

Update on Inactive Program Status

August 2010

Overview of this Report

This item continues the discussion begun at the June COA meeting on inactive program status. Based on the discussion at the June COA meeting, Chapter 3 of the *Accreditation Handbook* has been updated for the COA's consideration and possible adoption.

Staff Recommendation

That the COA review and, if appropriate, approve the revised definition and rationale for inactive program status and approve the modifications to Chapter 3 of the *Accreditation Handbook*.

Background

In May 2008, the COA took action to add a third status category for educator preparation programs in California: that of "Inactive." Prior to that time, a program was approved until the program was officially withdrawn or replaced by a new version of the program operating under new standards. However, this situation resulted in a misunderstanding of the number of educator preparation programs that were in actual operation. After the COA approved the option of the "Inactive" program status, the information was incorporated in the *Accreditation Handbook*, Chapter 3. The relevant language from Chapter 3 is provided as Appendix A.

Information on the new inactive program status category was provided to all institutions through Program Sponsor Alert PSA 08-03 (<http://www.ctc.ca.gov/educator-prep/PS-alerts/2008/PSA-08-03.pdf>). The rationale for the establishment of the inactive status was presented as follows:

- 1) It clarifies the number and types of educator preparation programs actually offered and operated by California institutions
- 2) It clarifies the expectations of programs that are not formally withdrawn but that have no enrolled students in the accreditation process
- 3) It streamlines the process for institutions to "reactivate" programs in contrast to the formal program review and approval process.

The PSA identified above defines an inactive program as the following:

An inactive program may be so deemed by the COA if it is a program that: 1) is not currently operating; 2) is no longer admitting new students; 3) has no existing enrolled students; and 4) might be re-activated by the institution in the future. Inactive programs will not be allowed to recommend candidates for a California credential.

Based on the discussion at the June 2010 COA meeting, staff has updated Chapter 3 of the Accreditation Handbook (Appendix A) and proposes the following modifications to the language from PSA 08-03.

Proposed new definition of inactive program status:

An inactive program may be so deemed by the COA if it is a program that: 1) is no longer admitting new candidates; 2) is operating only to allow the current candidates to complete the program, and 3) might be re-activated by the institution within five years.

The revised rationale for the establishment of the inactive status is as follows:

- 1) It clarifies the number and types of educator preparation programs actually offered and operated by California institutions
- 2) It clarifies the Commission's expectations of programs that are not formally withdrawn but that are no longer accepting candidates.
- 3) It streamlines the process for institutions to "reactivate" programs in contrast to the formal program review and approval process for new programs.

Staff requests that the COA discuss the revised definition, revised rationale, and proposed edits to Chapter 3 of the *Accreditation Handbook*.

Next Steps

If the COA reviews the proposed language related to the inactive program status and Chapter 3 of the *Accreditation Handbook*, finds the language to be acceptable, and takes action to adopt the language, staff will prepare a new PSA for distribution and post the updated chapter of the handbook.

If the COA reviews the proposed language related to the inactive program status and finds that the language needs revision then, based on the discussion at this meeting staff, will bring an agenda item to a future COA meeting for review and possible adoption.

Appendix A

Accreditation Handbook, Chapter 3, Pages 7-10

III. Program Status for Approved Programs

Once a program has been accredited by the COA, it ~~will be~~ considered an approved program. As conditions change, however, it is sometimes necessary for programs to be granted either ~~the~~ an inactive status or to be withdrawn by the institution. Institutions are responsible to ~~ensure that each educator preparation program is appropriately identified as to its status with the Commission. initiate either a change from approved active to approved inactive or withdrawn.~~

The chart below illustrates the operational differences in the three possible status options followed by more specific information on each.

Institution/Program Sponsor	Program Approval Status		
	Withdrawn	Inactive	Active
May Accept New Candidates	No	No	Yes
May Recommend Candidates for a Credential	Only those already in the program	Only those already in the program	Yes
Participates in Biennial Reports	No	Modified	Yes
Participates in Program Assessment	No	Modified	Yes
Participates in Site Visit	No	Modified	Yes
How to Request Reinstatement	New Program Document Submitted and reviewed by panel members	Letter to the COA*	NA

* If the CTC adopted revised program standards while the program was in inactive status, a new program document will be required to re-activate a program.

Approved Program

Once an institution and its program(s) have gained initial accreditation, the institution will be assigned to one of the seven accreditation cohorts. Participation in all activities in the accreditation cycle, which takes seven years to complete, is essential for on-going accreditation. Each accreditation cohort enters year one of the accreditation cycle in a different academic year and every institution is performing accreditation-related activities every year. The annual cycle of activities is consistent with the accreditation cycles underlying premise that credential preparation programs engage in annual data collection and analyses to guide program improvement.

