



PROGRAM SPONSOR ALERT

Date: August 14, 2013

Number: 13-10

Subject: Revisions to Common Standards New Program Addendum

Summary

This Program Sponsor Alert provides information on revisions made to the Common Standards New Program Addendum. The purpose of the revisions are twofold: 1) to assist institutions submitting new educator preparation programs in providing relevant information about how the new program integrates into the institution's unit system, and 2) streamlining the review process by better focusing the type of information provided by the institution.

Background

In May 2010, the *Common Standards New Program Addendum* (Common Standards Addendum) was created in an effort to provide institutions who had already submitted a full response to the 2008 Common Standards a more streamlined approach when submitting a new educator preparation program for approval ([PSA 10-11](#)). The nine guiding questions included in the *Addendum* template have proven to be so broad in scope that institutions have frequently had difficulty providing clear and concise responses and the review of documentation has too often taken significant time and a number of resubmissions.

In order to relieve some of the burden on both institutions and reviewers in responding to the Common Standards Addendum while still ensuring that the new program proposal will be sufficiently integrated into the institution's unit, the COA approved revisions to the *Common Standards Addendum* in June 2013. These revised questions are designed to assist institutions in focusing the type of information to be provided about how a newly proposed educator program fits into an institution's unit system. The Common Standards Addendum template now includes more specific questions as well as language that more clearly explains the differences between "program" and "unit."

Timeline for Transition to the newly revised Common Standards New Program Addendum
Beginning **Tuesday, September 3, 2013**, institutions submitting a new proposal for a new educator preparation program for Initial Program Review must respond to the newly revised Common Standards New Program Addendum. The template is provided in Appendix A.

References:

PSA 10-11 Common Standards—When to submit a response and when Common Standards are reviewed <http://www.ctc.ca.gov/educator-prep/PS-alerts/2010/PSA-10-11.pdf>

Common Standards web page: <http://www.ctc.ca.gov/educator-prep/STDS-common.html>

Common Standards and Glossary: <http://www.ctc.ca.gov/educator-prep/standards/CommonStandardsTeacherPrep.pdf>

NCATE Standards Alignment Matrix: <http://www.ctc.ca.gov/educator-prep/accred-alignment.html>

Contact Information: Questions should be directed to the Initial Program Review mailbox IPR@ctc.ca.gov

Appendix A
Template For the
Common Standards New Program Addendum

A Commission approved program sponsor that proposes a new educator preparation program must submit responses to Common Standards Addendum addressing how the new educator preparation program will integrate into the existing education unit structure. An education **Unit** gathers data related to the Common Standards across all of the institution’s approved teacher preparation **Programs**. The data collected is analyzed for use in ongoing **Unit** and **Program(s)** evaluation and improvement. More information about the relationship/differences between Unit and Program is provided in the *Common Standard 2 Technical Assistance webcast and handouts located at <http://www.ctc.ca.gov/educator-prep/webcasts.html>*.

Directions: The CTC requests the following information regarding the implementation of the proposed new program. Should the current Common Standard document already explain how the institution will address these issues, with no differences for the proposed program, please provide a statement of assurance that the newly proposed program will adhere to the approved Common Standard response and include a hyperlink to the related section in the Common Standard, or copy the cited section of the Common Standard into your response.

Common Standard Addendum	Narrative Describing How the New Educator Preparation Program Integrates into the Educational Unit
Common Standard 1 Addendum: Educational Leadership	
Provide the unit or division where the program will be housed and the name and title of the person in charge of said unit/division	
Provide the name and title of the person who will have day-to-day oversight of the program.	
Provide the name and title of the person who will have fiscal oversight of the proposed program.	
Provide information on how the proposed program will be represented at unit meetings and in unit activities (e.g. organizational meetings, budget decisions)	
Common Standard 2 Addendum: Unit and Program Assessment System	
Your institution has an established Unit accreditation system and a response to Common Standard 2 that describes that Unit accreditation system. Please describe the ways in which the proposed Program will be incorporated into the Unit accreditation system, if different from the manner in which all other programs are included in the institution’s response to C.S. 2. If there is no difference, please indicate so.	
Common Standard 3 Addendum: Resources	
Identify the fiscal, personnel, and information resources needed by the proposed program.	

Common Standard Addendum	Narrative Describing How the New Educator Preparation Program Integrates into the Educational Unit
Describe the process for determining what resources are needed to ensure effective implementation of the program and the process for ensuring these resources are allocated by the institution, if different from what is contained in the institution's Common Standard response to C.S. 3. If there is no difference, please indicate so.	
Common Standard 4 Addendum: Faculty and Instructional Personnel	
Describe the criteria <i>specific to the proposed program</i> that will be used to determine the selection and hiring of qualified diverse faculty and instructional personnel, if different than the institutions' response to the C.S. 4 for all other programs. If there is no difference, please indicate so.	
Describe the preparation and support provided to faculty and instructional personnel (e.g. orientation, skills training, networking opportunities), if different than what is described in the institution's response to C.S. 4 for all other programs. If there is no difference, please indicate so.	
Common Standard 5 Addendum: Admissions	
Will the admissions criteria and institutional procedures for admission for this program differ from that for other programs as described in the institutions' response to C.S. 5? Please include any specific employment requirements established by the CTC (e.g. verification of prerequisite credential). If there is no difference, please indicate so.	
Common Standard 6 Addendum: Advice and Assistance	
Please describe how and when candidates will receive programmatic and academic information (e.g. progress towards completion, deadlines) if different from that described in the institution's C.S. 6 response for all other programs. If there is no difference, please indicate so.	
Please describe how and when candidates requiring assistance will: 1) be identified, and 2) receive guidance and support, if different from that described in the institution's response to C.S. 6 for all other programs? If there is no difference, please indicate so.	
Common Standard 7 Addendum: Field Experience and Clinical Practice	
Please describe how the institution will monitor the overall effectiveness of the field experience and clinical	

Common Standard Addendum	Narrative Describing How the New Educator Preparation Program Integrates into the Educational Unit
practice component of the proposed program?	
Please describe the process for identifying, selecting, and evaluating field experience and clinical practice sites and how the institution will monitor the appropriateness of these sites, if different from that contained in the institution's response to C.S. 7 for all other programs. If there is no difference, please indicate so.	
Common Standard 8 Addendum: District Employed Supervisors	
Please describe how the institution will oversee the effectiveness of the criteria for the selection, preparation, and support for district employed supervisors for the proposed program if it differs from what is contained in the institution's response to C.S. 8, for all other programs. If there is no difference, please indicate so.	
Please describe how the institution will ensure that the district employed supervisors are sufficiently prepared (e.g. orientation, training, networking opportunities) to serve in their roles, if different from that which is described in the institution's response to C.S. 8, for all other programs? If there is no difference, please indicate so.	
Common Standard 9 Addendum: Candidate Assessment	
Please identify the assessments that will be used to determine candidate competence as they progress through the proposed program. Please identify the processes used to determine candidate competency and completion of requirements.	
Please describe how the institution will oversee the effectiveness of the assessments used and the processes in place to determine candidate competency, if different from that described in the institution's response to C.S. 9 for all other programs.	