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Information

Educator Preparation Committee

Report on Accreditation Technical Assistance Activities for 2016-17

Executive Summary: This agenda item provides information on the technical assistance activities that took place during 2016-17 to assist Commission-approved programs with the transition to a strengthened and streamlined accreditation system.

Recommended Action: For information only

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Strategic Plan Goal

II. Program Quality and Accountability

- a) Develop and maintain rigorous, meaningful, and relevant standards that drive program quality and effectiveness for the preparation of the education workforce and are responsive to the needs of California's diverse student population.

June 2017

Report on Accreditation Technical Assistance Activities 2016-17

Introduction

This agenda item presents information about technical assistance 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, more than 90 technical assistance events have been provided. Additional technical assistance will be provided by staff to institutions needing additional support.

Background

As a result of the Commission's efforts to strengthen and streamline the accreditation system, new standards and procedures were adopted for accreditation. This included the adoption of new Common Standards, Multiple/Single Subject Preliminary Standards and Teaching Performance Expectations, and Preconditions, as well as General Education Induction Program Standards and Preconditions. At the [June 2015 meeting](#), the Commission also revised the activities of the accreditation cycle to further strengthen and streamline the accreditation system. 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](#) and subsequent refinements were approved by the Commission at the [February 2017 Commission meeting](#).

To support institutions in the transition to new program standards and accreditation activities, the Commission established 2016-17 as a Transition Year ([August 2015 meeting](#)) and directed staff to develop a technical assistance plan. Major activities of the accreditation cycle such as site visits were suspended during the 2016-17 year, with the exception of follow-up and revisits to institutions with accreditation stipulations. Additionally, activities specific to the implementation of the revised accreditation cycle were due in 2016-17. These included submission of Common Standards (green cohort), transition plans (Teacher Induction, Preliminary Multiple/Single Subject programs), and preconditions (yellow, green, and violet cohorts). Administrative services programs completed the requirements for transition in December 2016.

At the September 2016 meeting, staff brought forward a plan for technical assistance for the 2016-17 year and it was approved by the Commission. An [Accreditation Technical Assistance webpage](#) was established on the Commission's website and stakeholders were kept informed of upcoming technical assistance opportunities through emails and the PSD E-news. Additionally, staff made itself available to present and discuss information at a variety of stakeholder meetings and conferences throughout the year. More than 2,000 institutional representatives from approximately 250 institutions participated in a wide variety of technical assistance activities.

This agenda item provides information about the results of the implementation of each of the technical assistance activities outlined in the plan, as well as information about location and attendance for the events. In addition to the events summarized within this agenda, institutions conferred with CTC consultants assigned to their accreditation cohort through email and phone calls. Each institution in the Green cohort has also been assigned a site visit consultant to assist them in preparing for their upcoming site visit in 2017-18.

Summary of Accreditation Technical Assistance Activities

Overview of the Accreditation System: Provided a summary of revisions to the accreditation cycle and information about the activities required of each institution. Additional assistance was provided by consultants assigned to each cohort and a variety of ongoing stakeholder events.

Table 1: Summary of Technical Assistance for Overview of the Accreditation System

Technical Assistance Activity	Date/Location	Attendees
Webcast: Overview of the Accreditation System	Watch Webcast	Unknown
Presentation and Discussion at CCAC (2 sessions)	October 2016, Sacramento	80
Presentation and Discussion at CTE (2 sessions)	October 2016, San Diego	200

Common Standards, Preconditions, and Program Review: Information was provided regarding both the changes to the Common Standards as well as to the changes in submission requirements. As a result of strengthening and streamlining the accreditation system, review to determine preliminary alignment to Common and program standards now occurs in Year Five of the accreditation cycle and relies on evidence rather than lengthy narrative. Webcasts and regional in-person technical assistance was provided to assist institutions with this transition. Additionally, two cohorts (Green and Yellow) were immediately affected by the changes and therefore provided additional technical assistance specific to the needs of institutions in those accreditation cohorts. Preconditions had also been revised and are now due in both Years One and Four. Information regarding this was provided through a webcast. Approximately 484 institutional representatives participated in the in-person events.

