The institution must organize, implement, and document regular, formal training for COMMITTEE ON ACCREDITATION
MINUTES
April 14-15, 2010
Commission on Teacher Credentialing
Sacramento, California

<table>
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<tr>
<th>Committee Members Present</th>
<th>Others Present</th>
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<tr>
<td>Joyce Abrams</td>
<td>Mark Cary</td>
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<td>Lynne Cook</td>
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<td>Ellen Curtis-Pierce</td>
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<td>Anne Jones</td>
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<td>Gary Kinsey</td>
<td>Edmundo Litton</td>
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<td>Sally Plicka</td>
<td>Marcel Soriano</td>
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<td>Reyes Quezada</td>
<td>Janice Chavez</td>
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<td>Pia Wong</td>
<td>Joanne Rossi</td>
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<td>Ting Sun, Commission Liaison</td>
<td>Joe Dear</td>
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<td>Kathleen Ralph</td>
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<td>Judy Kell</td>
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<td>Steven Lee</td>
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<td>Michael Engh (video conference)</td>
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<td>Maria Tostado</td>
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<td>Debra Buttita</td>
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<td>Neva Hofemann</td>
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<th>Staff Members Present</th>
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<tr>
<td>Teri Clark, Administrator</td>
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<td>Cheryl Hickey, Consultant</td>
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<td>Teri Ackerman, Analyst/Recorder</td>
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<td>Jan Jones Wadsworth, Consultant</td>
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<td>Marilyn Fairgood, Consultant</td>
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<td>Marilyn Errett, Administrator, Office of Governmental Relations</td>
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<td>Nadine Noelting, Consultant</td>
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<td>Cathy Creeggan, Consultant</td>
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<td>Helen Hawley, Consultant</td>
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<td>Larry Birch, Director</td>
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Item 1-CALL TO ORDER
The April 2010 meeting of the Committee on Accreditation was called to order by Gary Kinsey, Co-Chair, at 9:03 a.m. on Wednesday, April 14, 2010.

Item 2-APPROVAL OF THE AGENDA
Lynne Cook moved approval of the April 2010 agenda. Joyce Abrams seconded the motion. The motion passed without dissent.

Item 3-APPROVAL OF THE JANUARY 2010 MINUTES
Anne Jones moved approval of the January 2010 minutes as amended. Ellen Curtis-Pierce seconded the motion. The motion passed without dissent.

Item 4-CO-CHAIR AND MEMBER REPORTS
- Joseph Jimenez participated in the program assessment reviews held in Bakersfield and San Diego. He complimented the Commission on the review process. He added that the induction programs are not as fearful of completing the biennial reports as they were prior to the reviews, but are now embracing the process which bodes well for induction programs.
- Co-Chair, Gary Kinsey, gave his thanks to Joseph Jimenez who was filling in as acting Co-Chair in Nancy Watkin’s absence.

Item 5-STAFF REPORTS
- Administrator, Teri Clark announced the promotion of Terry Janicki to Administrator. He will be taking over the TPA duties previously handled by Phyllis Jacobson.
- Administrator Clark noted that there will be a conference in San Jose this June which will include coverage of Working Collaboratively and for Teacher & Student Success.
- Administrator Clark announced that the Commission will be meeting April 22 and 23. COA interviews will be held on the 23rd at which time the incoming members will be chosen.
- Consultant Cheryl Hickey asked for two COA volunteers to help think through information regarding the TPA and how it relates to accreditation. Members Pia Wong and Anne Jones volunteered.

Item 6-PROGRAM APPROVAL RECOMMENDATIONS
This item was introduced by Co-Chair, Gary Kinsey.

