

## **Update on Technical Assistance Activities**

### **November 2016**

#### **Overview of this Report**

This item provides an update on staff efforts to provide technical assistance to the field on the various changes adopted by the Commission to strengthen and streamline the accreditation system.

#### **Staff Recommendation**

This item is for information only. No action is needed at this time.

#### **Background**

The Commission's strengthening and streamlining project began in 2014 and has since yielded numerous policy and procedural changes thus far. Among the many changes are revised General Preconditions, new Initial Institutional Approval processes and policies, revised Preliminary Multiple and Single Subject program standards, revised Induction program standards, revised Administrative Services standards including Induction for administrators, a data warehouse, new data dashboards, implementation of statewide surveys, new Accreditation Framework, and a new Accreditation Handbook with significantly changed procedures and expectations for the 7 year accreditation cycle.

In June 2015, the Commission adopted a plan for moving forward with the development and implementation of the revised accreditation system. This plan included an extensive effort to provide the field with technical assistance in 2016-17. Along with that effort, the Commission approved a one year hiatus on site visits in order to focus limited staff resources on technical assistance, preparing for the implementation of the revised system, and to revise training activities. In addition, this time period provides institutions with some much needed time to consider and implement revisions to their programs to align with the new requirements, standards, and expectations.

The agenda item attached to this was presented to the Commission at its September 2016 meeting. It provides an outline of these technical assistance efforts planned for 2016-17. Additional efforts will be added as the year progresses and as the remaining aspects under development are completed.

Commission staff will discuss these activities with the COA and determine if there are additional efforts that would assist the field in ensuring that the vast number of changes to strengthen and streamline accreditation are implemented effectively and efficiently throughout the state.

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# 3E

## Information

### *Educator Preparation Committee*

#### Update on the Plans for Technical Assistance in 2016-17

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**Executive Summary:** This agenda item presents information regarding the technical assistance activities that will be provided to Commission-approved program sponsors as part of the implementation of the newly strengthened and streamlined accreditation system.

**Policy Question:** Are the technical assistance efforts outlined in this agenda item appropriate?

**Recommended Action:** For information only

**Presenters:** Catherine Kearney and Cheryl Hickey, Administrators, Professional Services Division

**Strategic Plan Goal:**

**II. Program Quality and Accountability**

- b) Effectively and efficiently monitor program implementation and outcomes and hold all approved educator preparation programs to high standards and continuous improvement through the accreditation process.

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## Update on the Plans for Technical Assistance in 2016-17

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### Introduction

This agenda item presents information about technical assistance currently planned that will be provided to Commission-approved program sponsors as part of the Commission's efforts to strengthen and streamline the accreditation system. At the time of this writing, 74 technical assistance events have been calendared. Additional technical assistance efforts are likely to be added as the year progresses and particular technical assistance needs become apparent.

### Background

In 2014-15, the Commission began work to strengthen and streamline accreditation processes and policies. This effort included revising preliminary teaching standards and teaching performance expectations (TPEs), Induction standards, the development of new performance assessments, the development and implementation of new survey instruments, the development of a data warehouse, new efforts to ensure greater transparency, and changes to processes and procedures. Specifically, at the June 2015 Commission meeting, the Commission approved the outline of a plan to [revise the 7-year accreditation cycle](#) and [a year of transition and technical assistance activities](#). During the [August 2015 Commission meeting](#), changes in the program standards review process that occurs during the new 7-year accreditation cycle were presented and approved. Changes to the Initial Institutional Approval process were approved at the [October 2015 Commission Meeting](#).

Commission staff attend a number of meetings sponsored by key organizations each year and during 2016-17 staff will be sharing information on the revised accreditation system, the updated Teaching Performance Expectations (TPEs), Preliminary Multiple and Single Subject (MS/SS) Program Standards, redevelopment of the CalTPA, and General Education Induction Standards. Staff has been in contact with the following organizations to schedule time to share information with the interested individuals in the organization.

- [California Council on Teacher Education \(CCTE\)](#)
- [Independent California Colleges and Universities Council on the Education of Teachers \(ICCUCET\)](#)
- [California Association of Professors of Education Administration \(CAPEA\)](#)
- [California Credential Analysts and Counselors \(CCAC\)](#)
- [California Association of Bilingual Teacher Educators \(CABTE\)](#)
- [California Association of Professors of Special Education \(CAPSE\)](#)
- [California Teacher Corps](#)

In addition, the Commission is also seeking opportunities to share information with the Deans of the California State University Schools and Colleges of Education as well as the Directors of Educator Preparation programs at the University of California. The Commission is also working

closely with leadership of California's many teacher induction programs for opportunities to provide technical assistance where possible.

### **Technical Assistance Plan**

In keeping with the Commission's commitment to providing robust technical assistance during the 2016-17 academic year, a comprehensive calendar of events has been developed. Technical assistance is being provided through webcasts, in-person meetings, presentations at stakeholder events, through zoom video conferencing, individual phone calls, and email correspondence. Webcasts are designed to give basic information about the topic, while in person, zoom meetings, and other more individualized technical assistance are designed to enhance and deepen understanding, provide opportunities to process the changes, and network with other like programs to determine how the changes impact each's own program and institution.

