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# 2F

## Action

### *Educator Preparation Committee*

### **Initial Institutional Approval – Stage II: Eligibility Requirements for Lake County Office of Education**

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**Executive Summary:** This agenda item presents, as part of the Initial Institutional Approval process, Lake County Office of Education’s responses to the Eligibility Requirements for consideration and possible approval by the Commission.

**Recommended Action:** That the Commission review the responses to the Eligibility Requirements and determine if the institution may move forward in the Initial Institutional Approval process.

**Presenters:** Lynnette Roby and Hart Boyd, Consultants, 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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# Initial Institutional Approval – Stage II: Eligibility Requirements for Lake County Office of Education

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## Introduction

As part of the Initial Institutional Approval (IIA) process, a prospective program sponsor, Lake County Office of Education (LCOE), has submitted responses to the Eligibility Requirements for consideration and possible approval by the Commission on Teacher Credentialing (Commission). Approval of Stage II allows an institution to move forward to Stage III which is to submit Common Standards and preconditions for review. Approval of Stage II does not authorize the institution to offer an educator preparation program that leads to a credential or license.

## Background

California law provides the Commission with the authority to accredit institutions to offer programs that lead to a credential to serve as an educator in California's public schools. Among other responsibilities, Education Code section 44372(c) sets forth the Commission's responsibility to rule on the eligibility of an applicant for initial accreditation for the purpose of offering a program of educator preparation.

The Commission requires that an institution seeking to offer new educator preparation program(s) must first be approved for initial accreditation as a new program sponsor and must do so by completing the Commission's IIA process. At the [December 2015](#) meeting, the Commission approved a new IIA process requiring the satisfactory completion of five approval stages as part of the Strengthening and Streamlining Accreditation project. Updates to the IIA process were subsequently approved during the [February 2016 meeting](#). A graphic detailing the five stages of the IIA process is provided on the following page.

This agenda item presents for consideration one county office of education seeking to become a program sponsor.

## Lake County Office of Education (LCOE)

LCOE is located in Lakeport, CA and is comprised of six school districts, five unified and one elementary district. LCOE seeks IIA in order to offer two educator preparation programs: a preliminary multiple subject intern program and a preliminary education specialist mild to moderate intern program – these programs will be housed within Teach Lake County, a unit within the COE. A summary of LCOE's responses to the twelve [Eligibility Requirement Criteria](#) are provided in the table below. The full response from LCOE can be found in this [Attachment](#). Criteria 1 through 9 have been reviewed by staff and a recommendation has been provided. Criteria 10, 11, and 12 have been summarized for the Commission's review and consideration. [Appendix A](#) includes the eligibility requirement criteria, required information for each of the criteria and factors to consider for Criteria 10 through 12 as an institution prepares its response.

**Initial Institutional Approval**

| I   | II  | III   | IV  | V  |
|---|---|---|---|--|
| Prerequisites   | Eligibility Criteria  | Address Standards & Preconditions<br>a) Common<br>b) Program  | Provisional Approval  | Full Approval  |
| <p>To ensure that the prospective sponsor is legally eligible to offer educator preparation programs in California.</p> <p>To ensure that the prospective sponsor understands the requirements of the Commission's accreditation system.</p> <p><b>Staff Determination</b><br/>If the institution is a legal entity and the team attends Accreditation 101, the institution may move to Stage II.</p> | <p>To provide initial information to the Commission about the entity so that the Commission can make a decision if the prospective sponsor is one that has the potential to sponsor effective educator preparation programs.</p> <p><b>Commission Decision</b><br/>1) Grant Eligibility<br/>2) Deny Eligibility</p> | <p>a) To ensure that the institution meets all of the Commission's Common Standards (e.g., infrastructure, resources, faculty, recruitment and support, continuous improvement, and program impact). Standards are reviewed by the BIR prior to going to the Commission.</p> <p>b) To ensure that the proposed program meets all of the Commission's adopted program standards. Standards are reviewed by the BIR prior to going to the Commission.</p> <p><b>a) Commission Decision</b><br/>1) Grant Provisional Approval<br/>2) Deny Provisional Approval</p> <p><b>b) Committee on Accreditation Decision</b><br/>1) Approve Program(s)<br/>2) Deny Approval</p> | <p>After the program operates for 2-3 years, sufficient time so that a minimum of one cohort has completed the program and the institution has had ample time to collect data on candidate outcomes and program effectiveness, the institution will host an accreditation site visit. The report from this site visit, including related data, will be presented to the Commission.</p> <p><b>Commission Decision</b><br/>1) Grant Full Approval<br/>2) Retain Provisional Approval with additional requirements<br/>3) Deny Approval</p> | <p>Once an entity has earned Full Approval from the Commission, the institution will be placed in one of the accreditation cohorts and will participate in the Commission's regularly scheduled accreditation activities.</p> <p><b>Committee on Accreditation Decision</b><br/>Monitors through the accreditation system.</p> |

