

Update on the Transition of Administrative Services Credentials Programs to New Standards

Overview of this Report

This agenda item provides information on the status of currently approved Administrative Services Credential (ASC) preparation programs that are transitioning to new standards later this year.

Staff Recommendation

This is an information item.

Background

The Commission adopted new program standards for the preliminary level Administrative Services programs in December 2013, and established a multi-year transition procedure for existing programs to understand the new standards, develop and revise programs to meet the new standards, pilot the new program and submit program narratives describing the new program. The timeline for transition was published in PSA 14-05 and placed on the CTC website (<http://www.ctc.ca.gov/educator-prep/PS-alerts/2014/PSA-14-05.pdf>).

Timeline for Implementation of 2013 Preliminary Administrative Services Program Standards	
December 2013	Adoption of ASC Preconditions, Preliminary Program Standards, Content Expectations and Performance Expectations.
September 1, 2014	Transition Plan due for Preliminary ASC Programs.
September 1, 2015	All Preliminary ASC Programs must have transitioned to the revised standards and no new candidates may be admitted to Preliminary ASC Programs based on prior standards.
September 1, 2016	Program Assessment Documents due for all programs that have transitioned to new standards.
September 1, 2018	Final date for candidates to complete coursework in the Preliminary ASC Program based on prior standards.

In February 2014, the Commission adopted new standards for the Clear Administrator Induction programs. Current Tier II programs fall into two categories: 1) standards-based programs that are traditional college-based programs that involve coursework and single/group assignments, and 2) guidelines-based programs that are more coaching-based and headquartered at the candidate's work site. Because of the similarity of the guidelines-based programs to the new Clear Induction programs, these existing programs were allowed transition to the new program standards by submitting a transition plan that was then reviewed and approved. Standards-based programs, on

the other hand, were given an expiration date. Those institutions that wished to continue to offer the second tier program under the new standards are required to submit a new program proposal that would then be subject to the Commission’s initial program review process. A multi-year transition procedure was established for both types of programs, published in PSA 14-05 and placed on the Commission website.

Timeline for Implementation of Clear Administrative Services Induction Program Standards	
February 2014	Adoption of Clear Induction Standards
July 1, 2014	Commission begins accepting IPR proposals for an ASC Clear Induction program
	Transition Plans are due from Commission-approved Guidelines-based Tier II programs
June 30, 2015	Last date for candidates to enter a Tier II program (standards or guidelines) based on the 2001 standards
July 1, 2015	Date by which current Tier II programs expire. To continue to recommend individuals for the Clear Administrative Services Credential, the program must meet the 2014 standards.
July 1, 2016	Program Assessment/narrative documents due for all former Guidelines-based Tier II programs.
June 30, 2017	Date by which candidates must complete Tier II programs using the 2001 standards.

Once the transition plan for the Guidelines-based Tier II program has been submitted to the Commission, staff review the plan for sufficient information on how the program is adapting to meet the new standards. If more information is needed a dialogue between the institution and Commission staff is held until all there is sufficient information on all standards for the Commission staff to verify that the institution is moving in the direction of alignment with the new standards.

Transitioning Preliminary Programs

There are 61 preliminary Administrative Services programs. Sixty of these programs submitted transition plans on September 1, 2014 and 34 have provided sufficient information regarding their transition to new program standards. The remaining 26 continue to work with Commission staff to sufficiently align their program design to the new standards. One remaining program has not yet submitted a transition plan and staff is following up on this program sponsor. In addition, one institution has submitted a new Preliminary Administrative Services program.

A table containing information on the transition of Preliminary programs is included as [Appendix A](#).

Clear Induction Programs

There are 24 Guidelines-based programs in California. Two institutions have decided not to submit transition plans, thereby terminating their sponsorship of a Clear Administrative Services program (one had not had candidates for the past several years). Twenty-two institutions submitted transition plans on July 1, 2015. Twenty of those institutions have provided sufficient information on their plan to transition to new standards; two continue to work with Commission staff to sufficiently align their program design. A table containing information on the transition of guidelines-based CASC programs is included as [Appendix B](#).

Of the 28 Standards-based program sponsors in the state, ten decided not to submit for a new program sponsorship. Nine institutions have submitted documents and are currently completing the Initial Program Review process for a Clear induction program for fall, 2015. Another nine institutions are planning on submitting new proposals by April 30th and undergoing Initial Program Review beginning in May.

Additionally, one institution has submitted a program proposal to sponsor a new preliminary program and two new institutions have submitted documents to sponsor clear induction programs.

A table containing information on the submission of program proposals for new Clear Induction ASC programs is included as [Appendix C](#).

Next Steps

Institutions have already begun implementation of new programs. By September 1, 2015, all institutions will have transitioned over to the new program standards for a pilot year. The Commission staff will continue to work diligently with programs to ensure a smooth transition and IPR process.

Appendix A
Status of Preliminary Administrative Services (ASC) Programs
Transitioning to the 2013 Standards

Completed Transition Plan	Still working on Transition Plan	Not Yet Submitted Transition Plan
CSU San Luis Obispo	CSU Chico	Santa Clara COE
CSU Pomona	CSU Fullerton	
CSU Channel Islands	CSU Los Angeles	
CSU Dominguez Hills	CSU Sacramento	
CSU East Bay	CSU San Bernardino	
CSU Fresno	CSU San Marcos	
CSU Long Beach	CSU Stanislaus	
CSU Northridge	CSU Humboldt	
CSU San Francisco	CSU San Jose	
UC Irvine	UC Berkeley	
Azusa Pacific	UC Los Angeles	
Cal Baptist	Alliant	
Cal Lutheran	Brandman	
Concordia	Fielding Graduate	
Hope Intern'l University	Fresno Pacific	
La Sierra University	Loyola Marymount	
National University	Notre Dame de Namur	
T. College of San Joaquin	Pepperdine	New PASC Plans
University of Redlands	Pt. Loma Nazarene	UC Riverside
University of Phoenix	Saint Mary's	
University of San Francisco	Santa Clara University	
University of San Diego	University of La Verne	
Fortune School	USC	
Madera COE	University of the Pacific	
Santa Barbara CEO	Sacramento COE	
San Diego COE	Orange County DOE	
CSU Bakersfield		
Argosy		
Mills College		
Simpson		
Touro University		
REACH		
San Diego State University		
CSU Sonoma		

Appendix B
Status of Transitioning Guidelines-based CASC Programs
To 2014 Clear Administrative Services Credential Programs

Sufficient Response	Still working with CTC staff	Not Submitting Transition
ACSA	Santa Clara COE	CSU, Sacramento
Azusa Pacific University	Santa Clara University	Mills College
El Dorado COE		
Fresno COE		
Kern County SOS		
Los Angeles COE		
Merced COE		
Orange County DOE		
Placer COE		
REACH		
Riverside COE		
Sacramento COE		
San Diego COE		
San Mateo COE		
Shasta COE		
Stanislaus COE		
T. College of San Joaquin		
Tulare COE		
UC Irvine		
Ventura COE		

Appendix C
Status of Program Submissions for
Clear Administrative Induction Services Credential Programs
From Existing Commission Approved Standards-Based Programs

Submitted by Feb. 1	Will submit by April 30	New Submissions
U of La Verne	Concordia	Los Angeles USD
University of Redlands	CP Pomona	Santa Barbara CEO
Berkeley	CSUB	
National University	CSUDH	
CSU Fullerton	CSULA	
SDSU	CSULB	
Touro University	CSUN	
Pt. Loma	CSUSB	
CSU East Bay	Pepperdine	