Programs for Approval by the Committee on Accreditation
Program of Professional Preparation for the Single Subject Credential
It was moved, seconded (Jones/Curtis-Pierce) and carried (Jimenez and Plicka recused) to grant initial accreditation to the following program of professional preparation:
San Joaquin County Office of Education
Career and Technical Education Credential

Program(s) of Professional Preparation for the Bilingual Teacher Authorization
It was moved, seconded (Jones/Curtis-Pierce) and carried (Jimenez and Plicka recused) to grant initial accreditation to the following programs of professional preparation:

**California State University, Fullerton**
Bilingual Authorization (Spanish)

**California State University, Stanislaus**
Bilingual Authorization (Spanish, Lao, Hmong, Khmer, Portuguese, Vietnamese, Punjabi and Arabic)

Program of Preparation for the Education Specialist Clear Credential Program
It was moved, seconded (Jones/Curtis-Pierce) and carried (Jimenez and Plicka recused) to grant initial accreditation to the following programs of professional preparation:

**North Coast BTSA (Sonoma County Office of Education)**

Program of Professional Preparation for Multiple and Single Subject BTSA Induction
It was moved, seconded (Jones/Curtis-Pierce) and carried (Jimenez and Plicka recused) to grant initial accreditation to the following programs of professional preparation:

**Cupertino Union School District BTSA Induction Program**

Program of Professional Preparation for the Preliminary Administrative Services Credential
It was moved, seconded (Jones/Curtis-Pierce) and carried (Jimenez and Plicka recused) to grant initial accreditation to the following program of professional preparation:

**Fielding Graduate University**

Program of Professional Preparation for the Education Specialist Moderate-Severe Preliminary Credential
It was moved, seconded (Jones/Curtis-Pierce) and carried (Jimenez and Plicka recused) to grant initial accreditation to the following program of professional preparation:

**Oakland Unified School District**

Program of Professional Preparation for the Education Specialist Added Authorization: Autism Spectrum Disorder
It was moved, seconded (Jones/Curtis-Pierce) and carried (Jimenez and Plicka recused) to grant initial accreditation to the following program of professional preparation:

**Ventura County Office of Education**

Notification about the Transition of Professional Preparation Programs
This information provided information to the Committee on Accreditation about programs which have transitioned to recently updated standards. No action was called for.

Education Specialist – Added Authorizations: Autism Spectrum Disorders

**CSU Dominguez Hills**
**University of California Riverside**
Azusa Pacific University
Brandman University
National University
San Joaquin County Office of Education Project Impact
CSU San Bernardino
Touro University
San Diego State University
Fresno Pacific University

Education Specialist – Added Authorizations: Emotional Disturbance
Azusa Pacific University
San Diego State University

Program(s) of Professional Preparation Moving to Inactive Status
This item provided information to the Committee on Accreditation about programs which have requested their programs be moved to inactive status. No action was called for.

California State University, San Bernardino
Fifth Year (SB2042) Clear Credential, effective February 1, 2010.

University of LaVerne
Professional Clear Administrative Services Credential, effective February 1, 2010.

Lodi Unified School District
BTSA Induction Program, effective June 30, 2010.

Chapman University
Preliminary Administrative Services Credential, effective June, 2011.
Preliminary Administrative Services Internship, effective January, 2010.
Multiple Subject Internship, effective January, 2010.
Single Subject Internship, effective June, 2010.

California State University, East Bay
Fifth Year (SB2042) Clear Credential, effective April, 2010.

Professional Preparation Program(s) Requesting Reactivation
It was moved, seconded (Cook/Jimenez) and carried (Jones recused) to grant reactivation to the following program(s) of professional preparation:

University of California, Riverside: Education Specialist: Moderate to Severe Level I

Recommendation About the Withdrawal of professional Preparation Program(s)
This item provided information to the Committee on Accreditation about programs which have requested withdrawal from the accreditation system. No action was called for.

Downey Unified School District BTSA Induction Program
Item 7-ADOPTION OF ADDITIONAL CHAPTERS OF THE ACCREDITATION HANDBOOK
Administrator Teri Clark presented this item for Rebecca Parker, who was conducting an accreditation visit. It was moved, seconded (Wong/Abrams) and carried to adopt Chapter 4 of the Accreditation Handbook with changes as proposed by the Committee. Staff will return to the COA in May with edits as suggested by the Committee for Chapters 5 and 6 of the handbook, for adoption by the committee.

