

Update on the Accreditation Handbook

Professional Services Division

April 8, 2008

Overview of this Report

This report provides an update on the work to revise the *Accreditation Handbook* for discussion and input.

Staff Recommendation

Staff recommends that the Committee on Accreditation (COA) discuss the changes and proposed modifications to the Accreditation Handbook identified below, direct staff to make particular changes it deems appropriate, and direct staff to post the revised draft Handbook and to bring the Handbook to the June 2009 COA meeting for approval.

Background

At the October 2008 COA meeting, staff were directed to post the draft Accreditation Handbook on the Commission on Teacher Credentialing (CTC) website and to bring an agenda item to the January 2009 COA meeting with recommendations for additional revisions. There was no January 2009 agenda item that addressed the Handbook.

Stakeholder feedback continues to be collected both through the online survey and through informal suggestions provided during technical assistance meetings. In addition, staff has begun to discuss the limitations of the current draft version of the Handbook and has begun to identify changes and additions that would ensure the Handbook is useful throughout implementation of the revised accreditation system.

In particular, staff recommends the COA consider the following changes and additions:

- Remove all references to specific academic years (e.g., 2008-09) that limit the applicability of the Handbook.
- Recast the discussion in specific chapters to focus the purpose of the site visit on the institution's alignment with the Common Standards and to reflect the role of the Program Assessment process in reviewing program documents. Included in this discussion will be the revised role of the site team in validating activities reported in the Program Assessment process, primarily through interviews across stakeholder groups and credential programs:
 - Chapter 7: Preparing for the Site Visit,
 - Chapter 10: Site Team Members, and
 - Chapter 11: Team Lead Responsibilities.
- Describe the role of the Preliminary Report of Findings, resulting from the Program Assessment process, in guiding the COA's decision about team composition and the specific role of site visit team members added to the team to complete an onsite review of programs that received preliminary findings that were not *Standard Met*.

- Describe the focus of the one to four team members who will focus on the approved credential programs on each site visit. These team members will be interviewing across all approved credential programs and all stakeholder groups to confirm the Preliminary Report of Findings from Program Assessment. All program standards will be considered across four broad categories that all program standards address. The four broad categories are as follows:
 - Program Design
 - Curriculum
 - Field Experience
 - Candidate Assessment
- Consider the value of dividing Chapter 8, Accreditation Decisions into two chapters; the first to provide guidance to site teams on making standards decisions and the second on accreditation decisions.
- Finish developing and updating appendixes, particularly those providing sample interview schedules. Develop an updated sample interview schedule for a CTC visit and for an NCATE visit. Create a new matrix for interviews that need to be scheduled that sample all programs rather than delve deeply into program standards.
- Develop a chapter focusing specifically on re-visit procedures that guides institutions and team leads in preparing for a re-site visit addressing stipulations.

Next Steps

Staff will utilize feedback from the COA's discussion to guide the next set of revisions. An updated draft version of the Handbook will be brought to the COA at its May 2009 meeting.