Table 2: Summary of Technical Assistance for Common Standards, Preconditions, and Program Review

Technical Assistance Activity	Date/Location	Attendees
Webcast: Common Standards	Watch Webcast	Unknown
Webcast: Preconditions	Watch Webcast	Unknown
Webcast: Program Review Preliminary Programs	Watch Webcast	Unknown
Webcast: Program Review Induction Programs	Watch Webcast	Unknown
Common Standards, Preconditions, for Green Cohort Institutions.	September 13, Commission Office	72
	September 14, Brandman University	
Program Review: Yellow Cohort Preliminary Programs	November 16, Commission Office	38
	January 18, Loyola Marymount University	
Program Review: Yellow Cohort Induction	November 18, Commission Office	43

Technical Assistance Activity	Date/Location	Attendees
Programs	January 13, Loyola Marymount University	
Program Review: Yellow Cohort Q and A	May 1, 9, 11, 16, Zoom Meetings	29
Accreditation Year Five: Program Review and Common Standards Submission: Induction Programs	February 7, Brandman University	152
	February 8, National University, San Diego	
	February 24, Commission Offices	
	March 16, New Haven USD	
	April 21, Kings COE	
Accreditation Year Five: Program Review and Common Standards Submission: Preliminary Programs	January 25, St. Mary's College	108
	February 17, Fresno Pacific University	
	February 23, Commission Offices	
	March 10, CSU Fullerton, Irvine	
	March 17, Mount St. Mary's	
Common Standard 5: Program Impact	March 31, CCTE Sacramento	Approximately 70
Leadership for Accreditation for Deans and Directors		Approximately 50

Preliminary Multiple/Single Subject Standards and Teaching Performance Expectations (TPEs): The General Education (MS/SS) program standards and TPEs were revised, which required significant changes to 175 programs at 105 institutions. Technical assistance was provided initially through two webcasts, followed by Zoom meetings to assist with transition planning. These activities were followed up with a series of regional in-person technical assistance meetings for all programs. Additional technical assistance was provided to programs with an intern credential pathway specific to Program Standard 3 Fieldwork and Clinical Practice. There were 352 institutional representatives in attendance.

Table 3: Summary of Technical Assistance for Preliminary Multiple/Single Subject Standards and TPEs

Technical Assistance Activity	Date/Location	Attendees
Webcast: MS/SS Standards	Watch Webcast	Unknown
Webcast: Teaching Performance Expectations	Watch Webcast	Unknown
Transition Plan Zoom Meetings (7 meetings)	Recorded Zoom Meeting	74
Regional Meetings (6)	September 26, Fresno Pacific University	202
	September 27, Commission Offices	
	September 27, St. Mary's College	
	October 4, Claremont Graduate Univ.	
	October 4, National University	
	October 5, CSU Northridge	
MS/SS Standard 3: Implications for Interns	October 4, CSU East Bay	75
	October 18, Los Angeles COE	
	October 19, Cal Poly Pomona	

Performance Assessments: Both Administrator (Cal APA) and Teacher Performance Assessments (Cal TPA) are under revision. To assist the field in understanding and preparing for changes to these assessments, staff has held webinar meetings, in-person meetings, and specific office hours so that program directors and other institutional representatives engaged in the pilot could ask questions as they came up. Information was also presented to Professors of Educational Administration at their conference. Additional technical assistance activities will be provided to institutions once the redevelopment is complete.

