

Adoption of the 2009-2010 Work Plan

August 4, 2009

Overview of the Report

The Committee on Accreditation adopts its annual work plan at its first meeting of the new fiscal year. This item contains a review of the procedures for displaying and reporting on the COA's work plan. In addition, the proposed work plan for the 2009-2010 year is presented for discussion and possible adoption by the committee.

Staff recommendation

Staff recommends that the COA review the proposed work plan, suggest modifications, and adopt the work plan for 2009-10. In addition, staff recommends that the COA discuss the October COA meeting date in light of the state furloughs.

Background

Shortly after its organization meeting in April of 1995, the COA developed a comprehensive work plan for its first twenty-four months of operation. The work plan was based upon the analysis of the *Accreditation Framework* done by the Committee at its May 1995 meeting. Eight tasks were identified as priority work for the COA and staff developed projected time frames for the completion of each of the identified tasks. Staff was asked to provide an update on the work plan at each of its scheduled meetings.

In subsequent years, the Committee on Accreditation adopted its work plan derived from the responsibilities described in the *Accreditation Framework*. Annually, the Committee deleted completed tasks, added new tasks, or continued unfinished or delayed tasks from earlier work plans. The work plan was adopted at the July or August meeting each fiscal year. The identified tasks were originally presented in a table that included columns indicating proposed completion dates and how much of the task was completed as of each meeting date. As directed by the Committee, revised completion dates were inserted when appropriate.

As part of the most recent review of the accreditation system, the *Accreditation Framework* now explicitly identifies four adopted purposes of accreditation upon which there is established common agreement by stakeholders. The purposes of accreditation as identified in the *Framework* are:

- Ensure accountability – accountability to the public and the profession;
- Ensure program quality;
- Ensure adherence to standards; and
- Foster program improvement.

Given that these four purposes served as the foundation for the development of the revised accreditation system and its various components, the COA organized its 2008-09 work plan around them. As such, Commission staff proposed a revised organizational structure, in which all the upcoming accreditation activities are categorized by one of the four purposes. In addition, the Committee's annual report, also presented at this meeting, takes a similar approach to its organizational structure. This common organizational structure allows the annual work plan, the annual report, and evaluation of the system to work in unity.

On the basis of a review of the accomplishments of the 2008-2009 year and a review of the work plan of that year, the following items were selected for inclusion in the proposed 2009-2010 work plan. The work plan can be adopted as is, with the understanding that amendments can be made in the future, or the work plan can be amended at this meeting.

COA Work Plan 2009-10

Purpose 1. Ensure Accountability to the Public and to the Profession

- a) *Maintain public access to the Committee on Accreditation.* All Committee meetings will continue to be held in public and all meeting agendas posted in accordance with the Bagley-Keene Open Meeting Act. In addition, meetings will be transmitted via audio broadcast to allow any individual with access to the internet the ability to hear live or recorded broadcasts of all Committee meetings. The Commission's website will continue to be utilized fully to provide agenda items, notification of meetings, as well as broad-based access to critical accreditation materials for institutions and others interested in accreditation.
- b) *Preparation and presentation of COA reports to the Commission.* The Committee on Accreditation will present its annual report to the Commission in the fall. Additional updates and reports to the Commission will be provided as necessary and appropriate throughout the year.

Purpose 2. Ensure Program Quality

- a) *Professional accreditation of institutions and their credential preparation programs.* This is the principal, ongoing task of the Committee on Accreditation. The COA has been given full responsibility for making the legal decisions regarding the continuing professional education accreditation of institutions and their credential programs. In the 2009-2010 academic year, accreditation site visits are scheduled for 16 institutions in the Yellow cohort. In addition, four institutions will be revisited in 2009-10 to ensure sufficient progress in addressing issues identified in previous accreditation visits. A list of the institutions scheduled for a site visit in 2009-2010 is included in Appendix A of this item.
- b) *Revise and finalize the Accreditation Handbook.* One of the major goals for 2008-09 was to finalize the *Accreditation Handbook*. This document explicates the processes and procedures of the various components of the accreditation system. Stakeholder review of the various chapters of the *Handbook* was completed. One chapter has been adopted by the COA and the work in 2009-10 is to complete the review and adoption of the remaining chapters.
- c) *Update all BIR members so that each individual is prepared to participate in the revised accreditation system.* Work with each member of the BIR who is participating in initial program review, Program Assessment or accreditation site visits to understand the Commission's accreditation system, the revised Common Standards and Glossary, the use of the Common Standard Descriptors, the Program Assessment process, and the revised site visit format.

