

## COMMISSION FOR TEACHER PREPARATION AND LICENSING

1020 O STREET  
SACRAMENTO 95814

(916) 445-0184

8 June 1981

80-8131

TO: Deans of Education and Heads of Teacher Education

FROM: John F. Brown, Executive Secretary

SUBJECT: Implementation of Category C - Program Evaluation Component of Approved Programs

In January 1980, the Commission revised its documentation requirements for program review and approval, and in so doing, made changes within the internal program evaluation component, Category C of approved program requirements. Since some new information and procedures were required for the first time, the Commission did not expect immediate and complete implementation of Category C, but instead, was requiring of institutions undergoing program evaluation site visits, that they have only a plan for carrying out the self evaluation. It has now been one and a half academic years since the revision of documentation requirements, and so, the Commission is now requiring that all sections of Category C be implemented, as appropriate.

The sections are:

- 1.0 Evaluation of Candidates Prior to Graduation and Recommendation for the Credential. (Note that a check-off list of requirements completed throughout the program is not acceptable, that some form of terminal evaluation, which indicates that the candidate possesses at the end of the program, the levels of competence necessary for the credential is required).
- 2.0 Follow-up of Graduates (Note that in the follow-up, both graduates and their employers must be surveyed, and that the questionnaire should address both issues related to the preparation program, and the needs of the field. A sample statistical table is attached).
- 3.0 Institutional Data on Candidates and Graduates (A form is attached for the collection of data).
- 4.0 Needs Analysis (This is required on, at least, a four-year cycle. The first survey should be completed by Spring 1982).

Beginning with the Spring of 1982, the Commission expects to see evidence of the implementation of these requirements, either during program evaluation or upon request.

If you have any questions regarding this memorandum, please contact Robert M. Kane, at (916) 445-0228.

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TO: Deans of Education and Heads of Teacher Education  
FROM: John F. Brown, Executive Secretary  
SUBJECT: Sample Statistical Table

Attached, please find a sample statistical table, provided, as promised, to guide you in your follow-up of graduates.

This is in response to requests made, by institutions, at the time we were revising the manuals for program approval. The figures in the extreme left-hand column represent the total population needed to be sampled; the other columns represent the sample size, based on different confidence levels, expressed as percentages.

Should you have any questions on this subject, please contact Dr. Robert Kane at (916) 445-0228.

Attachment

Sample Statistical Table for Follow-up of Graduates

PERCENTAGE ACCURACY= 15

CONFIDENCE LEVEL  
(SAMPLE SIZE)

Pop	70	80	90	95
10	6	7	8	8
15	7	8	10	11
20	8	10	12	14
30	9	12	15	18
40	9	13	17	21
50	10	14	19	23
75	10	15	22	27
100	11	16	23	30
125	11	16	24	32
150	11	16	25	33
175	11	17	26	34
200	11	17	26	35
250	12	17	27	37
300	12	17	27	37
400	12	17	28	39
500	12	18	28	39
600	12	18	29	40
700	12	18	29	40
800	12	18	29	41
1000	12	18	29	41

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TO: Deans of Education and Heads of Teacher Education  
FROM: *John F. Brown*  
John F. Brown, Executive Secretary  
SUBJECT: Institutional Data on Candidates and Graduates

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The Commission requires, in Category C, 3.0, of program approval documentation, that institutions collect data on candidates and graduates. The attached form has been provided for the collection of the needed data. Please note the following:

1. The information for each program should be kept separately.
2. The count of graduates should be from Spring 1979 and later.
3. "Employed graduates", refers to graduates employed in the credential area.
4. The first report on data should be forwarded to the Commission by November 10, 1981 to Dr. David M. Greene.

Should you have any questions related to this memorandum, please contact Dr. Greene at (916) 445-8097.

Attachment

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Institutional Data on Candidates and Graduates

Institution \_\_\_\_\_ Semester or Quarter \_\_\_\_\_

Program	# of New Students	# of Continuing Students	# of Graduates	# of Employed Graduates
Multiple Subject Multiple Subject- Bilingual Emph.				
Single Subject Single Subject - Bilingual Emph				
Ag Specialist BL/CC Specialist ECE Specialist Health Sci. Spec. Math Specialist Reading Specialist Special Ed Spec.				
Admin. Services Clin. Rehab. Serv. Designated Subj. Health Services Library Science Pupil Personnel School Psych				

COMMENTS: