



## Commission on Teacher Credentialing

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

Professional Services Division

March 30, 2011

To: Deans and Directors of Educator Preparation Programs – Red Cohort

As a member of the Commission on Teacher Credentialing's (CTC) red cohort, your institution is scheduled to host a Site Visit in the 2011-2012 year. Outlined below are the procedures to consider in planning your accreditation site visit. Additionally, this letter provides valuable guidance for preparing your documents, exhibits, and interview schedule.

The Commission's accreditation system includes a series of activities throughout a seven-year cycle. Activities that the CTC administers are Biennial Reports, Program Assessment and Site Visits. This entire system is built upon the foundation of annual data collection, analysis, and program improvement. It is at the site visit that all these component parts come together to allow the Committee on Accreditation to make an Accreditation decision for your institution.

Taking the time to thoroughly read this letter and explore all of the related linked information will be highly beneficial as your institution moves towards your accreditation Site Visit. The underlined links in the letter will take you to pages on the CTC website containing information pertinent to the topics being discussed.

- Preparation for the Site Visit
- Completing [Program Assessment](#)
- Documentation for the Site Visit
- Programs Not in Operation
- [Biennial Reports](#)
- State Consultant and Dates for the Site Visit

### Preparation for the Site Visit

One of the first steps in preparing for the site visit is participating in the Year-Out Webcast. Beginning this year, technical assistance webcasts will be held in May 2011 to support institutions in preparing for the visit. These webcasts will be interactive for those able to attend in person or through the live webcast. All webcasts will be archived for future reference. Each of the three webcasts will focus on a slightly different type of accreditation site visit. If possible, please try to select the date most appropriate for your institution's visit:

Thursday, May 5 <sup>th</sup>	Joint CTC-NCATE Visits	10:30 am
Friday, May 13 <sup>th</sup>	CTC Visits to very small (1-2 programs) institutions	–
Monday, May 23 <sup>rd</sup>	CTC Visits	3 pm

Please sign up for the technical assistance webcast that you will participate in, <http://www.surveymonkey.com/s/redcohortTAMeeting>. For those participating at the Commission offices in Sacramento, handouts will be provided. For those participating remotely or via archive, handouts will be posted on the [webcast page](#).

If you cannot attend at the time scheduled, the webcast will be archived so you can access the information at your convenience. The advantage of participating in live time, however, is that staff will be available via e-mail during the webcasts to answer your specific questions even if you can only attend a session that is not specific to your institution's visit.

The webcast on May 5, focusing on the joint CTC-NCATE visits, will address the Continuous Improvement model: submission of the Institutional Report, Off-site Review, Off-site Report, and preparing the IR Addendum in addition to the routine planning for lodging, transportation, logistics and the all important interview schedule.

If you are new to accreditation in general or the Commission's Accreditation System, please view the archived *Accreditation 101* presentation (<http://www.ctc.ca.gov/educator-prep/webcasts.html>, February 19, 2009) prior to the Year-Out Technical Assistance Webcasts in May 2011. The *Accreditation Handbook* is the document where guidance is found for all components of the Commission's accreditation system. *Chapter 7* is focused specifically on Preparation for an Accreditation Site Visit and should be the first reference for your preparations. In addition there is a [Site Visit web page](#) where detailed information is available on the steps to complete in preparation for an accreditation site visit.

### **Completing Program Assessment**

The program assessment documents have been reviewed by trained members of the Board of Institutional Reviewers (BIR) who have expertise in the program area. The reviewers also had access to the Biennial Reports that have been submitted as well as to CTC feedback on those reports. Reviewers have looked for the following:

- Does the program document clearly and comprehensively describe how the program is aligned with each program standard?
- Are all portions of the standard addressed?
- Does the documentation provided support the narrative?

Program Assessment needs to be completed for all programs at your institution a minimum of six months prior to the site visit. If time allows before your institution's site visit, all programs should continue to submit additional information until all program standards are "Preliminarily Aligned." Resubmissions must follow the guidelines set out in [PSA 10-12](#). For resubmissions, additional information must be embedded within the program narrative and indicated with a new color font or a highlight to indicate what information has been added. A [Program Summary](#) for each approved credential program also needs to be completed in preparation for the Site Visit. Please check with your state consultant to ensure that a draft Program Summary is available for each your programs. The finalized Program Summary needs to be available a minimum of 60 days prior to the Site Visit.

As the Program Assessment process is completed for each program, it is essential that a finalized program narrative is submitted to the Commission. [PSA 10-12](#) describes the process of integrating all portions of the program narrative to develop the finalized program narrative. Please submit all finalized program narratives to the Commission a minimum of 60 days prior to the Site Visit.

The finalized *Preliminary Report of Findings* (program report from the Program Assessment process) impacts the structure of your Site Visit. At the Accreditation Site Visits, most programs participate in a process called Program Sampling. During Program Sampling, each approved credential program is evaluated for effectiveness across three categories: *Program Design*, *Course of Study*, and *Candidate Assessment* and interviews are conducted with like constituencies from multiple programs at the same time. If a program does not have all or the majority of its standards "Preliminarily Aligned" prior to the site visit, the program might not participate in the Program Sampling process and instead would participate in a Full Program Review during the site visit. Please see the [document](#) comparing Program Sampling and a Full Program Review document for more information.

