

# **Report on a Technical Assistance Visit**

## **October 23, 2009**

### **Overview of this Report**

A summary of the Technical Assistance visit to the Santa Barbara County Education Office is provided.

### **Staff Recommendation**

This is an information item.

### **Background**

New institutions, upon approval of their initial educator preparation programs, are assigned to one of the seven accreditation cohorts. In order to provide feedback to the new sponsors on their program implementation to date, and to report to the COA on the progress of the programs, Technical Assistance visits are provided two years prior to the scheduled accreditation site visit. Technical Assistance visits are scheduled for 2009-10 to the following institutions: Santa Barbara County Education Office, Oakland Unified Intern Program, REACH, Standards Aligned Instructional Leadership (SAIL), and Association of California School Administrators (ACSA). This item reports on the technical assistance visit to the Santa Barbara County Education Office (SBCEO).

In April of 2005 the Commission granted the SBCEO initial institutional approval and the Committee on Accreditation approved SBCEO's Preliminary Administrative Services Credential program (PASC). Santa Barbara County Education Office was well prepared for the Technical Assistance Visit. There was a schedule for interviews and a document room that was equipped with laptops and connectivity to the county server. The CTC staff and volunteer followed many of the procedures that are utilized in a traditional accreditation site visit. The major difference was that no standard findings were decided by the team and no accreditation recommendation was considered or mentioned. Rather, the team provided formative feedback to the institution about the adequacy of evidence provided to demonstrate that all standards were being addressed by the program.

The reviewer and consultant interviewed the leadership at the county office, as well as numerous instructors, candidates, program completers, employers, and field supervisors. Across all groups interviewed, there is a strong commitment to this Preliminary Administrative Services Credential preparation program

At the conclusion of the visit, the team prepared a technical assistance report that was presented to the institution. This report included the professional comments of the reviewers for each of the Common and Program standards, and additional evidence for the institution to consider as they prepare for their accreditation visit in 2010-2011. A brief summary of the recommendations to the institution regarding the adequacy of documentation on program activities, candidate competencies, and program effectiveness is provided below.

For the technical assistance visit the SBCEO offers one credential program, the Preliminary Administrative Services Credential program. By the time of the full site visit, BTSA Induction

programs will have transitioned into the Commission’s accreditation system. Much of the formative feedback provided to the SBCEO was related to an institution that sponsors more than one approved credential program and the importance of documenting the processes and procedures involved in governing multiple credential programs.

The reviewers also pointed out types of evidence that should be provided to the site visit team members. At the technical assistance visit candidate portfolios, field work projects, quarterly field work logs and samples of completed coursework were not provided to the reviewers. The reviewers pointed out the value of sharing these artifacts with the site visit team.

Feedback was well received by program personnel. SBCEO stated that they were grateful for an opportunity to “practice” a site visit without the accreditation recommendation.