations for educator preparedness and performance that are responsive to the needs of California's diverse student population and promote 21st century teaching and learning.
- b) Develop, maintain, and promote high quality authentic, consistent educator assessments and examinations that support development and certification of educators who have demonstrated the capacity to be effective practitioners.
- c) Ensure that credential processing and assignment monitoring activities accurately, effectively, and efficiently identify educators who have met high and rigorous certification standards and who are appropriately assigned.
- d) Effectively, efficiently, and fairly monitor the fitness of all applicants and credential holders to work with California students.
- e) Continue to emphasize teaching as a profession and encourage highly talented individuals to enter the education profession.

II. Program Quality and Accountability

- a) Develop and maintain rigorous, meaningful, and relevant standards that drive program quality and effectiveness for the preparation of the education workforce and are responsive to the needs of California's diverse student population.
- b) Effectively and efficiently monitor program implementation and outcomes and hold all approved educator preparation programs to high standards and continuous improvement through the accreditation process.
- c) Establish and maintain educator preparation, development, and career pathways as a shared responsibility among institutions of higher education, local education agencies and state agencies.
- d) Track current trends and research in learning theory, educator preparation, and certification and disseminate information about high quality programs, models, and outcomes.

III. Communication and Engagement

- a) Maintain and strengthen working relationships with the Commission's diverse stakeholder community.
- b) Continue to refine the coordination between Commissioners and staff in carrying out the Commission's duties, roles and responsibilities.
- c) Contribute to public discourse and inform public opinion about educator, program, and discipline quality and effectiveness.
- d) Partner with stakeholders in the development and implementation of policy that shapes preparation, certification, development, and discipline of the education workforce.
- e) Advise the Governor, Legislature, and other policy makers as appropriate regarding issues affecting the quality, preparation, certification, and discipline of the education workforce.
- f) Collaborate with other government agencies at the local, state, and national levels in support of coherent and effective education policy.

IV. Operational Effectiveness

- a) Maintain a workplace environment and culture that inspires, supports and values employees.
- b) Align human and financial resources with Commission priorities and offer staff opportunities for development to maximize professional engagement and performance.
- c) Demonstrate professionalism and accountability for high standards of practice in all Commission operations.
- d) Maintain a clear and accessible web presence that enables ease of access to information about requirements and best practices in certification, accreditation, educator discipline, and other areas of Commission responsibility.
- e) Maintain appropriate response times for processing applications, investigating allegations of misconduct, monitoring conditions of Settlement Agreements, and answering inquiries from the field.
- f) Maintain a culture of continuous improvement by periodically reviewing agency capacity to achieve Commission goals for educator workforce quality, preparation, certification, and discipline.
- g) Ensure that current regulations, procedures, and initiatives are appropriately streamlined and moving the Commission closer to meeting established goals.

POLICY MANUAL

State of California
Commission on Teacher Credentialing
Updated June 2013

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CHAPTER 1: POLICY

§ 100. CITATION OF POLICY MANUAL

This manual shall be known as the Policy Manual of the Commission on Teacher Credentialing. This section would be appropriately cited as "CTC Policy Manual, § 100."

§ 101. PURPOSE OF POLICY MANUAL; LIMITATIONS

This Policy Manual is intended to set forth every rule of general application governing the conduct of the business of the Commission on Teacher Credentialing excepting that which, pursuant to law, must be enacted in accordance with the Administrative Procedures Act. Nothing included herein is intended to, or does, affect the rights, benefits, or duties of applicants for, or holders of credentials or of any person or entity whose rights, benefits, or duties are regulated by statutes enacted by the Legislature or administrative regulations otherwise administered by the Commission on Teacher Credentialing.

§ 102. DEFINITION OF POLICY

For purpose of inclusion in the Policy Manual, a policy is defined as a rule of general application to govern the conduct of the Commission, its individual members, or staff under recurring circumstances which do not necessitate the promulgation of regulations.

§ 103. POLICY ENACTMENT, DURATION AND AMENDMENT

Adoption, amendment, or repeal of a policy is accomplished only by action of the Commission and is evidenced by its entry in the official minutes of the Commission with designation as policy. A policy regularly enacted by the Commission remains in full force and effect until repealed, amended, or accomplished. A policy may be repealed by its own terms on a date certain or upon the happening of a specified event. If any provisions of this manual, or the application thereof to any person or circumstances are held invalid, the remainder of this manual and the application of such provision to other persons or circumstances shall not be affected thereby. Policies of the Commission may be enacted, amended, or repealed at any regular meeting of the Commission by the affirmative vote of a majority of the voting members of the Commission.

§ 104. FORM OF AMENDMENTS

Actions which enact, amend, or repeal policy shall be prepared in a form which clearly indicates proposed deletions to existing policy manual provisions in strike-out type and proposed amendments or additions in underline type.

CHAPTER 2: MEETINGS OF THE COMMISSION

§ 200. REGULAR MEETINGS

(a) All meetings of the Commission on Teacher Credentialing shall be held in accordance with the provisions of the Bagley-Keene Open Meeting Act (Cal. Gov. Code § 11120 et seq.).

