

# Program Approval and Inactive Program Status

## Professional Services Division

### October 2007

#### Overview of this Report

Programs are approved at institutions or program sponsors to prepare prospective educators. Prior to approval by the COA, a program must complete the peer review process. Once a program is approved, the program is listed on the Commission's *Approved Programs* web page (<http://www.ctc.ca.gov/educator-prep/approved-programs.html>). Currently there are programs listed on the Commission's web page as approved programs, but the programs are not in operation. At the August 2007 meeting, staff proposed investigating the option of adding an "Inactive" status to the Commission's program approval procedures.

#### Staff Recommendation

Staff recommends that the COA take action to direct staff to develop language to implement the addition of the option of the status of 'Inactive' to the program approval procedures.

#### Background

Currently an educator preparation program is listed on the Commission's web page as an approved program. There is no other status for an educator preparation program. Some approved preparation programs are not currently operating but are still presented to the public as approved programs.

In the revised accreditation system, biennial reports are due every other year and if a program is not in operation—it will be difficult to submit a biennial report reporting on candidates and measures of candidate competence. Therefore staff is suggesting a second category of program approval—approved but inactive. An institution/program sponsor would be able to indicate that one or more of its approved programs is 'inactive.' If there have been no new standards adopted between the time the program became inactive and when the institution/program sponsor re-activates the program, a new program document would not need to be submitted and the program would not need to complete the initial program approval process again. Clearly if new standards are adopted, or modifications are made to the standards, the institution/program sponsor would need to address the new standard(s) prior to re-activating the program.

#### *Questions discussed at the August 2007 meeting:*

1. How would a program enter 'inactive' status?
  - The Dean or director of teacher education would submit a letter to the Commission requesting that the program be declared inactive. The letter would indicate the date when the last candidate is expected to complete the program.
2. If a program is in 'inactive' status, what does the institution/program sponsor need to do to re-activate the program?
  - The Dean or director of teacher education must submit a letter to the Commission requesting reactivation of the program. The letter would indicate the requested date of reactivation. Staff would work with the institution to ascertain what, if any,

changes have been made to the program standards or other requirements during the tenure of the programs inactive status and what, if any, changes the institution plans to make to the program. Staff would take the reactivation request to the COA for approval.

3. When can an institution/program sponsor re-activate a program?
  - If the COA approves the reactivation, the program is reactivated as of the date of the COA meeting.
4. If during the period a program is in ‘inactive’ status, the institution/program sponsor is scheduled for i) Biennial Report, ii) Program Assessment, or iii) a site visit, what does the program or the institution/program sponsor need to do when the program is re-activated?
  - Biennial Reports: An abbreviated Biennial Report would be submitted by each ‘inactive’ program during the biennial report year. The report would provide updated information to the Commission on the program, if any, and would be no more than 1-2 pages.
  - Program Assessment: A program that is inactive may be required to participate in program assessment at the discretion of the COA
  - Site Visit: A program that is inactive may be required to participate in the site visit at the discretion of the COA
5. What other issues might apply to institutions/program sponsors with ‘inactive’ programs?
  - The program must be listed as inactive or closed if it is displayed on the institution’s web site or in promotional materials.
  - A program that is inactive will not be able to recommend individuals for credentials.
  - If revised program standards are adopted, an inactive program must either respond to the newly adopted program standards or be withdrawn as an approved program.

### **Possible Next Steps**

If the COA accepts the staff recommendation, staff would disseminate information to all approved programs regarding this new program status option. Staff would also prepare language for the Accreditation Handbook defining the procedures relating to an approved program with inactive status and bring the language to the January 2008 COA meeting for review.

<b>Program may:</b>	<b>Approved Program</b>	<b>Approved Program with Inactive Status</b>	<b>Withdrawn Program</b>
Accept new candidates	Yes	No	No
Recommend candidates for a credential	Yes	No	No
Respond to newly adopted standards for continued approval	Yes	Yes	No