Staff has developed a [technical assistance web page](#). Program Sponsor Alerts will also provide guidance as well as written direction posted on the accreditation pages of the Commission's website. All technical assistance activities have been scheduled with attention paid to when documents are due and accreditation activities will occur. Technical assistance activities are summarized by topic below and a Technical Assistance At-A-Glance is provided in the appendix. Additional technical assistance activities will be added to the calendar as dates are secured.

#### *Overview of the New Accreditation System*

An overview of all activities within the new accreditation cycle will be introduced and general information about the revised Common, Preliminary MS/SS, and Induction Standards will be provided. This information has been made available through a [webcast](#) filmed in August, which is archived on the Commission's website and followed up with in-person presentations at such as CCTE, and CCAC in October and November 2016.

#### *Common Standards*

Initially, a [Common Standards webcast](#) was filmed in August and archived on the Commission's website. Because the Green accreditation cohort<sup>1</sup> will have Common Standards responses due in Spring 2017, in person meetings have been scheduled for institutions in that cohort on September 13 (north) and 14 (south), 2016 to provide additional assistance in transitioning to the new standards. Similar in-person regional meetings regarding Common Standards will be held for all other institutions in mid-January 2017. Individual support for institutions needing additional assistance will continue to be provided through phone and email, as appropriate, by the consultant assigned to each cohort.

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<sup>1</sup> all Commission-approved institutions are placed in one of 7 cohorts: Red, Orange, Yellow, Green, Blue, Indigo, or Violet

### *Preconditions*

If the Commission adopts the new preconditions at its September meeting, a webcast will be developed and posted to the Commission website in October. Although specific regional meetings on this topic are not currently being scheduled, information about the revised preconditions will be included in presentations at stakeholder events (CCTE, etc), as well as through cohort specific zoom meetings held periodically during the 2016-17 year.

### *Preliminary Multiple and Single Subject Standards*

[Program Sponsor Alert 15-07](#) provided initial information about the adoption of the revised Preliminary MS/SS standards and the required transition plan. This was followed up with five Zoom meetings in August to assist institutions in meeting the requirements of the transition plan. Sixty-eight institutional representatives participated. A webcast is being posted to the Commission's website in September 2016. To further assist programs in implementing the revised standards, five regional meetings are taking place in September and October 2016 and three additional regional meetings are also scheduled in October 2016 with intern programs, specifically focusing on Standard 3: Clinical Practice.

### *CalTPA*

General information about the Teaching Performance Assessment will be included in the Preliminary MS/SS Standards webcast, regional meetings, and presentations occurring in fall 2016. Additionally, a detailed CalTPA webcast will be posted in spring 2017 followed by regional meetings in the same month.

### *Teacher Induction*

A technical assistance [webcast](#) regarding the transition plan and implementation of the revised teacher induction standards and preconditions is available on the Commission's [technical assistance website](#). To further support programs in their transition to the new standards, a meeting is scheduled in September for clear programs transitioning to induction and regional meetings are scheduled to coincide with cluster meetings in September/October 2016 and April 2017. Further, institutions that appeared to need additional individual assistance as a result of their transition plans have been contacted by consultants assigned to induction programs.

### *Administrative Performance Assessment (CalAPA)*

Institutions have participated in early discussions and information gathering as well as being provided initial information regarding the CalAPA within Administrative Services Think Tanks throughout the 2015-16 year. Additional information will be provided through presentations in early October at the California Association of Professors of Education Administration (CAPEA) conference. A detailed CalAPA webcast will be posted in spring 2017 followed by regional meetings to be held in the same month.

### *Initial Institutional Approval*

*Accreditation 101: Expectations and Responsibilities for Commission Approved Institutions* is required for all institutions seeking approval to offer educator preparation programs in

California. Accreditation 101 was offered for the first time on May 10, 2016 and additional seminars were also held August 31 and September 1, 2016. A total of 16 institutions interested in becoming a Commission-approved program sponsor attended these technical assistance events. These will continue to be offered three times each year.

#### *Annual Data Submission*

A webcast will be posted in January 2017. Staff anticipates providing video tutorials and written instructions, as well as presenting at spring 2017 stakeholder events.

#### *Program Review*

Information regarding Program Review was initially provided through the Overview webcast and follow-up presentations at stakeholder events. To support those institutions that are the first to submit Program Review documents (yellow accreditation cohort), regional technical assistance will be provided in November and December 2016. This is one year in advance of the due date for these institutions. Additional assistance and support will be provided through Cohort-specific Zoom meetings in December 2016. Individual support for institutions needing additional assistance will continue to be provided through phone and email as appropriate by the consultant assigned. Additional regional meetings for the remaining accreditation cohorts will be provided in February, with ongoing support from consultants assigned to each cohort.