(b) The schedule of regular meetings for the Commission for each calendar year shall be prepared by the Executive Director and shall be adopted by resolution in June of each year. The regular meetings shall be held primarily in Sacramento, but may be held any place in California designated by the Commission.

§201. EDUCATOR PREPARATION STUDENT LIAISON

The Executive Committee shall appoint a non-voting student liaison to advise the Commission concerning student issues. The educator preparation student liaison shall serve for 1-year beginning on October 1 of the year of appointment. The educator preparation student liaison shall not attend any closed session meeting of the Commission. The term of the liaison shall terminate if the person is not currently a student in good standing with an educator preparation program. The Commission shall pay for any necessary costs for travel, at state rates, for attendance at a Commission meeting.

§ 210. AGENDA FOR COMMISSION MEETINGS

(a) The agenda for each meeting shall be prepared by the Executive Director at the direction of the Chair.

(b) An agenda for each regular meeting shall be mailed to the public and each member of the Commission not later than ten calendar days before the regular meeting.

§ 211. DEFINITION OF AGENDA ITEMS

An agenda item is a written proposal for consideration and action by the Commission, intended to result in the enactment of an Administrative Regulation, a decision to discipline a licensee, grant or deny a credential, sponsor or take positions on legislative proposals or the adoption of a policy for the guidance of the Executive Director and the Commission in the execution of the powers and duties appropriate to the agency.

§ 212. FORM OF AGENDA ITEMS

Agenda items will take the following forms:

(a) Items calling for immediate action of the Commission.

(b) Items providing information for consideration and discussion by the Commission for possible future action. Separate from the agenda, the Executive Director may also circulate reports, documents, and other informational materials on topics of interest, but not relating directly to issues and items appearing on the Commission's agenda.

§ 213. FORMAT OF AGENDA ITEMS

Every item for the printed agenda, whether addressed to the full Commission or a committee, shall be submitted in writing to the Executive Director no less than 15 days prior to the meeting at which the item is to be considered. The submission shall include, when appropriate, a summary page with the following:

- (a) A statement of the issue, setting forth the issue and the action, if any, proposed;
- (b) A justification for such action, indicating the source of the proposal and reasons for positive action;
- (c) Implications of the proposed action, including, when appropriate, cost, legal, legislative, licensing, and program implications.

§ 214. SUBMISSION OF AGENDA ITEMS

Items for the Commission agenda may be submitted only by members and ex-officio members of the Commission, committees of the Commission, and the Executive Director, except that a petition for adoption of an Administrative Regulation may also be submitted by any member of the public pursuant to Section 11427 of the Government Code.

In addition, the California Commission on Teacher Credentialing, in accordance with Education Code Section 44229, invites the public, the teaching profession, and interested professional groups to appear before it and submit proposals for Commission consideration and action.

All items submitted by members of the public for consideration on the Commission agenda should be in writing, signed by the sponsor, stating in ordinary and concise language:

- (a) The substance or nature of the proposed action or resolution;
- (b) The reason for the request; and when possible;
- (c) The substantive facts or other information and the technical, theoretical and empirical studies, if any, upon which the Commission may rely in taking the proposed action;
- (d) The authority under which the Commission may take the proposed action.

§ 216. REFERRAL OR DEFERRAL OF AGENDA ITEMS

Each Standing Committee shall have the authority, in consultation with the Chair, to defer consideration of agenda reports, and to defer action in response to agenda recommendations, until a subsequent meeting of the Committee.

§ 217. QUARTERLY AGENDA

In order to allow sufficient planning and scheduling of a variety of topics throughout the year, the Commission shall, whenever practicable, plan agenda items by scheduling the items on the quarterly agenda however the Executive Director in consultation with the Chair may schedule items that have not been on the Quarterly Agenda as necessary for the Commission to carry out its statutory duties and responsibilities.

§ 218. NOTICE FOR REPORTS

Agendas will notice an item space for reports from Commission members on matters they determine of interest to the full Commission.

§ 219. PUBLIC COMMENT

Prior to the Commission meeting, written statements to be submitted to the Commission, or one of its committees, for consideration at a meeting, shall be submitted to the Executive Director, at least twenty (20) calendar days prior to the Commission meeting at which the materials will be considered.

At a Commission meeting, persons wishing to make an oral statement to the Commission, or one of its committees, shall abide by the following procedures:

(a) The request shall include the name and address of the person wishing to make a public comment and a statement of the subject to be presented.

(b) The proposed speaker may speak only if and when recognized by the Chair.

(c) Five minutes may be allotted to each subject matter, subject to limitation or extension by the Chair.

1. The speaker shall provide twenty-one (21) copies of any written materials to be presented to the Commission.
2. Pursuant to the provision of Government Code section 11125.1, any written materials distributed to Commission members during a meeting shall be made available for public inspection as soon as practicable after the meeting.