**Lake County Office of Education**  
**Criterion 1 through 9**

*In accordance with the Commission adopted process determining eligibility for Initial Institutional Approval, Eligibility Criteria 1-9 as follows includes a staff review and recommendation.*

| Criterion  | Staff Recommendation | Lake County Office of Education (LCOE) Response  |
|--|----------------------|--|
| Criterion 1:<br>Responsibility and Authority         | <b>Aligned</b>       | <ul style="list-style-type: none"> <li>• LCOE’s Deputy Superintendent of Educational Services, Cynthia Lenner, will have ongoing oversight of all educator preparation programs offered by the institution.</li> <li>• The Teach Lake County Coordinator, Jamie Buckner-Bridges will oversee the day-to-day coordination and operation of the programs, including admission and placement of intern teachers, mentor selection and assignment, program review. The deputy superintendent will meet regularly with the coordinator for program updates. The deputy superintendent then reports directly to the superintendent, Brock Falkenberg.</li> <li>• LCOE has submitted a complete organizational chart that indicates the preliminary multiple subject and education specialist mild to moderate intern programs will be housed in the Teach Lake County unit.</li> <li>• LCOE assures that the duties related to credential recommendations will be performed only by employees of LCOE and that these individuals will take part in the Commission’s training related to the recommendation process.</li> </ul> |
| Criterion 2:<br>Lawful Practices                     | <b>Aligned</b>       | <ul style="list-style-type: none"> <li>• A non-discrimination policy for LCOE’s employees and candidates will be provided through the program and LCOE websites, the program handbook that will be given to all program participants, and overview of all policies will be explained at the program orientation.</li> </ul>  |
| Criterion 3:<br>Commission Assurances and Compliance | <b>Aligned</b>       | <ul style="list-style-type: none"> <li>• LCOE provided assurances and stated that it:               <ol style="list-style-type: none"> <li>a) Will comply with all preconditions;</li> <li>b) Will submit all data reports and accreditation documents;</li> <li>c) Will cooperate in an evaluation of the program by an external team or monitoring of the program by Commission staff;</li> <li>d) Will participate fully in the Commission’s accreditation system and submission timelines; and</li> </ol> </li> </ul>  |

| Criterion   | Staff Recommendation | Lake County Office of Education (LCOE) Response   |
|---|----------------------|---|
|   |                      | e) In the event the program closes, will offer the program and meet all adopted standards until the candidate completes, withdraws, is dropped, or is admitted to another program.  |
| Criterion 4:<br>Requests for Data                               | <b>Aligned</b>       | <ul style="list-style-type: none"> <li>LCOE identifies the deputy superintendent as the qualified officer responsible for reporting and responding to all requests for data within the timeframes specified by the Commission.</li> </ul>   |
| Criterion 5:<br>Grievance Process                               | <b>Aligned</b>       | <ul style="list-style-type: none"> <li>LCOE has provided a grievance process that will be accessible to all candidates and applicants on the program website and in the candidate handbook, which each candidate receives at program orientation.</li> <li>Candidates will be informed of the grievance process in person during the program orientation.</li> </ul>  |
| Criterion 6:<br>Communication and Information                   | <b>Aligned</b>       | <ul style="list-style-type: none"> <li>LCOE's webpage will be accessible to the public without the requirement of log in information.</li> <li>Programmatic information will be made available through the LCOE website as well as through program brochures which will be developed and distributed widely.</li> </ul>   |
| Criterion 7:<br>Student Records Management, Access and Security | <b>Aligned</b>       | <ul style="list-style-type: none"> <li>LCOE will offer candidates access to a data management system to monitor progress towards program completion. LCOE is looking at options for the data management system (e.g. purchasing a data management program or contracting to have a web page designed specifically for the Teach Lake County intern programs), but assures that a data management system will be in place and available for candidates to access during their intern program experience.</li> <li>All candidate records, both paper and/or digital copies, will be maintained at the LCOE office.</li> <li>LCOE assures that electronic candidate records will be maintained on a secure server that is located in a private area of the LCOE office. All paper records will be kept securely in locked cabinets in the Educational Services office, which will also be locked.</li> </ul> |
| Criterion 8:<br>Disclosure                                      | <b>Aligned</b>       | <ul style="list-style-type: none"> <li>LCOE's proposed intern programs will be offered through a hybrid instructional model that involves personal mentor support, online learning modules, and face-to-face instruction.</li> </ul>  |

