



## Commission on Teacher Credentialing

1900 Capitol Avenue Sacramento, CA 95811 (916) 324-8002 Fax (916) 324-8927 www.ctc.ca.gov  
Professional Services Division

### STAKEHOLDER MEETING: ASSIGNMENT MONITORING AND COMPLIANCE ACTIVITIES April 15, 2014

**Essential Question:** How might assignment monitoring and compliance activities be streamlined and strengthened?

**Meeting Goals:**

- Identify strengths and weaknesses in current process including compliance activities
- Explore options for streamlining and strengthening current process
- Identify recommendations/consensus on revisions to regulations for compliance activities

TIME	ACTIVITY	NOTES
10:00 – 10:20	<b>Welcome and Introductions</b> <ul style="list-style-type: none"> <li>- Housekeeping – Logistics</li> <li>- Meeting Purpose and Goals</li> <li>- Agenda - Handouts</li> <li>- Questions for participation</li> </ul>	<ul style="list-style-type: none"> <li>• Webcast participants – input and access</li> <li>• Introductions – Name and Org – Briefly describe role in Assignment Monitoring or why this meeting is important for you and your organization</li> </ul>
10:20 – 11:05	<b>Assignment Monitoring and Compliance – Whole Group</b> <ul style="list-style-type: none"> <li>- PowerPoint Overview</li> <li>- Brief History and Purpose</li> <li>- Terminology</li> <li>- Statute and Regulations</li> <li>- Roles – CTC/County/District/Site</li> </ul>	<ul style="list-style-type: none"> <li>• Develop common understanding of related terminology, statute and regulations for discussion</li> <li>• Handout(s) - Resources</li> <li>• Questions</li> </ul>
11:05 – 11:30	<b>Think-Ink-Pair-Share Activity – What’s Working Well? Challenges? - Handout</b> <ul style="list-style-type: none"> <li>- <i>Think-Ink</i> – individually address questions posed (5 min)</li> <li>- <i>Pair</i> with a partner to discuss responses and share ideas then refine, clarify and prioritize responses (10 min)</li> <li>- <i>Share</i> ideas with whole group – thumbs up/down – identify areas of consensus (10 min)</li> </ul>	<ul style="list-style-type: none"> <li>• Activity Handout #1</li> <li>• Webcast Participants – Think-Ink and Pair via email, telephone, google hangout with identified partner – Partners will be identified with contact information on the morning of the meeting</li> </ul>
11:30 – 11:40	<b>Break – Areas of Consensus - Put up Around Room for Additional Related Notes and Consideration</b>	<ul style="list-style-type: none"> <li>• Post-its available to add notes to charts around room as time permits</li> </ul>
11:40 – 12:10	<b>Small Groups Activity (4 partners)</b> <b>Prioritize Challenges – Identify Potential Solutions (15 min)</b> <ul style="list-style-type: none"> <li>- Streamlining process – what and how</li> <li>- Technological solutions for improving process</li> <li>- <i>Share</i> ideas with whole group – thumbs up/down identify areas of consensus (15 min)</li> </ul>	<ul style="list-style-type: none"> <li>• Display – Challenges from Prior Activity</li> <li>• Activity Handout #2</li> <li>• Webcast Participants – Group via email, telephone, google hangout with identified partner(s)</li> </ul>

Time	Activity	Notes
12:10 – 12:30	<b>Whole Group Activity – Compliance Regulations</b> <ul style="list-style-type: none"> <li>- Review handout on regulations pertaining to Uncorrected Misassignments</li> <li>- Activity – by group consensus color code regulations for action</li> <li>- <b>Green</b> – Maintain as is</li> <li>- <b>Yellow</b> – Possible Minor Modifications – Needs Discussion</li> <li>- <b>Red</b> – Priority – Consensus that these sections of regulations should be modified – requires in depth discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Activity Handout #3 – regulations parsed out by section and subsection for targeted discussion</li> <li>• Highlighters available in room</li> <li>• Webcast Participants – Email in feedback</li> <li>• Activity and discussion continue during lunch break – 30 minutes to pick up lunch and meet back at Commission for further discussion</li> </ul>
12:30 – 1:15	<b>Lunch (Bring/Pick up your own) – Return for Continued Discussion on Regulatory Prioritization Activity</b>	
1:15 – 1:45	<b>Small Group Activity (4 Partners) – Proposed Modifications, Additions and Deletions</b> <ul style="list-style-type: none"> <li>- Beginning with <b>Red</b> then moving to <b>Yellow</b> priorities discuss and identify alternative options</li> <li>- As a group prioritize alternative options</li> <li>- Suggest additions/ deletions and modifications to regulatory language to align with alternative options</li> </ul>	<ul style="list-style-type: none"> <li>• Activity Handout #4</li> <li>• Webcast Participants – Group via email, telephone, google hangout with identified partner(s)</li> </ul>
1:45 – 2:15	<b>Whole Group Activity</b> <ul style="list-style-type: none"> <li>- Share out from small group activity</li> <li>- Discussion</li> </ul>	
2:15 – 2:50	<b>Whole Group Activity</b> <ul style="list-style-type: none"> <li>- Putting the Puzzle Together – Identify Potential Recommendations – Areas of Consensus</li> </ul>	
2:50 – 3:00	<b>What’s Next: Giving Feedback Closing</b> <ul style="list-style-type: none"> <li>- Whole group reflection</li> </ul>	