

Discussion of the 1st Quarterly Report for Holy Names University November 2016

Overview of this Report

This agenda item provides information on the first quarterly report submitted by Holy Names University (HNU) addressing stipulations resulting from their April 2016 site visit. Following its decision, the Committee on Accreditation (COA) directed HNU to provide updates to staff documenting the progress made toward meeting the goals set forth in the stipulations in the accreditation report at quarterly intervals. Specifically, the COA required a report within 90 days of its decision addressing the requirement related to support and supervision of candidates enrolled in its intern programs. Information is included that provides assurances that the institution is meeting the regulations and requirements related to providing all interns the number of hours and type of support and supervision that is required by the Commission.

Staff Recommendation

This is an action item; however, no action is required at this time. The Committee on Accreditation (COA) requested that all quarterly report updates be presented as action items should further action be warranted by the COA. Staff will continue to work with the institution to provide technical assistance and review the remainder of the quarterly reports from the institution for the 2016-17 year.

Background

A site visit was held at Holy Names University on April 17-20, 2016 and the report of that visit presented to the COA at its June 2016 meeting (*see the [COA June 2016 HNU Report](#)*). Following discussion and deliberation of the report and its recommendations, the COA determined that the institution be granted **Accreditation with Major Stipulations**. The stipulations are listed below.

- 1) Holy Names University shall submit evidence to the Commission that the unit has implemented an assessment system that meets all requirements of Common Standard 2: Unit and Program Assessment and Evaluation, that is inclusive of all approved programs as well as unit operations, and that guides program and unit improvement.
- 2) Holy Names University is to submit evidence that the unit has implemented procedures to ensure consistency and currency of program advice by all program personnel, including the academic advisor and program faculty.
- 3) The unit is to provide evidence that it ensures that all candidates, regardless of entry point, have a developmentally designed sequence of coursework that enables them to complete each program in a timely manner.
- 4) Holy Names University is to provide evidence that interns in all programs receive the

support and supervision that is required by standards.

- 5) Holy Names University is to submit evidence that the unit is providing substantive instruction in content-specific pedagogy for Single Subject credential candidates.
- 6) Holy Names University is to provide evidence that the unit has implemented a process to ensure that all Bilingual Authorization candidates are provided with bilingual field experience placements that align with each candidate's credential.
- 7) The institution is to provide updates to staff documenting the progress made toward meeting the goals set forth in the stipulations in the accreditation report at quarterly intervals following the date of the accreditation decision by the Committee on Accreditation.
- 8) A revisit is to occur within one year following the accreditation decision.

In addition, the COA directed HNU to provide quarterly reports to Commission staff that clearly demonstrate progress toward ensuring that all standards less than fully met are being appropriately addressed with the intention that all standards may be fully met within one year. The COA further directed that HNU's quarterly reports be prioritized given the concerns that the institution's intern program appeared to be out of compliance with regulations and that HNU did not have a comprehensive program assessment system in place.

Section 80033 of Title 5 of California Code of Regulations requires, among other things, that all intern programs provide a minimum of 144 hours of support/mentoring and supervision per school year to each intern and that this occur as not less than two hours every five instructional days. The accreditation site visit team found no evidence that structured and regular support and supervision was occurring throughout the program. Only inconsistent evidence was available to verify that interns were assigned support providers at every school site and no written documentation was provided to verify that the support provider was providing the required number of hours of support and supervision or completing the required intern evaluations (midterm and final) during the intern assignment. With that, the COA directed that the first quarterly report demonstrate evidence that HNU is providing the required hours of support and supervision to interns in all programs.

The second quarterly report will address the concerns around HNU's program assessment system. This report is due December 13, 2016 and will be brought to the COA at next regularly scheduled meeting.

Summary of Report Contents

The 1st quarterly report from Holy Names University was received on September 13, 2016 and has been read and analyzed by staff. The complete report is on file at the Commission and is

available should any COA member wish to read it. A summary of the report is included below.