§ 230. RULES GOVERNING COMMISSION MEETINGS

The rules contained in the latest edition of "Robert's Rules of Order" shall govern the Commission, except that they shall not take precedence over state laws or regulations (e.g. the Bagley-Keene Act (Government Code section 11120 et seq.)). The provisions of Bagley-Keene relating to the conduct of a public meeting are incorporated by reference.

§ 231 DETERMINATION OF A QUORUM

A quorum of the Commission shall be a majority of the total number of members established pursuant to Education Code section 44210.

§ 240. UNOFFICIAL MINUTES OF COMMISSION MEETINGS

Unofficial minutes shall be prepared by the Executive Director. The unofficial minutes of each regular meeting shall be sent to each member of the Commission ten calendar days before the next regular meeting.

Approval of the minutes, after correction, shall be the next item after the Call of Order of the agenda of each regular meeting. Any member may submit to the Commission a written statement on any item of the business of the Commission. With the consent of the Chair, such statement shall become a part of the records of the Commission and

shall be filed with the approved minutes kept by the Executive Director. The approval of minutes shall not be an item on the agenda of an emergency meeting, but the minutes of an emergency meeting shall be an item on the agenda of the succeeding regular meeting.

§ 241. CHALLENGE OF MINUTES

Any member may challenge the accuracy of factual aspects of the minutes at the time the Chair solicits corrections, including additions or omissions, prior to approval as official minutes. Questions of accuracy will be resolved by reference to recordings of the meetings, if necessary.

§ 242. CUSTODY AND INSPECTION OF OFFICIAL MINUTES

Official minutes of the Commission are a public record and shall be kept in the custody of the Executive Director at the office of the Commission. With the exception of closed session minutes, the official minutes shall be available to the public for inspection and copying during business hours. Before official approval, all minutes will be marked "Unofficial Minutes."

§ 243. OFFICIAL MINUTES NOT INCLUDED IN AGENDA

The Commission will not include the "Official Minutes" as part of the agenda package unless it is determined that corrections are so substantive that they must be included. In the preparation of the minutes, the question of substance shall be determined by the Executive Director.

§ 245. INCLUSION OF REMARKS OR VOTING POSITIONS

Any member may request the inclusion in the minutes of personal remarks or a voting position, provided such a request is made at the time statements are made during the Commission meeting, or when votes are recorded at the meeting, and such remarks or votes are germane to the issue at hand. The Commission Chair shall give approval for inclusion of the specific item requested.

§ 246. INCLUSION OF MATERIALS PRESENTED OR DISCUSSED

A member may request approval from the Commission Chair to include materials presented or discussed at the Commission meeting in the minutes. Such materials are to be submitted in writing and will be entered as addenda to the minutes.

CHAPTER 3: MEMBERS OF THE COMMISSION

§ 300. OFFICERS

The officers of the Commission shall be the Chair and the Vice Chair.

§ 301. PROCEDURE FOR THE ELECTION OF OFFICERS

(a) The nomination and election for Chair and Vice Chair shall be at the last meeting of the calendar year of the Commission. Notice of the pending election will be given at the meeting immediately preceding the last meeting of the calendar year of the Commission. All commissioners will be appropriately advised concerning pending elections.

(b) Nominations shall be in open session. If an individual plans to nominate, it is his/her responsibility to procure the consent of the individual to be nominated.

(c) Nominations may be made orally in open session at the last meeting of the calendar year. Following the nominations each nominee shall make a presentation, not to exceed five (5) minutes in duration, concerning his or her vision for the Commission's future and how his or her attributes will contribute to that vision.

(d) The Chair and Vice Chair shall be selected by roll call voice vote, and both elections shall be conducted by the Executive Director. Commissioners shall be called upon alphabetically and each shall announce his or her choice. If there are more than two (2) nominees for either Chair or Vice Chair and no nominee receives a majority of the votes of those present, then the two (2) nominees receiving the greatest number of the votes of those present will be selected for runoff election which shall be conducted immediately thereafter by roll call voice vote. Commissioners' votes shall be duly recorded in the official record of the proceedings.

(e) In the event a nominee receives a majority of the votes of the current eligible voting members (i.e., 1 more than 50%) at the election, then the election shall become final, and he or she shall assume office immediately upon the conclusion of the Commission meeting. No proxy votes are permitted. In the event a nominee does not receive a majority vote, then the election will not be officially concluded until any absent members are given the opportunity to cast a vote as the first order of business at the next scheduled Commission meeting.

(f) The newly elected Chair and Vice Chair shall assume office at the next meeting of the Commission following their elections.

§ 302. OFFICER VACANCY

In the event of vacancy in the office of Chair or the Vice Chair, a successor may be elected by the Commission to hold office for the unexpired term.

§ 303. TERM LIMITS FOR OFFICERS

No member of the Commission shall be elected to the office of Chair or Vice Chair of the Commission for more than two consecutive one-year terms.

§ 310. GENERAL DUTIES OF OFFICERS

The officers of the Commission shall have such powers and shall perform such duties in addition to those set forth in this chapter as may be delegated to them by the Commission.