### ***How Programs in Transition Participate in the Site Visit***

A number of credential program standards have recently been revised and programs are currently transitioning or preparing to transition to newly adopted standards. This section clarifies how these programs will be reviewed through both Program Assessment and at the Site Visit. Please note that the date that your programs have chosen to transition to the standards will be taken into account when determining what needs to be submitted to the Commission for Site Visits. All transitioning programs must submit a [Program Summary](#) even though the program may not be participating in the full Program Assessment process. All transitioning programs are reviewed through the Program Sampling process described above. Please work closely with your site visit consultant to ensure that you understand the accreditation expectations around programs transitioning to new standards.

### **Credential Areas in Transition (2011-12)**

<b>Credential Area</b>	<b>Program Assessment</b>	<b>Plan for Program Review</b>
Preliminary Special Education Programs <i>Must transition by Fall 2011</i>	Programs transitioned <b>prior</b> to October 1, 2010 must submit a program assessment by the fall of 2011.	Programs that transitioned after October 1, 2010 must submit a program assessment document after implementing the transitioned program for 6 months to 1 year.
Reading Certificate and Reading/ Language Arts Specialist Programs <i>Must transition by Fall 2013</i>	No document required at this time.	Programs must submit a document after <b>6 months to 1 year of operation of the transitioned program</b> . This may be during Program Assessment or may occur after the Site Visit has taken place. (You may contact the CTC consultant in charge of your program if you have questions about your situation.)
Designated Subjects: Adult Education Programs <i>Must transition by January 31, 2013</i>	No document required at this time.	
General Education MS/SS Clear Programs <i>Must transition by Fall 2010</i>	No document required at this time.	
Teacher Librarian Programs <i>Transition date still to be established</i>	The standards are under revision and no document is required at this time.	
Adapted Physical Education Programs <i>Must transition between July 1, 2011 and December 2012</i>	No document required at this time	

All programs that have recently transitioned will be reviewed through the Program Assessment process (standard by standard review) at the same time as other programs offered by the institution or slightly later. It is possible that the Program Assessment review for a transitioned program may take place after the site visit has been completed. But during the site visit, all transitioned programs are reviewed through the Program Sampling process discussed above.

### **Documentation for the Site Visit**

Program Assessment and Biennial Reports are 100% electronic submissions. Institutions are encouraged to prepare an accreditation web page where all [Site Visit Documentation](#) and many types of supporting evidence can be accessed by the team members.

There are a couple of documents due prior to the actual site visit. The timeline for these documents is provided in the [Steps in Preparing for an Accreditation Site Visit](#) that is posted on the [Site Visit web page](#). One of the first documents due is the [Preconditions Report](#). There are sample Preconditions Reports available on the [Site Visit web page](#).

### **Programs Not Currently in Operation**

It is important that you let your site visit consultant know about any programs that are on the Commission's approved programs list, but your institution is not currently offering. The Commission consultant can guide you in determining whether these programs should be withdrawn or deemed inactive prior to your site visit. It is important that the Commission have a clear understanding of the status of all your institution's approved programs and whether each is in operation. COA action is required to withdraw a program or to re-activate an inactive program.

### **Biennial Reports**

Please be aware that the Year 5 Biennial Report is due in summer/fall 2011. The Year 5 Biennial Report needs to present data collected during the 2009-10 and 2010-11 years and report on changes to the program since the prior Biennial Report. Staff will make every effort to provide feedback within 6-8 weeks of submission. This progress can be expedited if your institution will select the August or September 2011 submission dates. If you have a fall 2011 site visit, please consider submitting your Biennial Report as early as possible. Please consult the [Red cohort map](#) for additional information. This Biennial Report along with Commission Feedback and the Biennial Report and Commission Feedback from fall 2009 must be provided for the site visit team members as is stated in the [Site Visit Documentation](#).

### **State Consultant and Dates for the Site Visit**

Beginning about a year before your Site Visit, your institution's assigned state consultant will be available for a monthly consultation on your progress towards the site visit. These consultations may take place through email, phone calls and/or Skype conferences. Approximately two months prior to your Site Visit, the state consultant and team lead will travel to your institution for a Two-Month-Out Pre-Visit. At that time the lodging, interview schedule, exhibits, program documentation and other logistics will be reviewed for the visit.

The State Consultant for your visit is <Insert Consultant name here> with <email>

The dates for all 2011-12 accreditation site visits are posted on the [Accreditation Site Visit](#) webpage. If you have any question about the identified dates please contact Cheryl Hickey, Administrator of Accreditation ([chickey@ctc.ca.gov](mailto:chickey@ctc.ca.gov)) or me.

Sincerely,



Teri Clark  
Director, Professional Services Division  
Commission on Teacher Credentialing