Stipulation	Program Response 1 st Quarterly Report
<p>1) Holy Names University shall submit evidence that the unit has implemented an assessment system that meets all requirements of Common Standard 2: <i>Unit and Program Assessment and Evaluation</i>, that is inclusive of all approved programs as well as unit operations, and that guides program and unit improvement.</p>	<p>A process has been outlined for candidate portfolio development and alignment of Signature Assignments (SAs) with the Teaching Performance Expectations.</p> <ul style="list-style-type: none"> • Unit leadership met with the VP of Assessment to determine how TaskStream can be used to facilitate the process for evaluating SAs. • SAs will be a part of the TaskStream portfolio and included in the syllabi for each course. • A matrix has been developed to support programmatic and holistic evaluation of the current SAs. • Faculty met in September to evaluate existing SAs and identify needed revisions. • A rubric is being developed for evaluation of SAs. <p>Development of a comprehensive unit and program assessment and evaluation system is in progress (graphic representation under development). For Phase One of the system, forms for evaluation of the following are in the revision or development phase:</p> <ul style="list-style-type: none"> • Student Teaching Credential Candidates will be evaluated by <ul style="list-style-type: none"> - university supervisors - master teachers • Intern Teaching Credential Candidates will be evaluated by <ul style="list-style-type: none"> - university supervisors - support providers • University Supervisor will be evaluated by <ul style="list-style-type: none"> - credential candidates - master teachers - support providers • Master Teachers will be evaluated by <ul style="list-style-type: none"> - university supervisor - credential candidates • Support Providers will be evaluated by

	<ul style="list-style-type: none"> - university supervisor - intern teachers
<p>2) Holy Names University is to submit evidence that the unit has implemented procedures to ensure consistency and currency of program advice by all program personnel, including the academic advisory and program faculty.</p>	<p>In interviews, program candidates told the site review team that they received inconsistent guidance or conflicting information from the unit’s credential analyst, program coordinators and program faculty. This stipulation and Stipulation 3 (below) are related in terms of the site review team’s concerns that program candidates are not receiving clear, consistent guidance that supports them in completing the program in a timely manner.</p> <p>In fall 2016, HNU resumed its previous system in which Program Coordinators assume advising responsibilities for candidates in their respective programs. Candidates and HNU faculty and staff received an email detailing the change. Each program coordinator will advise the candidates in their program a minimum of two times per year and at the end of the semester to advise for the next semester.</p> <p>A team that includes the Department Chair, Program Coordinators, Administrative Assistant, and Credential Analyst met to develop and implement a system to ensure consistency and currency in all program advising.</p> <p>Students will receive an email message from the department each semester reminding them that it is time to meet with the Program Coordinator for advising for the upcoming semester.</p>
<p>3) The unit is to provide evidence that it ensures that all candidates, regardless of entry point, have a developmentally designed sequence of coursework that enables them to complete each program in a timely manner.</p>	<p>In order to address concerns that course sequences are not implemented with consistent effectiveness, the following steps have been taken:</p> <p><u>Two Year Completion Program</u></p> <p>There are completion forms in place for the 2 year completion program for fall, spring, and summer entry points for the Multiple Subject (including</p>

	<p>BILA) and the Education Specialist programs. Two year completion forms for the Single Subject programs are being reviewed and updated. All forms will be located in BlackBoard so that Program Coordinators have access to the most recent forms.</p> <p><u>One Year Completion Program</u> All programs are redesigning one year completion forms.</p> <p>Discussions around course offerings are occurring in order to design developmentally sequential program offerings for each entry point.</p>
<p>4) Holy Names University is to provide evidence that interns in all programs receive the support and supervision that is required by standards.</p>	<p>Please see pages 7-8 for summary of the response on this stipulation. .</p>
<p>5) Holy Names University is to submit evidence that the unit is providing substantive instruction in content-specific pedagogy for Single Subject credential candidates.</p>	<p>The previous course offering – EDUC 322: Curriculum and Instruction in the Secondary School – has been replaced by the following subject specific pedagogy courses:</p> <ul style="list-style-type: none"> EDUC 321: Curriculum and Instruction in the Secondary Schools: Mathematics EDUC 322: Curriculum and Instruction in the Secondary Schools: Social Studies/History EDUC 323: Curriculum and Instruction in the Secondary Schools: Science EDUC 324: Curriculum and Instruction in the Secondary Schools: English EDUC 326: Curriculum and Instruction in the Secondary Schools: Physical Education EDUC 327: Curriculum and Instruction in the Secondary Schools: Arts <p>The unit makes certain that all course instructors have expertise in the subject area of the course.</p>

<p>6) Holy Names University is to provide evidence that the unit has implemented a process to ensure that all Bilingual Authorization candidates are provided with bilingual field experience placements that align with each candidate's credential.</p>	<p>Fall of 2016 marked the implementation of BILA specific practicum courses. EDUC 307A is for Single Subject BILA: Spanish candidates. EDUC 307B is for Multiple Subject BILA candidates.</p> <p>The BILA coordinator is continuing to develop a network of sites and teachers who may fit the field experience needs of the programs by attending district Bilingual Coordinator meetings. The BILA Coordinator then contacts teachers in order to determine interest, visits the classroom, and determines if the teacher meets the required qualifications. The list will be reviewed and updated each semester and will be available in the Blackboard management site for the department.</p>
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Summary of Institutional Response to Stipulation 4: Support and Supervision for Interns