(a) The Chair shall be the presiding officer at meetings of the Commission and shall be an ex-officio member of all committees.

(b) The Chair shall consistently and regularly communicate and collaborate with the Vice Chair on all matters concerning the Commission.

(c) The Chair will annually report the State of the Commission detailing the Commission's accomplishments during the prior year.

§ 311. CHAIR PRO TEMPORE

In case of the absence or inability to act of both the Chair and Vice Chair at a meeting, the Commission shall elect a Chair Pro Tempore for the meeting.

§ 312. ATTENDANCE OF MEMBERS OF THE COMMISSION

A member of the Commission is absent from a Commission meeting if he or she fails to attend at least 50 percent of the meeting without sufficient cause. Sufficient cause means, but is not limited to, an illness or injury to a Commissioner or a member of his or her immediate family, or an act of God, which prevents his or her attendance at the meeting, absences due to a religious observance or an absence because of a contractually mandated employment responsibility, as determined by the Chair of the Commission. Failure to attend due to a conflict with other scheduled meetings, or for social or personal reasons other than those listed above, will not be considered sufficient cause.

§ 320. EX OFFICIO MEMBERS OF THE COMMISSION ATTENDANCE AT CLOSED SESSION

(a) Ex Officio Members of the Commission serve, with some exceptions outlined in (b), as non-voting members of the Commission and may attend and participate in any and all closed sessions held by the Commission pursuant to Government Code section 11126 and Education Code sections 44420 and 44245.

(b) Ex Officio Members of the Commission shall be entitled to vote in separate standing Committees of the Commission as provided in §412 of the Policy Manual.

§ 321 ABSENCES BY EX OFFICIO MEMBERS OF THE COMMISSION

If an ex officio Member of the Commission is absent from any four regularly scheduled meetings in any calendar year, the Chair of the Commission shall contact that ex officio to ascertain the reason for such absences and to initiate steps to assure attendance at future meetings, including, but not limited to, notifying the organization sponsoring the ex officio.

§ 330. AUTHORIZATION TO INCUR TRAVEL EXPENSE

Expenses of members of the Commission involved in attendance at regular and special meetings of the Commission and its committees will be reimbursed in accordance with

applicable Board of Control rates upon submission of appropriate claims. All other travel by members of the Commission must be approved in advance by the Chair to qualify for reimbursement.

(a) Advance approval is not required for:

- (1) Regular Commission/Committee meetings; and
- (2) Special committee meetings.

(b) Advance approval is required for:

- (1) Special meetings (individual Commissioners) with organizational representatives;
- (2) Participation in external meetings as official Commission representative;
- (3) Special meetings with internal staff;
- (4) Legislative hearings and/or meetings with individual legislators;
- (5) Educational seminars; and
- (6) Monitoring Committee of Credentials' and/or Committee of Accreditation's activities.

§ 331. ATTENDANCE AT EDUCATIONAL MEETINGS

While all members of the Commission are encouraged to attend educational meetings throughout California, such plans should be communicated to the Chair prior to attending, in order for the Chair to designate individuals as official representatives of the Commission, to avoid unnecessary or inappropriate duplication of effort, and to obtain approval for reimbursement of expenses when appropriate.

§ 332. OUT-OF-STATE TRAVEL

All requests for Commissioners to travel out-of-state shall be approved by the Chair, depending upon the necessity and appropriateness of such travel and subject to availability of funds budgeted for the purpose and other applicable budgetary restrictions.

§ 333. STIPEND CLAIMS BY PUBLIC REPRESENTATIVES

(a) A claim for a stipend payment pursuant to Education Code 44217 submitted by a private citizen (i.e. public representative) member of the Commission or Committee of Credentials shall be approved, if:

- (1) As to each day for which the stipend is claimed, the approved minutes of the meeting shows that the claimant was present; or if absent, was absent on authorized Commission or Committee business.
- (2) The claimant includes a written statement on his or her travel expense claim for the meeting attesting that his or her attendance at the meeting for which a stipend is claimed resulted in a loss of income to the claimant for each day on which the stipend is claimed.

(b) Pursuant to California Government Code Section 11564.5, stipends paid to private citizen members of the Commission and the Committee of Credentials shall be paid at the rate of one hundred dollars (\$100) per day.

(c) Stipend claims and supporting evidence shall be submitted on the form required by the State Controller.

CHAPTER 4: COMMITTEES CREATED BY THE COMMISSION

§ 400. CREATION OF STANDING AND AD HOC COMMITTEES

The Commission may create standing committees, which shall be either standing committees of the whole or separate standing committees. The Commission may also create ad hoc committees to examine specified subjects or interview prospective candidates for either the Committee of Credentials or the Committee on Accreditation, and these ad hoc committees shall be dissolved, as appropriate, after reporting and making recommendations, as needed, to the Commission. In selecting members to an ad hoc Interview Committee, the Chair shall strive to select members to achieve a balance of members' experience on the Committee.