Table 4: Summary of Initial Technical Assistance for Administrator and Teacher Performance Assessments

Technical Assistance Activity	Date/Location	Attendees
Cal APA (2 Sessions)	October 7, CAPEA San Diego	80
Cal APA Webinar Meetings	Dec. 16, Jan. 14, Feb. 8, Mar. 1, Mar. 15	93
In-Person Cal APA Meeting	February 17, Point Loma University	7
Office Hours CalAPA	Fridays, beginning January 2017 (phone)	25
Cal TPA Webinar Meetings	Dec. 15, Jan. 13, Feb. 8, Mar 1, Mar. 15	143
In-Person Cal TPA Meeting	January 23, University of San Diego	21
Cal TPA Coordinators Meeting	March 24, Brandman University	27
Office Hours Cal TPA	Fridays, beginning January. 2017 (phone)	24

Teacher Induction: As part of the redesign of the accreditation system, new program standards for teacher induction were adopted. Approximately 180 institutions sponsor teacher induction programs. A webcast was produced which provided information about the new program standards and preconditions and how to submit transition planning documents to the Commission. Transition documents were due June 30, 2016. Transition planning documents were reviewed to determine which standards required technical assistance focus. Technical assistance to implement the new standards and preconditions was provided regionally in person in both the fall and the spring. These meetings were well-attended by institutions sponsored by both Local Education Agencies (LEAs) and higher education, with 975 institutional representatives participating. It should also be noted that additional technical assistance was provided specific to induction programs for implementation of Common Standards and Program Review (see Table 2)

Table 5: Summary of Technical Assistance Activities for Teacher Induction Program Standards Implementation

Technical Assistance Activity	Date/Location	Attendees
Webcast: Transitioning to the New Teacher Induction Preconditions and Standards	Watch Webcast	Unknown
Support for Implementing New Standards Fall Meetings	September 28, Los Angeles USD	328
	September 29, Fontana USD	
	September 30, Merced COE	
	October 17, Davis Joint USD	
	October 19, New Haven USD	
November 4, San Diego COE		
Transitioning to Induction, Presentation and Discussion	October 12-14, CCAC	220

Technical Assistance Activity	Date/Location	Attendees
How Data Drives Improvement within the Commission's New Accreditation System	January 27, Induction Program Evaluation Meeting, Sacramento	130
Support for Implementing New Standards Spring Meetings	January 24, Los Angeles COE	70
	February 3, Tulare COE	47
	February 8, St. Mary's College	97
	May 4, Riverside COE	54
	May 9, San Diego COE	29

Preparing for Site Visits: Institutions in the Green Accreditation Cohort will be hosting site visits in the 2017-18 academic year. Technical assistance specific to preparing for a site visit was provided to all institutions in the green cohort during a one-day meeting held through a combination of in-person and Zoom video conferencing. Each institution is also provided a Site Visit Consultant who provides individualized technical assistance during the one-year out previsit, as well as through monthly phone/zoom conferences with institutional representatives leading up to the visit. Representatives (62) from all institutions in the Green cohort attended the one-day training and continue to participate in follow up technical assistance activities.

Table 6: Summary of Technical Assistance for Institutions Preparing for 2017-18 Site Visits

Technical Assistance Activity	Date/Location	Attendees
Site Visit Preparation: Green Cohort	January 19, Commission Offices	62
	January 19, Brandman University, Irvine	
Year-Out from Site Visit Consultant Previsit	Spring - Summer 2017	Attendance Varies, 29 institutions
Monthly Phone/Zoom Conferences	Begun Spring 2017, continuing until visit.	Attendance Varies, 29 institutions

Board of Institutional Review (BIR): As a result of the changes to accreditation, the training for the BIR is being revised and now includes two distinct parts. One part of the training is specific to the reviews that occur during Year Five of the accreditation cycle, specifically the review of Common Standards and Program Review submissions. The training for these reviews is done in the context of the review itself. Program Reviews were submitted for Administrative Services programs and 64 institutional representatives participated in the BIR training and review of Administrative Services Program Review documents. Participants reported that they felt that the new process was both stronger and more streamlined. Training for Common Standards submission review started in May and will continue through June and July. Program Review submissions from approximately 160 programs (36 institutions) will be submitted on October 15, 2017 and another series of training and reviews will occur in fall 2017 and spring 2018 in order to review these submissions. Individuals who participated in the training and review for Program Review or Common Standards submission have completed the first part of BIR training and will have priority in registering for the second half of the training.

