



Commission on Teacher Credentialing

Ensuring Educator Excellence

Policy Manual

Updated April 2015

Commission on Teacher Credentialing



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Rodriguez, Ref	Public Representative	2016
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Vacant	Public Representative	
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Vision Statement

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 Statement

To inspire, educate and protect the students of California.

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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 except where a regulation is required under the Administrative Procedures Act. Nothing in this Manual 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 or administrative regulations.

§ 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

Policy is set by action of the Commission. A policy remains in force until repealed or amended. A policy may be repealed by its own terms on a date certain or upon the happening of a specified event. The Policy Manual will be reviewed by the Commission no less often than bi-annually.

§ 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 of 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 calendar maybe later amended by the Executive Director and Chair as needed. The meetings of the Commission shall be held in Sacramento unless otherwise 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 posted to the public website and made available to each member of the Commission not later than ten calendar days before the regular meeting. The agenda notice will be posted in the reception area of the Commission's office and agenda materials will be available electronically to members of the public.

§ 211. DEFINITION OF AGENDA ITEM

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.
- (c) Items providing information and allowing for Commission consideration, discussion and/or action.

§ 213. FORMAT OF AGENDA ITEMS

Every item for the Commission agenda, whether addressed to the full Commission or a committee thereof, shall be submitted in person or electronically to the Executive Director no less than 15 calendar days prior to the meeting at which the item is to be considered. The submission shall include:

- (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, as appropriate, cost, legal, legislative, licensing, and program implications.

§ 214. SUBMISSION OF AGENDA ITEMS

Items for inclusion on 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 accordance with Education Code Section 44229, the Commission 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 under Education Code section 44229 for inclusion 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.
- (c) When possible, 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. BIMONTHLY 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 Bimonthly Agenda however the Executive Director in consultation with the Chair may schedule items that have not been on the Bimonthly Agenda as necessary for the Commission to carry out its statutory duties and responsibilities.

§ 218. NOTICE FOR REPORTS

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

§ 219. PUBLIC COMMENT

The Commission welcomes public comment. If a person requests the Commission staff to distribute a written comment to the Commission, the written materials must be received by the Executive Director at least five days before the scheduled meeting. If a person wants to distribute written comment to Commissioners, the person is responsible for bring 20 copies of the material to the meeting.

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 affiliation/organization 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) Time shall be allotted to each subject matter and speaker, subject to limitation or extension by the Chair.
 - 1 The speaker shall provide sufficient 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 reasonably possible after the meeting.

§ 230. RULES GOVERNING COMMISSION MEETINGS

The rules contained in the latest edition of "Robert's Rules of Order" shall guide 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.)).

§ 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. UNAPPROVED MINUTES OF COMMISSION MEETINGS

Unapproved minutes shall be prepared by the Executive Director. The unapproved minutes of each regular meeting shall be placed on the agenda of the next subsequent regular meeting for consideration by the Commission.

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

Once approved by the Commission, the minutes shall become the Official Minutes of the Commission and shall be a public record and 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 on the Commission's website. Before official approval, all minutes will be marked "Unapproved Minutes."

§ 243. UNAPPROVED MINUTES NOT INCLUDED IN AGENDA

The Commission will include "Unapproved Minutes" as part of the agenda package. If significant and substantive corrections are needed, they will be placed on the agenda for the next regular meeting for approval.

§ 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 electronically or 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. Notice of the pending election will be given at the meeting immediately preceding the last meeting of the calendar year. All Commissioners will be notified 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 may 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 recorded in the minutes.
- (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 concluded until any absent members are given the opportunity to cast a vote as the first order of business at the next regular Commission meeting.
- (f) The newly elected Chair and Vice Chair shall assume office after conclusion of the Commission meeting at which they were elected.

§ 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.

§ 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

Pursuant to Education Code section 44214, if a Commissioner is absent from four meetings in a calendar year, his/her Commission seat shall be deemed vacant.

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

Subject to the exceptions established in Education Code section 44212, Ex Officio Members of the Commission serve as non-voting members of the Commission. Ex Officio Members 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.

§ 321. ABSENCES BY EX OFFICIO MEMBERS OF THE COMMISSION

If an Ex Officio Member of the Commission is absent from any four meetings in a calendar year, the Chair of the Commission shall contact that member 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 member.

§322 VOTING BY EX OFFICIO MEMBERS OF THE COMMISSION

- (a) An Ex Officio Member 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 to select only the minimum number of Ex Officio Members needed to establish the quorum.
- (b) An Ex Officio Member shall be entitled to vote in a committee making a non-binding recommendation to the Commission. In instances in which Ex Officio Members vote and constitute a majority of such committees, 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.