§ 401. APPOINTMENT OF COMMITTEE CHAIRS

The Chair of the Commission shall designate a Commissioner to serve as a Chair for each standing committee.

§ 402. TIME AND PLACE OF SEPARATE STANDING AND AD HOC COMMITTEE MEETINGS

Each separate standing and ad hoc committee shall meet at such time and places as may be convenient and necessary, on call of the Chair of the committee.

§ 404. REPORTS OF FULL COMMISSION

The report of a separate standing or Ad Hoc committee shall be an item on the agenda of the earliest feasible regular meeting of the Commission.

§ 405. EFFECT OF COMMITTEE RECOMMENDATIONS

All separate standing and ad hoc committee recommendations must be submitted and approved by action of the Commission.

§ 406. MINUTES OF SEPARATE COMMITTEE MEETINGS

All committees shall keep minutes of their respective meetings. A written record of the actions of every committee shall be prepared by the Executive Director and reported to the Commission.

§ 407. SEPARATE STANDING AND AD HOC COMMITTEE PROCEDURES FOR PUBLIC COMMENT

A person wishing to address a separate standing or ad hoc committee of the Commission shall be guided by procedures established by the committee.

§ 408. QUORUM FOR SEPARATE STANDING AND AD HOC COMMITTEES

When a quorum is not present at separate standing or ad hoc committee meetings, the Chair of the Commission may ask other members to serve as voting members on a temporary basis for the purpose of establishing a quorum.

§ 410. SEPARATE STANDING AND AD HOC COMMITTEE MEMBERSHIP

The Chair shall appoint the members to separate standing and ad hoc committees.

§ 411. RECORD OF SEPARATE STANDING AND AD HOC COMMITTEE ATTENDANCE

The committee Chair will keep a record of attendance at meetings of separate standing committees.

§ 412. VOTING BY EX OFFICIO MEMBERS OF THE COMMISSION

(a) Ex officio members shall be entitled to vote in any meeting of the Commission following a determination by the Chair that participation is necessary to establish a quorum. For purposes of this section, a quorum shall constitute the minimum number of members required to conduct business. The Executive Director shall use a random means of selection to select only the number of ex officio representatives needed to establish the quorum.

(b) Ex officio representatives shall be entitled to vote in separate subcommittees of the Commission. In such instances in which ex officio representatives vote and constitute a majority of such subcommittees, all actions (lost motions and motions not seconded, as well as motions seconded and passed) must be brought to the full Commission for its review and disposition.

§ 420. MEMBERSHIP OF THE EXECUTIVE COMMITTEE

The membership of the Executive Committee shall consist of the Chair and Vice Chair of the Commission, as well as the chairs of the standing committees.

§ 421. MEETINGS OF THE EXECUTIVE COMMITTEE

The Executive Committee shall meet at the call of the Chair.

§ 422. ROLE AND RESPONSIBILITY OF THE EXECUTIVE COMMITTEE

The Executive Committee shall meet as necessary whenever the Commission meets and perform the following functions:

(a) Take primary responsibility for planning and developing the major policy issues and initiatives the Commission needs to resolve and insuring that these policy issues are being addressed in a timely fashion; form the basis of future agenda items; and meet the goals set by the Commission's strategic plan. The Executive Committee shall identify and discuss any appropriate and relevant issues in order to refer such items to a Committee or bring them before the Commission for consideration.

(b) Periodically review the roles and responsibilities of the standing committees, and recommend any proposed changes to the Commission as a whole.

(c) Periodically review the Policy Manual and recommend any proposed changes to the Commission as a whole.

§ 430. ROLE AND RESPONSIBILITY OF LEGISLATIVE COMMITTEE

A standing Legislative Committee shall function as a standing committee of the whole. The Legislative Committee shall be responsible for:

(a) Determining specific issues to be developed as Commission-sponsored legislation.

(b) Reviewing all legislation introduced in the Legislature which may impact the work or responsibilities of the Commission, and to determine appropriate actions for the Commission to take in relation to such legislation.

(c) Reviewing and recommend on such other matters as may properly come before the Legislative Committee.

§ 450. ROLE AND RESPONSIBILITY OF THE PROFESSIONAL SERVICES COMMITTEE

The Professional Services Committee shall function as a standing committee of the whole and shall be responsible for:

(a) Reviewing and adopting all standards, guidelines and regulations to govern the approval, accreditation and evaluation of programs or units of professional preparation and induction at California colleges, universities and local education agencies;

(b) Reviewing and approving all subject matter programs submitted for initial approval by post secondary institutions;

(c) Overseeing the work of the Committee on Accreditation;

(d) Reviewing and adopting plans and policies for the development and use of examinations and assessments for the certification of teachers and other educators in California

(e) Reviewing and authorizing the Executive Director to enter into contracts for the development and/or administration of certification examinations and assessments; and

(f) Reviewing and acting upon other issues that may properly come before the Committee.