| Criterion   | Staff Recommendation | Lake County Office of Education (LCOE) Response  |
|---|----------------------|--|
|   |                      | <ul style="list-style-type: none"> <li>All face-to-face instructional modules will be offered at the LCOE training facility, but an additional location will be offered as a training facility within one of the participating districts to accommodate the distance that candidates will need to travel. The secondary location will be established where it meets the needs of most candidates.</li> <li>The program intends to only have LCOE and district employees offering direct educational services to candidates.</li> </ul> |
| Criterion 9: Veracity in all Claims and Documentation Submitted | <b>Aligned</b>       | <ul style="list-style-type: none"> <li>An assurance signed by Brock Falkenberg, superintendent, has been submitted attesting to the veracity of all statements and documentation submitted to the Commission; the letter also attests to an understanding that a lack of veracity is a cause for denial of IIA.</li> </ul>   |

### Criterion 10, 11 and 12

*In accordance with the Commission approved process for determining eligibility for Initial Institutional Approval, Eligibility Criteria 10-12 include a staff summary of the institution's submission, but do not include a staff recommendation.*

| Criterion                        | Summary of LCOE Responses  |
|----------------------------------|--|
| Criterion 10: Mission and Vision | <p>Below is LCOE's mission:<br/> <i>Lake County Office of Education educational programs will prepare effective, innovative, and reflective teachers able to meet the diverse educational needs of the TK-12 students of California as well as address the unique challenges faced by students in the districts of Lake County.</i></p> <p>Below is Lake COE's Vision:<br/> <i>Lake County Office of Education is developing an appropriate, well-articulated, sequence of educational experiences that will meet a wide range of teachers' needs. Leaders in LCOE and its partner districts are striving to recruit, prepare, and retain the most effective, innovative educators in order to provide exceptional learning experiences for all students. The proposed intern programs will fit into this sequence by providing appropriate professional development experiences to prepare educators to:</i></p> <ul style="list-style-type: none"> <li><i>create effective learning environments that meet the needs of the full range of California TK-12 students;</i></li> <li><i>effectively teach California's adopted state standards and frameworks;</i></li> </ul> |

| Criterion  | Summary of LCOE Responses   |
|--|---|
|  | <ul style="list-style-type: none"> <li>• <i>meet the diverse emotional and instructional needs of students in California;</i></li> <li>• <i>understand and meet the unique educational and emotional needs of students who have</i></li> <li>• <i>adverse traumatic experiences;</i></li> <li>• <i>engage in a goal of continuous, lifelong learning; and</i></li> <li>• <i>earn the preliminary level teaching credential as an important part of the California Learning to Teach System.</i></li> </ul> <p>LCOE assures that the mission and vision will be published on the LCOE website and will be included in institutional documents provided to the program candidates.</p> <p>LCOE’s philosophical/theoretical framework and the design of its intern programs will be based on the theories and works of Robert Marzano, Debra Pickering, Grant Wiggins, Jay McTighe, Doug Lemov, Carol Dweck, and David Sousa. These educational theories will be put into practice in the candidates’ own classrooms giving them the opportunity to understand how theory and practice are related. Through the understanding of educational theory, candidates will come to understand how they are able to impact instruction and learning in their own classrooms. Candidates will develop an understanding of the needs of their students and will utilize effective instructional strategies to meet those needs. They will work with long and short range instructional planning that will be implemented in their own classrooms and will study ways to promote a growth mindset in their students while also increasing students’ resiliency and academic success.</p> |
| <p>Criterion 11:<br/>History of Prior Experience and Effectiveness in Educator Preparation</p> | <p>LCOE has fostered positive working relationships with educational partners, including its partnership with both the Mendocino County Office of Education and the Sonoma County Office of Education (North Coast School of Education) with the <b>Be A Teacher Program</b>. This program allows interns to work full-time while pursuing their teaching credential.</p> <p>Additionally, the Curriculum and Instruction department at LCOE currently provides leadership, support, and technical assistance in the critical area of “what to teach and how to teach it” for school districts in Lake County, including training and support for new teachers.</p> <p>LCOE has posted a third party invitation for comments on the <a href="#">LCOE website</a> where the public and all stakeholders can access it. No comments have been received at this time.</p>  |