§ 330. AUTHORIZATION TO INCUR TRAVEL EXPENSE

Expenses of members of the Commission 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.
 - (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.
- (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 or denied 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. If approved by the Chair, the request for out-of-state travel will be submitted for review and approval by the Governor's Office pursuant to section 760 of the California State Administrative Manual.

§ 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 Official 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 AND ADVISORY PANELS 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 Commission will keep a record of attendance at meetings of separate standing and ad hoc committees.

§ 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 and shall:

- (a) Take primary responsibility for planning and developing the major policy issues and initiatives the Commission needs to resolve and ensuring 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.
- (d) Conduct such other business as may come before the committee as determined by the Chair.

§ 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 recommending on such other matters as may properly come before the Legislative Committee.

§ 450. ROLE AND RESPONSIBILITY OF THE EDUCATOR PREPARATION COMMITTEE

The Educator Preparation 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.

- (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.
- (c) Reviewing reports concerning the discipline workload of the Commission.
- (d) Reviewing and acting upon other issues that may come before the committee.

§ 470. ROLE AND RESPONSIBILITY OF THE CERTIFICATION COMMITTEE

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

- (a) Recommending to the Commission any necessary changes in the policies, procedures, regulations, or statutes that govern, the review of licensing appeals, credential waivers, and requirements for credentials, certificates, and permits.
- (b) Reviewing and reporting the assignment of certificated individuals and the sanctions for misassignment.
- (c) Reviewing and reporting policies and procedures concerning the supply and demand of certificated personnel.
- (d) Reviewing and acting upon other issues that may come before 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:

- (a) Considering and acting on budget change proposals.
- (b) Monitoring the status of the Commission's annual budget.
- (c) Reviewing the Commission's quarterly revenues and expenditures.
- (d) Reviewing and acting upon other issues that may come for the committee.

§ 490. APPOINTMENT OF ADVISORY PANELS

- (a) Advisory Panels. The Commission may appoint or direct the Executive Director to appoint Advisory Panels as needed to acquire insights, perspectives and technical expertise that support the formulation, consideration, and adoption of policies. Advisory Panels established by formal action of the Commission are subject to the Bagley-Keene Open Meeting Act pursuant to Government Code Section 11120 et seq.
- (b) The term “Advisory Panel” as used here is a generic term referring to a group of individuals established by formal action of the Commission to provide technical expertise, insight, and advice and policy recommendations to the Commission. The Commission shall establish criteria for membership on each Advisory Panel it appoints or directs the Executive Director to appoint.
- (c) Appointment procedures and considerations
 - (1) Commission staff will engage in broad solicitation for potential appointments to an Advisory Panel in order to secure a wide range of qualified applications with expertise related to the issue or policy area under consideration. Each applicant shall submit an application regarding the applicant’s willingness to serve, background, qualifications, and reasons for wishing to serve.
 - (2) A majority of Advisory Panel members shall have expertise in the matter under consideration. Reasonable effort will be made to ensure that Advisory Panels include classroom teachers, school administrators, other school services personnel, members of the public, and public and private higher education institutions, with expertise pertinent to matter under consideration. Appointments shall reflect, to the extent feasible, the ethnic and cultural diversity of the California public schools.

- (3) Whenever the Commission determines it is necessary, a Member of the Commission may be appointed by the Commission Chair to serve as a liaison on an Advisory Panel.
- (d) **Work Groups.** The Executive Director may establish a Work Group when staff has determined that they require additional expertise, viewpoints or experiences to obtain further input in a complex matter under consideration. Work Groups are not subject to the Bagley-Keene Open Meeting Act pursuant to Government Code Section 11120 et seq.
- (1) Each applicant shall submit an application regarding the applicant's willingness to serve, background qualifications, and reasons for wishing to serve. A majority of the panel members shall have technical expertise.
 - (2) To the extent feasible, the Executive Director shall provide reasonable public notice of Work Group meetings and assure that these Work Groups provide an opportunity for comment from members of the public and stakeholders.
 - (3) The Commission shall invite affected stakeholder organizations to designate a representative to each Work Group.
- (e) **Reimbursement of Travel Expenses for Advisory Panels and Work Groups:**
- (1) The Executive Director shall establish a budget for each Advisory Panel and Work Group. Contingent on the availability of funding and within the limits of the budget set for the Panel or Work Group, the Commission may reimburse Panel and Work Group members for reasonable and necessary travel expenses associated with meeting participation, not to exceed the then current state travel limits.
- (f) Accreditation review teams and subject matter examination panels are neither Advisory Panels nor Work Groups as defined in this Section, and are subject to EC §44288 or §44228.