§ 460. ROLE AND REPONSIBILITY OF THE PROFESSIONAL PRACTICES COMMITTEE

The Professional Practices Committee shall function as a standing committee of the whole and shall be responsible for:

(a) Reviewing and recommending to the Commission any necessary changes in the policies, procedures, regulations or statutes that govern the review of disciplinary actions taken by the Commission and the Committee of Credentials.

(b) Advising the Commission when vacancies occur or may be expected to occur on the Committee of Credentials and recommending to the Commission that a vacancy be declared.

§ 470. ROLE AND RESPONSIBILITY OF THE CREDENTIALING AND CERTIFICATED ASSIGNMENT COMMITTEE

The Credentialing and Certificated Assignment Committee shall function as a standing committee of the whole and shall be responsible for recommending to the Commission any necessary changes in the policies, procedures, regulations, or statutes that govern; the review of licensing appeals; credential waivers; requirements for credentials, certificates, and permits; the review and reporting of the assignment of certificated individuals and the sanctions for misassignment; policies, and procedures concerning the supply and demand of certificated personnel; and to review all matters

within the purview of the Committee.

§ 480. ROLE AND RESPONSIBILITY OF THE FISCAL POLICY AND PLANNING COMMITTEE

The Fiscal Policy and Planning Committee shall function as a standing committee of the whole and shall be responsible for considering and acting on budget change proposals; monitoring the status of the Commission's annual budget; and reviewing the Commission's quarterly revenues and expenditures.

§ 490. ROLE AND RESPONSIBILITY OF PANELS AND DESIGN TEAMS

(a) Definitions:

(1) Panel – The term “panel” as used here is a generic term referring to any group of individuals that provides insight, advice and perspective on functions such as product development (i.e., examination, standards, and guideline development), implementation and accountability (i.e., program review, accreditation, and examination validation), and research and policy development (i.e., reading study and accreditation pilot project). The procedures for panels may also be applied to design teams and task forces and are generally applicable to all such groups.

(2) Examples of various kinds of panels include, but are not limited to the following:

- a. Advisory Panel – A group formed to provide policy recommendations for a particular topic.
- b. Work Group – A group formed to do background work leading to policy recommendations.
- c. Design Team – A group formed to do more specialized work in developing new structures, such as developing standards or examinations.
- d. Program Reviewers – Individuals selected to be members of visiting accreditation teams or to review program proposals.
- e. Standing Committee – A group appointed to perform an ongoing function.

(b) The Commission may direct the Executive Director to establish an advisory panel. The Commission may also specifically establish an advisory panel to accomplish a particular task. Each nominee shall submit an application regarding the nominee's willingness to serve, background qualifications, and reasons for wishing to serve. A majority of the panel members shall have technical expertise. In addition the Commission shall ask the representatives of affected stakeholder organizations to designate a representative to each panel. Any panel appointed by the Commission is subject to the provisions of the Bagley-Keene Open Meeting Act.

(c) The Executive Director may establish a task force, design team, working group when either staff or the Commission has determined that they require additional expertise, viewpoints or experiences to obtain further input in the formulation or resolution of a complex issue under consideration. Participants shall include members

suggested by the Commission as well as members designated by affected stakeholder organizations. Staff will be responsible for summarizing the work and conclusions of any group, so appointed, in a report to the Commission and the Executive Director.

(d) Whenever the Commission determines it is necessary, a Member of the Commission may be appointed to serve as a liaison on any advisory panel, task force, design team or working group.

CHAPTER 5: COMMITTEES CREATED BY STATUTE

§ 500. THE COMMITTEE OF CREDENTIALS

The Professional Practices Committee shall be responsible for:

(a) Advising the Commission when vacancies occur or may be expected to occur on the Committee of Credentials. Prior to publicly announcing a vacancy, staff shall inquire in writing as to the availability of incumbents to serve an additional term. The letter of inquiry shall clearly state that the incumbent's availability to accept reappointment is one of a number of factors the Commission may consider in determining vacancies. Responses to the inquiry may be given orally, directly to the Executive Director, followed by a written communication postmarked no later than ten (10) days from the date of inquiry.

(b) Directing staff to conduct year-round recruitment of interested applicants and provide appropriate public notice regarding impending vacancies and the qualifications required of applicants. Action shall be undertaken according to the following guidelines:

(1) Timely printing, posting and distribution of applications.

(2) Applications shall be posted on the Commission's web site and shall be distributed statewide both electronically and by United States mail to both the general public and to interested parties, including but not limited to the PTA, ACSA, CSBA, CTA, CFTA, district and county superintendents, deans of education, and all persons listed in the vacancy pool for the Committee of Credentials.

(3) The Committee shall set a final date for submission of applications; however, the Commission may extend the final filing date if an insufficient number of applications have been received by the original final filing date. The date of submission shall be considered to be the same as the postmark date on the envelope in which the application is received.

(4) Whenever practicable, a letter from the Chair of the Commission requesting nominations of qualified applicants will be sent to appropriate parties and stakeholder groups.