Table 7: Summary of Initial Technical Assistance Activities for the Board of Institutional Reviewers

Technical Assistance Activity	Date/Location	Attendees
Program Reviewer Training and Review	February 13, Santa Clara COE	64
	February 23, Commission Office	
	April 21, Brandman University, Irvine	
Common Standards Reviewer Training and Review	May 2, Commission Office	6
	May 10, Loyola Marymount University	13
	May 12, St. Mary’s College	7
	June 6, Southern California TBD	10
	June 16, Commission Office	4
	June 23, Fresno Pacific University	Not yet available
	July TBD, Commission Office	Not yet available

The second part of the BIR training is focused on the Site Visit which occurs in Year Six of the accreditation cycle. This training will commence in fall 2017 with Team Lead training for Green Site Visits and continue with the full BIR Site Visit training in January 2018, with two additional trainings to be scheduled in the spring and summer of the same year. This portion of the BIR training consists of online modules followed up with a 2-day in-person training. Only those individuals that successfully complete the online modules are invited to attend in person. Applications will be screened prior to participating in the training to ensure that only those individuals with appropriate expertise and experience will serve in the BIR.

Initial Institutional Approval: The process by which a new institution is approved to sponsor educator preparation programs underwent a complete revision and now includes the requirement that prospective institutions attend *Accreditation 101: Expectations and Responsibilities for Commission Approved Institutions*. Four sessions of Accreditation 101 were held during the 2016-17 academic year and were attended by teams from 16 prospective institutions. Accreditation 101 will continue to be offered multiple times each year as determined by interest and need. In addition to Accreditation 101, a consultant is assigned to respond to inquiries and a designated email box has been established for this purpose. Technical assistance provided through email and phone calls is ongoing.

Table 8: Summary of Technical Assistance Provided to Institutions Seeking Initial Approval

Technical Assistance Activity	Date/Location	Attendees
Accreditation 101: Expectations and Responsibilities for Commission Approved Institutions	August 31, Commission Office	80 (16 prospective institutions)
	September 1, Commission Office	
	December 13, Commission Office	
	April 12, Commission Office	

Other Related Activities: In addition to the activities listed above, staff participated in multiple ongoing stakeholder events during 2016-17, and continued to be responsive to the email boxes established for each cohort, specific program (e.g. induction), and phone calls from stakeholders. The amount of technical assistance provided through email and phone is significant. Staff in PSD pride themselves for being accessible and providing “just in time”

guidance. The volume of emails and calls varies depending on which year of the accreditation cycle the cohort is in and the actions of the Commission that impact a program or institution directly. When a large proportion of institutions are affected, staff also posts a webcast, as was the case when the Commission adopted policy to re-establish Elementary Subject Matter programs. Finally, although Think Tanks for Administrative Services did not occur in the transition year which is the focus of this agenda item, they are noted below because they set the foundation for administrative service programs transitioning to new standards and performance assessments.

Table 9: Summary of Other Related Activities

Technical Assistance Activity	Date/Location	Attendees
Think Tanks in Preparation for Transition to New Administrative Services Program Standards (see Table 4)	Multiple dates and locations during 2015-16.	73
Update for Interns, Q and A (2 sessions)	October 12-14, CCAC, Sacramento	185
Update on Preliminary and Clear Administrative Services	October 12-14, CCAC, Sacramento	80
Webcast: Elementary Subject Matter Programs	Watch Webcast	Unknown
Cohort Consultant Email, program-specific email, and phone calls	Ongoing daily	Average of 50 per week per consultant

Overall, approximately 85% of institutions took part in one or more technical assistance events. The transition year allowed time and resources for staff to assist institutions and programs to successfully implement new standards and accreditation activities by the 2017-18 academic year. An unintended, but welcomed outcome was that new relationships with program sponsors were forged and existing ones were strengthened.

Next Steps

Staff will continue to monitor the technical assistance needs of program sponsors and be responsive through email, phone, and stakeholder events. Board of Institutional Reviewers training will continue and new training will commence in January 2018. Additional technical assistance will be provided as the new teacher and administrator performance assessments are ready for implementation, survey data is incorporated into the accreditation system, and as the new annual data system becomes operationalized.