- d) *Receive regular updates on Commission activities related to accreditation and provide Commission with advice on issues related to accreditation as requested by the Commission.*

Purpose 3. Ensure Adherence to Standards

- a) *Conduct and review program assessment activities.* The Yellow Cohort, which is comprised of 16 institutions, is the first set of institutions currently engaged in program assessment two years prior to the accreditation site visit. The COA will monitor the review process for this first year of implementation of this component of the revised system. In addition, the Program Assessment process will begin for the Red Cohort, which is comprised of 18 institutions. Programs in the Red Cohort are required to submit program assessment documents in either October 2009 or December 2009. A list of institutions engaged in program assessment in the 2009-10 year is included in Appendix A.
- b) *Review and initial approval of new credential programs.* This is another one of the major ongoing tasks of the Committee on Accreditation. The COA has developed procedures for handling the submission of proposed credential programs. Some of the decisions are made on the basis of expert review panel recommendations and some are made on the basis of staff recommendations. In all cases, programs will not be given initial approval until the reviewers have determined that all of the Commission's standards are met.
- c) *Conduct technical assistance visits to institutions new to accreditation.* The COA will consider the issues identified by technical assistance review teams in their review of institutions new to the accreditation process in California. Review teams will provide technical assistance to these institutions in preparation for a full accreditation site visit. A list of institutions scheduled for a technical assistance site visit in the 2009-10 year is included in Appendix A.
- d) *Disseminate information related to the Commission's Common Standards.* This includes the dissemination of the descriptors which were designed to facilitate a more consistent understanding of, and agreement about, the Common Standards. This work also includes the development of Planning Prompts for the Common Standards
- e) *Integrate Induction programs into the Commission's accreditation system.* The COA took action in January 2009 to transition Induction Programs into the Commission's accreditation system beginning July 1, 2009. Therefore part of the work for 2009-10 is to monitor that transition.
- f) *Begin the discussion of how the Subject Matter Programs can be included in the accreditation system.* With the Commission's action in fall 2006 that all programs that lead to an authorization to teach or provide services in California's public schools need to be reviewed through the Commission's accreditation system, the subject matter programs are the only programs that have not been integrated into the accreditation system. During 2009-10, the COA will discuss and consider the appropriate way to work with the approved subject matter programs.

Purpose 4. Foster Program Improvement

- a) *Collect, analyze, and report on the biennial reports submitted in fall 2009.* The 2009-2010 academic year will be the second full year of implementation of the biennial report component of the revised accreditation system. All institutions in the Red, Yellow, and Indigo cohorts are required to submit candidate competence and performance data in 2009. Institutions in the Violet, Orange, and Blue cohorts will submit a biennial reports by the end of 2010. A list of all institutions required to submit biennial reports is listed in Appendix A. A major focus of the effort will be to provide assistance to institutions as they prepare their biennial report and to analyze information from institutions to ensure appropriate responses to the requirements of the biennial report.
- b) *Plan for any refinements to the biennial report process.* The COA will review information provided by staff about the first year of implementation of the biennial report component and determine whether any refinements need to be made to the report template to ensure it meets the original objectives of the revised accreditation system.
- c) *Continued development of the evaluation system for the accreditation system.* As the various components of the system are implemented, staff and the COA will continue to work to ensure that additional evaluation components are embedded into the system. Implementing an on-line evaluation form that team members, team leaders, and institutions complete at the conclusion of a site visit, and establishing evaluation mechanisms for program assessment, biennial reporting, as well as other aspects of the system, will be a major focus in 2009-2010.
- d) *Continue Partnership with the National Council for the Accreditation of Teacher Education (NCATE) and efforts to collaborate with other national accrediting bodies, where appropriate.* The Partnership Agreement with NCATE was renewed in 2007 and is effective through 2014. The COA will continue monitoring the agreement to make certain that the implementation of the partnership results in assuring that state issues are appropriate addressed in each joint NCATE-CTC visit and that the process reduces duplication. In addition with the redesign of NCATE's accreditation process it is critical that the COA revisit the protocol to see if any additional modifications need to be made to ensure that the institutions working with NCATE are completing the appropriate activities of the Commission's accreditation system.
- e) *Develop an agreement detailing how the Commission's accreditation system can function in alignment with the Teacher Education Accreditation Council (TEAC).* The COA will continue discussions begun in 2008-09 regarding the development of an agreement with TEAC that will assist institutions seeking accreditation from the Commission and TEAC, similar to the partnership agreement the Commission has had with NCATE for a number of years.
- f) *Explore ways to align and streamline the accreditation of other national and professional organizations with that of the state processes.* Should requests for analysis of the alignment of national and professional organization standards with those of the

Commission be received, the COA will review the analysis, consistent with its responsibilities set forth in the Education Code, and determine issues of comparability.

General Operations

In addition to the above mentioned items, the COA will engage in routine matters necessary for general operations of the Committee. This includes the election of Co-Chairs, the adoption of a meeting schedule, orientation of new members, and modification of its own procedures manual which has become necessary in order to address issues related to the revised accreditation system.

Considerations for the 2009-10 Work Plan

Currently the Commission staff is furloughed three days each month. The offices are closed the first, second and third Fridays of each month. The current work plan was developed as if the Commission were open on all work days. Therefore, it may be necessary to adjust the timelines for some of the COA’s work in 2009-10. Staff would welcome a discussion by the members on which activities would be most appropriate for staff to make the adjustments in the timelines.

In addition, at this time, three of the COA’s 2009-10 meeting dates include one of the “Furlough Friday” dates. Therefore, it is necessary for the COA to revisit the calendar of meeting dates.

Adopted Meeting Dates	October 23 Friday 1 day	January 21-22 Thurs.- Fri. 2 days	April 15-16 Thurs.- Fri. 2 days
Possible alternate meeting dates	Thursday October 22	Wed.-Thurs. January 20-21	Wed.-Thurs. April 14-15

Staff recommends that the COA adopt a revised calendar of meeting dates as shown above.