

COMMISSION FOR TEACHER PREPARATION AND LICENSING

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July 9, 1981

81-8201

TO: Deans of Education and Heads of Teacher Education of Institutions
with Approved Experimental, Exploratory or Pilot Programs

FROM: John F. Brown, Executive Secretary

SUBJECT: Procedures for Monitoring and Reporting on Experimental, Exploratory
or Pilot Programs

The following are the philosophy and procedures that will guide the Commission's monitoring and reporting processes regarding experimental, exploratory or pilot programs, once such programs have been approved by the Commission.

PHILOSOPHY

Experimental, exploratory or pilot programs (programs outside regular Commission guidelines) are encouraged by the Commission as a means to improving programs for the preparation of public school personnel. Programs might be based on research hypotheses, or they might be proposed as solutions to current problems in preparation and credentialing. In either case, the Commission is interested, ultimately, in the broad applicability of solutions found/or, methods or practices demonstrated that could make a contribution to the improvement of preparation programs. Hence, a careful reporting system to ensure the collection and dissemination of program information becomes necessary.

PROCEDURESAnnual Report

All experimental, exploratory or pilot programs must submit an annual report by May 15, during the approval period for the program, beginning in 1982.

The report should include information relative to the results of self-evaluation of the program.

Commission staff will review the report, contact the institution for additional information, if necessary, and arrange for a visit to the institution if the review of the report indicates that such a visit is necessary.

If such a visit does occur, it will be for the purpose of gathering additional information on program performance. It might be necessary, during such a visit, to interview members of the faculty teaching in the program and students enrolled in the program.

On the basis of the annual reports and any clarifying information, staff will make an annual report to the Commission on the status of all experimental, exploratory or pilot programs.

Final Program Report

At the end of the approval period for the program, the institution will present, to the Commission, a final report, discussing the findings of the program and any implications these might have for Commission requirements or the improvement of preparation programs. This report should be submitted by May 15 of the year in which the program approval expires.

Commission staff will review the report, and contact the institution for additional information, as necessary, and arrange for a visit to the institution, if the review of the report indicates that such a visit is necessary.

Staff will place the report, with any necessary comments, on the agenda of the Planning and Research Committee. Representatives of the institution will attend the meeting of the Committee to comment and elaborate on the report and respond to questions which the Committee may have.

Final Comment

These reporting procedures for experimental, exploratory and pilot programs were adopted by the Commission last month, and I believe they will serve the needs of your institution and our agency well. These procedures will be carried out under the auspices of our agency's Planning and Research unit, and I urge you to contact Dr. David M. Greene, Coordinator of Planning and Research, at (916) 445-8097, if you have any questions.

APPENDIX

Guiding Questions for Monitoring and Annual Reports

A. Annual Program Report (by institution)

1. What have you found out thus far, from the program?
2. Is the report clear and complete?
3. What additional information is needed?

B. Annual Program Report (by staff)

1. What will the annual report contain?
 - a. List of programs
 - b. Features of programs
 - c. What the programs set out to prove or what the programs set out to do.
 - d. How the programs performed in relation to their goals
 - e. ~~If the programs are proceeding well in relation to the completion dates.~~
 - f. Recommendations for any necessary action by the Commission

C. Final Report

1. What should be in the final report?
 - a. Description of program
 - b. Differences between that program and regular program
 - c. Program goals
 - d. Program performance in terms of those goals
 - e. Implementation problems or successes related to achievement of program goals
 - f. Modifications of program design
 - g. Results and their significance
 - h. Implications for CTPL requirements or program improvement

D. Staff Review of Final Report

1. Is the report clear and complete?
2. What additional information is needed?

E. Staff Comments on Final Report

1. Major features of the report
2. Recommendations

F. Site Visit (if necessary)

1. Purpose of the interview would be to find out what is going on in the program, and to verify the program document
2. One staff interviews faculty and other program-related people and students.
3. How many interviewees? The number that can be interviewed in four hours: about 12 to 20 people, depending on size of program