An approved educator preparation program will be identified as such on the CTC's web page and may be identified as approved on the sponsor's web page, if applicable.

- All approved programs will participate in the CTC's accreditation system, in the assigned cohort.
- In the first, third, and fifth years of the accreditation cycle the programs will submit Biennial Reports.
- In the fourth year of the accreditation cycle, the programs will submit Program Assessment documents.
- In the sixth year of the accreditation cycle, the programs will participate in the Site Visit activities.
- In the seventh year of the accreditation cycle, the programs will participate, as needed, in the 7th Year Follow-up Report.

Inactive Program

An institution ~~or program sponsor~~ may decide to declare a program that has been previously approved by the CTC or accredited by the COA as 'inactive.' The following procedures must be followed:

- ~~The institution or program sponsor notifies the Executive Director/Administrator of Accreditation of its intention to declare the program inactive through submission of the Application to Request Inactive Status. The program can only be deemed inactive when no new candidates are being accepted into the program and the a completion date has been established for all current candidates have completed in the program. ~~The notification to the CTC's Executive Director must include the anticipated date that the inactive status will begin.~~~~
- The notification must include the date from which candidates will no longer be admitted to the program and the date when enrolled candidates are expected to complete the program.
- Candidates already admitted to the program are notified in writing by the institution ~~or program sponsor~~ that the program is being declared inactive and the expected date for completion of the program. ~~The institution or program sponsor determines a date by which all enrolled candidates will be able to finish the program.~~ The institution assists enrolled candidates in planning for the completion of their program. ~~The institution files the list of candidates and date of their program completion with the CTC.~~
- ~~Following the date after which candidates will no longer be enrolled, as determined by the institution, the program may no longer operate and the institution may no longer recommend candidates for the credential until such a time as the program is re-activated. The program will be listed on the CTC's web page as 'Approved but inactive.'~~
- An inactive program will be included in accreditation activities in a modified manner as determined by the COA. The general expectation for participation in accreditation activities is described here, but may be modified if appropriate:

- Biennial Reports: All inactive programs will submit Biennial Reports. If there are candidates in the program, candidate and program effectiveness data must be submitted and analyzed. If no candidates are in the program, the contextual information (Section A.I.) must be submitted but no candidate or program data is required.
 - Program Assessment: Inactive programs with current candidates will submit the program narrative and supporting documentation for Program Assessment. If there are no candidates in the program, the program does not participate in Program Assessment, but the COA will likely require the program to complete a narrative review (like an Initial Program Review) if reactivation is requested.
 - Site Visits: Inactive programs with current candidates will participate in the site visit. Candidates, completers, faculty and other stakeholders need to be included in the interviews. If there are no candidates in the program, the program does not participate in the site visit. If reactivation is requested, the COA may require the program to have a focused site visit within two years of re-activation.
- An inactive program may be re-activated only when the institution submits a request to the COA and the COA has taken action to reactiv~~ate~~ate the program. If the program standards under which the program was approved have been modified, the institution ~~or program sponsor~~ must address the updated standards before the program may be re-activated. The COA may require the institution to submit evidence that it still has the capacity to offer the program, including requiring representation from the institution at a COA meeting.
 - An inactive program may stay on inactive status for no longer than 5 years; after which, the program sponsor ~~should~~must request reactivation or the program will lose its approved status.~~determine whether the program should be withdrawn permanently or reactivated.~~

Withdrawal of Credential Programs

An institution may decide to withdraw a program that has been previously approved by the CTC or accredited by the COA. The withdrawal of a program formalizes that it is no longer part of the institution's accredited program offerings and, from the CTC's perspective, no longer part of the accreditation system. In order to withdraw a program, the following procedures must be followed:

- The institution notifies the ~~Executive Director~~Administrator of Accreditation of its intention to withdraw the program when the current candidates complete the program. The notification must include the date from which candidates will no longer be admitted to the program.
- Candidates already admitted to the program are notified in writing by the institution that the program is being withdrawn. The institution determines a date by which all enrolled candidates will be able to finish the program. The institution assists enrolled candidates in planning for the completion of their program. The institution files the list of candidates and date of their program completion with the CTC.

- Following the date after which candidates will no longer be enrolled (as determined by the institution), the program may no longer operate and the institution may no longer recommend candidates for the credential.
- A program being withdrawn will not be included in any continuing accreditation visits while candidates are finishing the program, provided that the ~~Executive Director~~Administrator of Accreditation was notified of the institutional intent to withdraw the program at least one year before the continuing accreditation Site Visit.
- A withdrawn program may be re-accredited only when the institution submits a new proposal for initial accreditation according to the COA initial accreditation policies. From the date in which candidates were no longer admitted to the program, the institution must wait at least two years before requesting re-accreditation of the program.