CHAPTER 5: COMMITTEES CREATED BY STATUTE

§ 500. STATUTORY COMMITTEES

The Commission makes all appointments to two statutory bodies, the Committee of Credentials (see Education Code section 44240 et seq.) and the Committee on Accreditation (see Education Code section 44373 et seq.).

§ 501. REMOVAL OF MEMBER

Membership on a statutory committee may be terminated at the discretion of the Commission. A request to terminate membership will be heard in closed session unless the statutory committee member asks for the matter to be heard in general session. A statutory committee member will be given notice not less than twenty (20) calendar days prior to the request being heard by the Commission.

§ 502. OVERSIGHT BY THE COMMISSION

Each Commissioner is encouraged to schedule attendance at each statutory committee meeting at least once during their term of office in order to observe the committee functions and to become familiar with committee procedures.

§ 503. OFFICERS OF A STATUTORY COMMITTEE

The officers of the Committee on 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. The officers of the Committee on Accreditation shall include two co-chairs, one from the higher education sector and one from the K-12 sector.

§ 504. ELECTIONS OF OFFICERS

Officers of a statutory committee 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.

§ 505. TERMS OF APPOINTMENT

Terms of appointment of statutory committee members shall commence on July 1, or the date of the appointment, whichever is later, and shall expire on June 30.

§ 506. FILLING A MID-TERM VACANCY

When a seat on a statutory committee becomes vacant prior to the conclusion of the member's term, the Executive Director shall fill the seat for the remainder of

the term by appointing a replacement from the list of alternate members previously selected by the Commission.

§ 510. RECRUITMENT FOR THE COMMITTEE OF CREDENTIALS

The Commission staff 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.
- (b) Staff shall 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 posting and distribution of applications.
 - (2) Applications shall be posted on the Commission's web site and shall be circulated statewide 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 Executive Director shall set a final date for submission of applications; however, the Executive Director may extend the final filing date if an insufficient number of applications have been received by the original final filing date.
 - (4) Whenever possible, a letter from the Chair of the Commission requesting nominations of qualified applicants will be sent to appropriate parties and stakeholder groups.

§ 511. SELECTION OF MEMBERS OF THE COMMITTEE OF 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. Alternates 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 gender, diverse ethnic and cultural backgrounds, 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.

§ 512. TERMS OF MEMBERS OF THE COMMITTEE OF CREDENTIALS

- (a) The term for each initial appointment to the Committee of Credentials shall be two years. 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.

§ 513. 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) Education Code section 44373 sets forth the requirements for the Committee on Accreditation (COA). The COA consists of twelve members, six from postsecondary education institutions, and six who 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 44373a). 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.
- (b) **Criteria for Membership**
Consistent with the provisions of Education Code section 44373, 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) Possession of appropriate educational degrees and professional credentials.

§ 531. SELECTION OF MEMBERS OF THE COMMITTEE ON ACCREDITATION

- (a) In accordance with Education code section 44373(b), a Nominating Panel of four distinguished members of the education profession in California shall identify and nominate individuals to serve on the Committee on Accreditation. The Nominating Panel shall be comprised of two college and university members and two elementary and secondary school members. The Nominating Panel shall be comprised of two educators appointed by the Committee on Accreditation and two educators appointed by the Commission. Each entity shall appoint one college or university member and one elementary or secondary school member to the Nominating Panel. The term of a Nominating Panel member is four years and they may not serve more than two terms.

- (b) To select members for the Committee on Accreditation, a vacancy notice shall be 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 shall not be accepted.
- (c) Based on the membership criteria and the principles of balanced composition set forth in section 530, the Nominating Panel shall screen the professional qualifications of each nominee and recommends at least two highly qualified nominees for each vacant seat on the committee. The Commission shall fill each committee seat and alternate position by selecting from those nominated following interviews and recommendations of an Ad Hoc Interview Committee established in accordance with the provisions of §§400 and 410.
- (d) The Commission shall appoint members of the Committee on Accreditation to four-year terms.

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, in accordance with law and within Commission policies determine the compensation 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, 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 review with the Executive Director 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.

§ 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) The Commission delegates authority to the Executive Director or his or her designee authority to enter into contracts and agreements for under \$150,000.