Item 8-REPORT ON THE ACCREDITATION SITE VISIT TO WHITTIER COLLEGE
Consultant Nadine Noelting introduced Team Lead, Mel Hunt and representing the university, Kathleen Ralph, Chair of the Department of Education.
After discussion, it was moved, seconded (Jimenez/Quezada) and carried to accept the team recommendation of Accreditation with Stipulations as amended. The stipulation reads as follows:

that the institution provide Commission staff with an updated plan for a program that includes an evaluation system and provides evidence that the evaluation system has been implemented.

Item 9-ADOPTION OF THE COA PROCEDURES MANUAL
Consultant Cheryl Hickey presented this action item which was first presented in January. Suggested revisions made by the Committee at the January meeting were incorporated into the Procedures Manual which was brought back for action by the COA. It was moved, seconded (Jones/Curtis-Pierce) and carried to adopt the revised COA Procedures Manual as presented.

Item 10-SELECTION OF MEETING DATES FOR FALL 2010.
Administrator Teri Clark presented this action item of options for a calendar of COA meetings for the second half of the 2010 year, the 2010-2011 year and the fall of 2011. It was moved, seconded (Abrams/Cook) and carried to approve the meeting dates as presented.

Item 11-REPORT ON THE TECHNICAL ASSISTANCE SITE VISIT TO REACH
This information item was presented by Consultant Cheryl Hickey. The item provided a summary of the Technical Assistance visit to the Reach Institute for School Leadership (REACH) in Oakland, California.

Item 12-DISCUSSION OF SB5X1 Work
This information item was presented by Administrator, Teri Clark and Marilyn Errett, Administrator of the Office of Government Relations. The item continued the discussion of an alternative to regional accreditation for those entities wanting to offer educator preparation in California in the areas of science, mathematics, and technical education. The committee returned to this item on day two of the meeting to continue discussion.

Item 13- DISCUSSION OF THE RUSKIN REPORT

DRAFT minutes of the April 2010 meeting
Administrator, Teri Clark presented this information item which was brought to the COA to discuss how the report might be used as a model for assisting all types of educator preparation programs determine equivalency of coursework. COA discussed areas in which the document would need to be changed to reflect all types of educator preparation programs and where it believed it already represented all types of programs.

**Item 14–REPORT OF THE ACCREDITATION RE-VISIT TO NOTRE DAME de NAMUR UNIVERSITY**

Consultant, Jan Jones Wadsworth introduced Team Lead, Edmundo Litton and Dean Joanne Rossi, representing the university.

After committee discussion, it was moved, seconded (Wong/Curtis-Pierce) and carried that the original team finding of *Accreditation with Stipulations* be changed to *Accreditation*.

**RECESS**

The meeting was recessed by Acting Co-Chair, Joseph Jimenez at 3:40 p.m. on April 14, 2010.

**RECONVENE**

The meeting was reconvened at 8:37 a.m. on Thursday, April 15, 2010 by Acting Co-Chair, Joseph Jimenez.

**Item 15–REPORT OF THE ACCREDITATION SITE VISIT TO SANTA CLARA UNIVERSITY**

Consultant Helen Hawley introduced Team Lead Cindy Grutzik and university representative, Steven Lee, Interim Associate Dean. Joining in via teleconference was university president, Father Michael Engh.

After committee discussion, it was moved, seconded (Jones/Curtis-Pierce) and carried that the committee accept the team recommendation of *Accreditation with Major Stipulations* with the addition that the university not be permitted to propose new credential programs for approval by the Committee on Accreditation. The stipulations read as follows:

- **That the institution implement a leadership model with the authority to provide vision and cohesion for the unit; with direction to programs; and advocacy for the Department of Education at higher levels of administration related to the needs and requirements providing quality credential programs**
- **That the institution support the Department of Education in establishing a systematic program assessment process that spans all programs. and provides cohesive data collection analysis that is used to determine program and unit effectiveness and implement program and unit improvement.**
- **That a revisit by Commission staff and the accreditation team leader focusing on all standards not fully met take place within one year.**
Item 16-REPORT OF THE ACCREDITATION RE-VISIT TO PHILLIPS GRADUATE INSTITUTE
Retired Consultant Joe Dear introduced Maria Elena Tostado, Counseling Department Chair and Debra Buttita, Vice President of Academic Affairs, who represented the university.