§ 501 SELECTION OF MEMBERS OF THE COMMITTEE ON CREDENTIALS

An ad hoc Interview Committee appointed by the Chair in accordance with the provisions of §§ 400 and 410 shall be responsible for receiving and evaluating applications and nominations for membership on the Committee of Credentials and for conducting interviews as appropriate; and

(a) Placing in nomination the names of qualified persons for each position to be filled. An alternate may be selected if deemed qualified. Any alternate so selected will be placed in a pool of alternates and available to fill a vacancy in that position category should the need arise.

(b) Identifying, scoring, ranking, discussing and recommending nominees for the Committee of Credentials to the Commission according to the following factors:

- (1) The total membership of the Committee of Credentials should be broadly representative of the community with respect to of sex, ethnic and cultural background, and geographical area of residence.
- (2) Persons nominated should be of balanced and judicious temperament with broad understanding of, and respect for, community values and attitudes.
- (3) Persons nominated must be willing and able to devote the time and effort necessary to carry out the work of the Committee.

§ 502. ABSENCE AS CAUSE FOR REMOVAL OF COMMITTEE OF CREDENTIALS MEMBER

Absence that causes undue hardship to the work of the Committee of Credentials may be cause for removal from the Committee by the Commission.

§ 503. TERMS OF MEMBERS OF THE COMMITTEE OF CREDENTIALS

(a) The term for each initial appointment to the Committee of Credentials shall be two years, and no member shall serve more than four successive two-year terms.

(b) At least one new member shall be appointed each year, but in the interest of continuity and stability, not more than three members should be replaced in one year.

(c) Terms of appointment shall commence on July 1 and shall expire on June 30, except that an appointment to fill an unexpired term may be made effective upon the first day that a position becomes vacant.

§ 504. RELATIONS WITH THE COMMISSION

(a) The Commission fully recognizes the unique and valuable contribution of the Committee of Credentials to the work of the Commission; and wishes to maintain a fully effective, cooperative, and cordial working relationship between the two bodies.

(b) Each Commissioner is encouraged to arrange his/her calendar so as to schedule attendance at a Committee of Credentials meeting each year in order to observe the Committee functions and to become familiar with Committee procedures.

(c) The Committee Chair and/or Committee will be invited to meet with the Commission from time to time to exchange views on matters relating to disciplinary and corrective measures necessary and appropriate to the maintenance of professional standards.

§ 510. OFFICERS OF THE COMMITTEE OF CREDENTIALS

The officers of the Committee of Credentials shall be a Chair, who shall preside at meetings of the Committee; and a Vice Chair who shall preside in the absence of the Chair.

§ 511. ELECTIONS OF OFFICERS

Officers of the Committee of Credentials shall be elected by a majority of the votes of the Committee. The names of the officers shall be reported to the Chair of the Commission.

§ 512. MEETINGS OF THE COMMITTEE OF CREDENTIALS

(a) The Committee shall meet in Sacramento at such times as it considers necessary to perform its duties.

(b) The Committee shall, no later than the last meeting of the calendar year, adopt a calendar indicating the dates, times, and places of meetings for the following year, subject to the approval of the Commission.

(c) For good cause and with the Commission's approval, the Chair of the Commission may schedule Committee meetings at some other date, time, or place than that adopted in (b).

§ 530. MEMBERSHIP ON THE COMMITTEE ON ACCREDITATION

(a) The Committee on Accreditation consists of twelve members. Six members are from postsecondary education institutions, and six are certificated professionals in public schools, school districts, or county offices of education in California. Selection of members is based on the breadth of their experience, the diversity of their perspectives, and "their distinguished records of accomplishment in education" (Education Code Section 44373-a). All members serve as members-at-large. No member serves on the Committee as a representative of any organization, institution, or constituency. To the maximum extent possible, Committee membership is balanced according to ethnicity, gender, and geographic regions. The Committee includes members from elementary and secondary schools, and from public and private postsecondary institutions. The elementary and secondary school members include certificated administrators, teachers, and at least one member involved in a professional educator preparation program. The postsecondary members include administrators and faculty members, both of whom must be involved in professional educator programs.

(b) Criteria for Membership

The criteria for membership on the Committee are:

- (1) evidence of achievement in the education profession;
- (2) recognized professional or scholarly contributions in the field of education;
- (3) recognition of excellence by peers; experience with and sensitivity to issues of human diversity;
- (4) distinguished service in the field of educator preparation; knowledge of issues related to the preparation and licensing of education professionals; length of professional service;
- (5) and possession of appropriate educational degrees and professional credentials.

§ 531. SELECTION OF MEMBERS OF THE COMMITTEE ON ACCREDITATION

(a) A Nominating Panel of four distinguished members of the education profession in California identifies and nominates individuals to serve on the Committee on Accreditation. The Nominating Panel is comprised of two college and university members and two elementary and secondary school members. The Nominating Panel is comprised of two educators appointed by the Committee on Accreditation and two educators appointed by the Commission. Each entity will appoint one college or university member and one elementary or secondary school member to the Nominating Panel. The terms of Nominating Panel members are four years and they may not serve more than one term.