In response to Stipulation 4 “That the institution provide evidence that Interns in all programs receive the support and supervision that is required by standards,” the Holy Names University Education Department (Unit) developed a system for tracking and recording intern teacher support and supervision by University Supervisors and District/Site Support Providers. A **Support Provider Log** was developed for District/Site Support Providers (DSSP). Beginning in the Fall 2016 semester, DSSPs will use the Support Provider Log, an Excel document located in Blackboard, to record intern teacher supervision. The Support Provider Log includes the days and times of each weekly visit, and a comments section for the type of support provided. In the Fall 2016 semester, in order to receive training in the access and use of the Support Provider Log, Multiple Subject, Single Subject, and Education Specialist Credential Program Coordinators contacted all DSSPs and provided 1:1 **Support Provider Training** by phone or face-to-face dependent upon the DSSPs schedule. A **Support Provider Training Agenda** was developed and used to make certain that all DSSPs received consistent information and that any credential specific information was covered for all who were trained. An **Online District/Site Support Provider Training** program is under development and is scheduled to be available and ready for use in early December 2016.

As part of the training for DSSPs, the components of the **Support Provider Handbook** are covered. Updates to the handbook are under final review. Upon completion (October 2016), the handbook will be available in Blackboard. DSSPs will be contacted by Program Coordinators regarding handbook availability and University Supervisors will contact DSSPs to determine any needs, answer any questions, and provide any necessary support related to the use of the handbook and its content.

To make certain that all interns receive a minimum of two to four hours per week of support, mentoring and supervision, Multiple Subject, Single Subject, and Education Specialist Credential Program Coordinators will check DSSP Logs on a weekly basis and update the **Credential Program Master Log for Tracking Support and Supervision** (temporarily located in Blackboard during the Fall 2016). The Master Log will be used to track Support Provider, University Supervisor, and Intern communications and support and supervision interactions. In the event that a DSSP has not met the hourly requirement for support and supervision each week, that DSSP will be contacted by the University Supervisor.

All intern teachers are provided with an **Intern Teacher Tracking Log** which is specific to either their first or second year as an intern. The log outlines specific activities to be covered by the intern in the program, where/how those activities will take place, the number of hours required for these activities and a signature line for the appropriate support provider to verify completion of the activity. Interns are instructed as to their responsibilities regarding completion of the log for each semester. The completed logs are submitted to the Intern Seminar Instructor during the last seminar each semester. The seminar instructor then

submits all forms to the Program Coordinator. Program Coordinators record and track intern hours on an Excel file located in Blackboard. Beginning Spring 2017, all forms and records that document and verify intern support and supervision will be included in a TaskStream **Intern Tracking System** that is currently under development.

The institution chose not only to address the immediate needs of its intern program related to the language in Stipulation 4 but also to address the concerns of the site visit team around other components of its intern program. Specifically, on page 4 of the Report of the [Accreditation Visit to Holy Names University](#), the site visit team expressed its concerns that “For intern candidates, there was evidence of inconsistency in the communication between the school-site support provider and the university supervisor. Interviews with university supervisors, current candidates and program completers indicated that, for the most part, there is limited communication between university supervisors and intern support providers, and when there is, it is mostly informal.” Beginning in fall 2016, Program Coordinators send **Welcome to HNU** emails to District/Site Support Providers (DSSPs) that contain their HNU email login information and the name of the University Supervisor assigned to the intern they have in common. University Supervisors then make contact with DSSPs via email to begin collaborative support effort. The first meeting is a three-way conference between the DSSP, University Supervisor and intern teacher to review support/mentor requirements. The DSSP and the University Supervisor then conduct a mid-semester check in to review candidate strengths and areas of need to determine how each one will provide support. Finally, at the end of the semester the DSSP and University Supervisor will have a final meeting to review candidate competency and plan for the next semester.

Lastly, on page 28 of the accreditation report, the site team noted that “a number of interns were not clear on who was assigned as their individual school site support provider.” the unit initiated emailing a copy of the **Intern Teacher Placement Letter** to the intern teacher. The placement letter includes the name of the University Supervisor and the DSSP. Program Coordinators will also send a copy of the letter to the intern teacher via USPS.