After discussion, it was moved, seconded (Jones/Kinsey) and carried that approval of the original team finding of Accreditation with Major Stipulations be changed to Accreditation.

Item 17-REPORT ON THE TECHNICAL ASSISTANCE SITE VISIT TO OAKLAND UNIFIED SCHOOL DISTRICT
Consultant Cheryl Hickey presented this information item reflecting the positive findings of the February Technical Assistance visit.

Item 18-REPORT OF THE ACCREDITATION VISIT TO LOYOLA MARYMOUNT UNIVERSITY
Administrator Teri Clark introduced Team Leader, Jo Birdsell and university representatives Shane Martin and Elizabeth Stoddard who answered questions.

After discussion, it was moved, seconded (Jones/Curtis-Pierce) and carried to accept the team recommendation of Accreditation.

Item 19-POSTPONED UNTIL THE MAY 2010 MEETING OF THE COMMITTEE ON ACCREDITATION

Item 20-REPORT OF THE STIPULATIONS FOR CSU EAST BAY
Consultant Cheryl Hickey introduced Team Leader, Mark Cary who assisted in answering committee questions.

After committee discussion, it was moved, seconded (Jones/Plicka) and carried to revise the original stipulations for Common Standard 2 for CSU East Bay to read:

That as part of the scheduled April 2011 NCATE/CTC focused visit the institution provide evidence of data that have been collected relative to unit outcomes as described in the Unit Assessment Plan and provide examples of the use of that data for unit improvement.

Item 21-UPDATE ON THE WORK RELATED TO TEACHER LEADERSHIP
Consultant Cheryl Hickey presented this information item on the Commission’s work related to Teacher Leadership.
**Item 22-REPORT OF STIPULATIONS: MILLS COLLEGE**
Consultant Cheryl Hickey presented this agenda item for Consultant Terry Janicki, who was on an accreditation visit. The report covered the responses of Mills College to the stipulations noted in their March, 2009 site visit.

After discussion, it was moved, seconded (Kinsey/Cook) and carried (Jones recused) that approval of the original team finding of *Accreditation with Stipulations* be changed to *Accreditation*.

**Item 23-INFORMATION ON THE EARLY COMPLETION INTERN OPTION**
Administrator Teri Clark introduced consultants Nadine Noelting and Cathy Creeggan who assisted in presenting additional information about this item as requested by the committee in January.

**Item 24-REPORT OF THE ACCREDITATION SITE VISIT TO NATIONAL HISPANIC UNIVERSITY**
Consultant Marilynn Fairgood introduced Team Leader Juan Flores and university representatives, David Lopez and Neva Hofemann who answered questions by the committee.

After discussion, it was moved, seconded (Plicka/Jimenez) and carried to accept the team recommendation of *Accreditation with Major Stipulations* along with the added stipulation that the university must develop and implement a professional development and assessment plan for field supervisors and master teachers based on regular and systematic evaluation data.

The stipulations are as follows:

- The university must assure that every intern is supervised by a university supervisor during the entire internship
- There must be the establishment of collaborative partnerships with major stakeholders actively involved in the organization, coordination, and governance of all professional preparation programs.
- The university must create a unit assessment plan that is articulated with the different program assessment processes to inform improvement and resource allocation.
- The university must develop and implement a uniform system of professional development for field supervisors and master teachers that is based on regular and systematic evaluation.
- The revisit must provide updated information on all standards that are less than fully met.
- National Hispanic University is not permitted to propose new credential programs for approval by the Committee on Accreditation, but may submit a program proposal for the Bilingual Authorization program which is an update to their current BCLAD program.
• A re-visit by the team lead and staff consultant is to be scheduled within one year of the date of this action by the Committee on Accreditation. The re-visit team is to provide updated information on all standards that were less than fully met at the time of the initial site visit.

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Item 25 – DEBRIEF OF ACCREDITATION DECISION MAKING
The committee discussed decisions made over the course of the two day meeting.

Item 26 - PUBLIC COMMENT
There were no members of the public present to comment.

Item 27 - ADJOURNMENT
The meeting was adjourned by Co-Chair Gary Kinsey at 3:30 p.m. on April 15, 2010