#### *Preparing for Site Visits*

Institutions that will be the first to host site visits in the new system (green accreditation cohort) are unique in that the visit will take place with some information provided through Program Assessment (prior program review process) rather than the new Program Review process. Technical assistance specific to these institutions will be provided regionally in January 2017, giving ample time to prepare for their visits. Approximately 8 months prior to the site visit, a consultant will be assigned to each institution to provide individualized support and technical assistance for institutions hosting visits. Technical assistance for the remaining cohorts will be provided one year in advance of that cohort's site visit. A webcast that provides general information about site visit preparation will be produced in late spring 2017.

#### *Board of Institutional Review (BIR)*

If the newly strengthened and streamlined accreditation system is to be successfully implemented, it is imperative that those responsible for the review of institutions (staff and volunteers) are appropriately trained. Staff training began last year and is continuing throughout the summer. The BIR training is being retooled and will be offered several times in January/February and again in June 2017. In addition to the full BIR training which requires participation both online and in person, there is also Common Standards Reviewer Training and Calibration scheduled for April 2017 and Site Visit Team Lead training for site visits scheduled in June 2017.

#### **Next Steps**

Staff will continue to provide technical assistance through scheduled presentations, webcasts, meetings (in-person and Zoom) as well as being accessible to institutions through email and

phone so that institutions in all accreditation cohorts are fully operational in the new accreditation system by fall 2017.

## Appendix

### 2016-17 Technical Assistance At-A-Glance

<p style="text-align: center;"><u>May 2016</u></p> <ul style="list-style-type: none"> <li>• Induction Standards Webcast</li> </ul> <p style="text-align: center;"><u>August 2016</u></p> <ul style="list-style-type: none"> <li>• Overview of New System Webcast</li> <li>• Common Standards Webcast</li> <li>• MS/SS Transition Plan TA (4-6 Zoom Mtgs)</li> </ul>	<p style="text-align: center;"><u>September 2016</u></p> <ul style="list-style-type: none"> <li>• Green Cohort TA Meetings (2)</li> <li>• Prelim MS/SS Standards Webcast</li> <li>• Prelim MS/SS Regional TA Meetings (3)</li> <li>• Clear IHE induction transition TA meeting</li> </ul>	<p style="text-align: center;"><u>October 2016</u></p> <ul style="list-style-type: none"> <li>• Preliminary MS/SS Standard 3 Intern webcast</li> <li>• Preliminary MS/SS Standard 3 Intern TA (3)</li> <li>• Prelim MS/SS Regional TA (2)</li> <li>• CalAPA- CAPEA</li> <li>• Program Review Webcast (Prelim MS/SS)</li> <li>• CCAC Overview</li> <li>• Preconditions Webcast</li> <li>• Teacher Induction TA (4)</li> <li>• CCTE Deans; Common Standards and Accreditation Overview</li> </ul>	<p style="text-align: center;"><u>November 2016</u></p> <ul style="list-style-type: none"> <li>• Program Review Webcast (2<sup>nd</sup> Tier programs)</li> <li>• ICCUCET Deans Common Standards (being moved to early 2017)</li> <li>• Yellow Cohort Preliminary Program Review TA Meetings (2)</li> <li>• Yellow Cohort Second Tier Program Review TA Meetings (1)</li> </ul>
<p style="text-align: center;"><u>December 2016</u></p> <ul style="list-style-type: none"> <li>• Yellow Cohort Second Tier Program Review TA Meetings (1)</li> <li>• Cohort Check-In (7 Zoom Mtgs)</li> </ul>	<p style="text-align: center;"><u>January 2017</u></p> <ul style="list-style-type: none"> <li>• Green Site Visit Preparation TA Meetings (2)</li> <li>• Common Standards TA Meetings (2)</li> <li>• Annual Data Submission Webcast</li> <li>• BIR Training</li> </ul>	<p style="text-align: center;"><u>February 2017</u></p> <ul style="list-style-type: none"> <li>• Teacher Induction TA Meetings (4)</li> <li>• Program Review TA Meetings (5)</li> </ul>	<p style="text-align: center;"><u>March 2017</u></p> <ul style="list-style-type: none"> <li>• Annual Data Submission TA Meetings (5)</li> </ul>
<p style="text-align: center;"><u>April 2017</u></p> <ul style="list-style-type: none"> <li>• CalTPA Webcast (tentative)</li> <li>• CalTPA TA Meetings (tentative) (2)</li> <li>• CalAPA Webcast (tentative)</li> <li>• CalAPA TA Meetings (tentative) (2)</li> <li>• Common Standards Reviewer Training</li> </ul>	<p style="text-align: center;"><u>May 2017</u></p>	<p style="text-align: center;"><u>June/July 2017</u></p> <ul style="list-style-type: none"> <li>• BIR Training</li> <li>• Site Visit Team Lead Training</li> </ul>	<p style="text-align: center;"><u>August 2017</u></p> <ul style="list-style-type: none"> <li>• Cohort Specific Implementation TA Meetings (7+ -- depends on size and geography of cohort)</li> </ul>

Webcasts

Zoom Meetings

In Person Meetings