

Discussion of Processes Related to Program Sponsor Changes

October 2014

Overview

This item addresses the process that would be required when there is a request to continue an approved program but under different program sponsor configurations. This item was originally presented for discussion at the August 2014 COA meeting and is being brought back to the COA with requested revisions for further discussion and possible adoption.

Staff Recommendation

Staff recommends that the members of the COA discuss and approve the proposed processes outlined in this item. If approved by the COA, the information contained in this agenda item will be added to the Accreditation Handbook, Chapter 3: Institutional and Program Approval.

Background

At the August 2014 COA meeting (<http://www.ctc.ca.gov/educator-prep/coa-agendas/2014-08/2014-08-item-19.pdf>) a draft of policies regarding program structures or sponsors changes was presented and discussed. Recently there have been situations in which institutions that are members of a teacher preparation consortium have wanted to dissolve their partnerships and offer their own programs, and other situations in which institutions want to “transfer” or “assume” the implementation of programs from other Commission approved institutions. There are no explicit, clear, and streamlined procedures for these types of scenarios at this time. A standardized and articulated process would ensure that processes are clear to the field, decisions are consistent, and would assist in streamlining the accreditation process.

The following charts outlining a proposed process were presented in draft form in August. They have been revised to reflect the discussion of the COA at its August 2014 meeting. The first chart outlines the process that would be followed if an entity wishes to separate from an approved institution to offer its own program. The specific different an institution would take would depend on the extent to which the program would change under a new program sponsor and whether the new program sponsor already has initial institutional approval.

Entity Separates with an Approved Institution to Offer Its Own Program

Program	New Institution	
	Has Initial Institutional Approval (IIA)	Does not have Initial Institutional Approval (IIA)
With minimal changes planned	<ul style="list-style-type: none"> • Program Preconditions • Common Standards Addendum • A chart describing the changes that are proposed to program implementation 	Initial Institutional Approval <ul style="list-style-type: none"> • General Precondition • Common Standards and Initial Program Review

With substantive changes planned	<ul style="list-style-type: none"> • Program Preconditions • Common Standards Addendum • Program Standards 	<ul style="list-style-type: none"> • Preconditions-Program • Program Standards
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The next chart outlines the process that would be followed if an institution wants to offer or “adopt” a program currently offered by another institution. The relevant factors are now not only whether the new institution has initial institutional approval and the extent of the changes that would be made for the existing program, but also whether the new institution is already approved to offer the type of credential program.

New Institution does NOT have Initial Institutional Approval (IIA)	
Step 1. Initial Institutional Approval	<ul style="list-style-type: none"> • General Preconditions • Common Standards
Step 2: Initial Program Review	<ul style="list-style-type: none"> • Program Specific Preconditions • Program Standards Document
New institution has Initial Institutional Approval (IIA)	
Institution is 1) already approved to offer the credential type and 2) anticipates offering the newly adopted program with minimal changes	<ul style="list-style-type: none"> • Program Specific Preconditions • Common Standards Addendum • A chart describing the changes that are proposed to program implementation <p>Reviewed by Commission staff and not subject to cost recovery</p>
Institution is 1) already approved to offer the credential type and 2) anticipates offering the newly adopted program with substantive changes	<ul style="list-style-type: none"> • Program Specific Preconditions • Common Standards- Addendum • Program Standards <p>Reviewed through Initial Program Review (IPR) process and subject to cost recovery Fees</p>
Institution is not already approved to offer the credential program	<ul style="list-style-type: none"> • Program Specific Preconditions • Common Standards- Addendum • Program Standards <p>Reviewed through Initial Program Review (IPR) and subject to cost recovery fees</p>

¹**Adopt a program**- one institution discontinues a program and a separate institution wants to begin to run the program.

²**Minimal changes**- Program appears the same; same courses, requirements, and forms

³**Substantive changes**- Program uses different courses or assessments. Requirements or course outcomes may be different. Program proposed is not similar to that offered by the original institution.

Consideration of Whether the Institution is in Good Standing

The current approved program sponsor must be in good standing with the Commission's accreditation system, or the new entity will need to go through a full Initial Program Review. At a minimum "Good Standing" will be defined as requiring all reports to be up-to-date and the findings of the last accreditation site visit to be Accreditation or Accreditation with Stipulations. An institution with Major Stipulations, Probationary Stipulations, or specific stipulations that prohibit the approval of new programs will not be eligible for a streamlined process and must go through a full Initial Program Review when appropriate and when within the parameters set for that particular institution by the COA. If the program has any standards that were not fully met, the new institution could be required to respond to those specific standards for a staff review. Depending upon the status of the program(s) being separated/adopted, the COA will further determine the requirements governing the changes and how the newly separated/adopted programs will fit into the accreditation system.

Next Steps

If the policy is adopted, staff will include this information in the *Accreditation Handbook*- at the end of *Chapter Three: Institutional and Program Approval*, and begin to implement the policies, which will help decisions regarding this matter to be consistent and transparent, Staff will also consider the necessity of posting a Program Sponsor Alert as a means of informing institutions of the new process for separating or adopting programs.