(b) To select members for the Committee on Accreditation, a vacancy notice is posted on the Commission website and nominations are solicited, in writing, from a broad base of professional organizations, agencies, institutions, and individuals in education. Each nomination must be submitted with the consent of the individual. A written endorsement from the nominee confirming understanding of and agreement to the nominee's participation on the Committee must be submitted (Commission provides travel, per diem, and substitute reimbursement, if needed). The nominee's professional resume must be submitted. Self-nominations are not accepted.

(c) Based on the membership criteria and the principles of balanced composition set forth in section 530, the Nominating Panel screens the professional qualifications of each nominee and recommends at least two highly qualified nominees for each vacant seat on the Committee. The Commission fills each Committee seat and alternate position by selecting from the nominations following interviews and recommendations of an *ad hoc* Interview Committee established in accordance with the provisions of §§ 400 and 410.

(d) The Commission appoints members of the Committee on Accreditation to four-year terms. A member may be re-nominated and re-appointed to a second term of four years. A member may serve a maximum of two terms on the Committee. Interviews shall be conducted by an *ad hoc* interview committee in accordance with the provisions of §§ 400 and 410.

(e) Terms of appointment shall commence on July 1, or the date of the appointment, whichever is later, and shall expire on June 30.

§ 532. VACANCIES ON THE COMMITTEE ON ACCREDITATION

(a) A committee member's position shall be declared vacant by the Commission upon absence without sufficient cause from three consecutive Committee meetings or four Committee meetings in one calendar year. The co-chairs of the Committee shall inform the Committee member regarding concerns related to the attendance of that Committee member and are to notify the Chair of the Commission and the Executive

Director of the Commission that a vacancy has been established by virtue of three consecutive absences.

(b) When a seat on the Committee becomes vacant prior to the conclusion of the member's term, the Executive Director fills the seat for the remainder of the term by appointing a replacement from the list of alternate members.

CHAPTER 6: STAFF AND AGENCY OPERATIONS

§ 600. RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR

(a) The Executive Director shall perform and discharge, under the direction and control of the Commission, the powers, duties, purposes, functions, and jurisdiction vested in the Commission and delegated to the Executive Director by the Commission.

(b) Any power, duty purpose, function, or jurisdiction which the Commission may lawfully delegate shall be conclusively presumed to have been delegated to the Executive Director unless it is shown that the Commission has specifically reserved the same for its own action.

(c) The Executive Director shall meet periodically with the Chair and Vice Chair for direction regarding the Commission's goals as aligned to the Commission's strategic plan. The Executive Director shall at least annually report to the Chair and Vice Chair regarding the accomplishments of the Commission.

(d) The Executive Director shall employ and fix the compensation in accordance with law and within Commission policies, of such assisting staff as the Executive Director deems necessary to effectively conduct the work of the Commission

(e) The Executive Director may authorize such assisting staff to perform in the name of the Executive Director, any of the authorized duties of the Executive Director.

§ 602. EVALUATION OF THE EXECUTIVE DIRECTOR

The evaluation of the Executive Director's performance will be based upon the annual goals established by the Executive Director in consultation with the members of the Commission. The Executive Director's annual performance evaluation will occur prior to the last Commission meeting of each year.

(a) In January the Executive Director will establish annual goals and submit them to the members of the Commission. The Chair and Vice Chair will meet periodically with the Executive Director to discuss goals and make adjustments as needed.

(b) Prior to October 31 each year, the members of the Commission will be provided with a report of the Executive Director's prior year's accomplishments and an evaluation form revised each year to reflect the goals that were established in January or as revised throughout the year.

(c) The members of the Commission must submit evaluations, postmarked no later than November 15th, of the Executive Director's performance to the Personnel Officer at the Commission. Only timely submissions will be included in the Executive Director's evaluation.

(d) The Chair and Vice Chair will meet with the Executive Director to review the evaluations submitted by the members of the Commission prior to the last Commission meeting of the year.

(e) At the last Commission meeting of the year, the Chair will report during the General session a summary of the evaluations. The report will be maintained in the Executive Director's Official Personnel File.

§ 605 PUBLICATIONS

In addition to any reports required by statute, the Commission may issue an Annual Report and other publications as necessary.

§ 610. CONTRACT AUTHORITY

(a) The Commission reserves to itself the authority to authorize the Executive Director to approve contracts and agreements for goods or services with a value in excess of \$150,000 except that Commission approval is not required for the following notwithstanding the fact that the agreement or contract total may exceed \$150,000:

(1) Contracts or agreements let under the auspices of a state master agreement, strategic sourcing or by regulation or pursuant to an interjurisdictional exchange of personnel under the visiting educator program.

(2) Contracts or agreements to grant money to fund a state funded program, provided that the Executive Director report at least once each year on all grants provided pursuant to such programs.

(b) Authority of the Executive Director. Contracts and agreements other than those specified in Subsection (a) may legally be entered into by the Executive Director or his or her designee.