| Criterion   | Summary of LCOE Responses  |
|---|--|
|   | <p>As required by this criterion, staff researched the possibility of any additional available information relevant to LCOE’s application for IIA and found none.</p>  |
| <p>Criterion 12:<br/>Capacity and<br/>Resources</p> | <p>As evidence of capacity and resources, LCOE has provided a copy of its most recent audited budget dated October 18, 2017, as well as a copy of a proposed operations budget for its education unit.</p> <p>LCOE has detailed within its submission the facility resources that will be available for its candidates. This includes a learning management system, which will be designed for educators and will deliver a targeted digital learning platform for program participants. Furthermore, LCOE has noted that each of the two facilities used for face-to-face meetings (LCOE and one other satellite location) will be equipped with appropriate technological resources to support the content of the coursework and activities; at a minimum, each training location will be equipped with SMART boards, computers, tablets, and assistive technology to accommodate the specific needs of candidates.</p> <p>Additionally, within the submission document, LCOE has identified the job responsibilities and minimum qualifications for the program personnel and instructional support. LCOE’s personnel and instructional support will consist of the following:</p> <ul style="list-style-type: none"> <li>• Intern Coaches (4)</li> <li>• Program Instructors (5)</li> <li>• Teacher Development Program Coordinator (1)</li> </ul> <p>Regarding fieldwork, LCOE will work with the six districts in Lake County and will provide cross-district collaboration when needed to provide required teaching experiences and fieldwork for candidates in the proposed programs. The fieldwork opportunities throughout the county and partner districts will ensure equity, diversity, and variety for program candidates. Upon approval, MOUs will be developed and signed annually by district and county office leaders that clearly define the responsibilities of each institution in support of intern candidates.</p> <p>In the event that LCOE’s programs are discontinued for any reason, LCOE will have adequate resources available to teach-out year two candidates and move the year one candidates to another program. LCOE currently has a partnership with Sonoma County Office of Education - an approved program sponsor for intern programs. If a LCOE program closes, the enrolled year one candidates could complete their program requirements with the Sonoma County Office of Education.</p> |



**Staff Recommendation**

Staff recommends that the Commission consider the response to Eligibility Requirements submitted by Lake County Office of Education and take one of the following possible actions for the institution:

- 1) Grant Eligibility; or
- 2) Deny Eligibility.

If the Commission grants Eligibility, it may identify aspects of the application for which it may need additional information in Stage III.

If the Commission denies Eligibility, it may identify what it sees as missing in the current submission in the event the institution decides to continue to work toward institutional approval.

If approved by the Commission, Lake County Office of Education will be allowed to move forward to Stage III, submission of Common Standards and preconditions for review. Approval of Stage II will not authorize Lake County Office of Education to offer an educator preparation program that leads to a credential.

**Next Steps**

Based on the Commission's action, staff will take appropriate next steps related to the option chosen.

Appendix A  
**Criterion 10, 11, and 12**  
**Eligibility Requirement, Required Information, and Factors to Consider**

**Criterion 10: Mission and Vision**

| Eligibility Requirement   | Required Information   | Factors to Consider   |
|---|--|---|
| <p>An institution’s mission and vision for educator preparation is consistent with California’s approach to educator preparation.</p> <p>* A complete program design with significant detail included is not what is intended here as that will be submitted to ensure alignment with the Commission’s adopted program standards in Stage III. Rather, the intent is to provide the Commission with sufficient information to ensure that the institution’s philosophy and approach about educator preparation is consistent with California’s.</p> | <p>a) Statement of the institution’s mission and vision for Educator Preparation.</p> <p>b) A statement confirming that the mission and vision will be published on the website and in institutional documents provided to candidates.</p> <p>c) Information about how the mission and vision for educator preparation reflects the institution’s commitment to California’s adopted state standards and frameworks for TK-12 students.</p> <p>d) Information that demonstrates the institution’s commitment to preparing candidates to work effectively with the full range of California TK-12 students.</p> <p>e) Statement that includes which educator preparation program(s) the institution will seek to offer.</p> <p>f) Information about the institution’s philosophical and/or theoretical framework or approach underlying the design of educator preparation.*</p> <p>g) If applicable, provide a description of the ways in which the proposed program for California would be similar or different from programs operated in another state.</p> | <p>a) To what extent did the institution provide a clear mission and vision for educator preparation programs that the institution seeks to offer to prospective California candidates?</p> <p>b) To what extent did the institution confirm that the mission and vision will be published on the website and in institutional documents provided to candidates?</p> <p>c) To what extent does the information about the institution’s mission and vision demonstrate the institution’s commitment to California’s adopted state standards and frameworks for TK-12 students?</p> <p>d) To what extent does the information about the institution’s mission and vision demonstrate the institution’s commitment to the health and success of all students?</p> <p>f) To what extent does the information provided about the proposed program design indicate that sufficient attention will be paid to both the theoretical foundations of teaching and learning and effective professional practice?</p> |

| Eligibility Requirement | Required Information  | Factors to Consider |
|-------------------------|---|---------------------|
|                         | h) Any other relevant information the institution believes will allow the Commission to better understand the institution and its programs. |                     |

**Criterion 11: History of Prior Experience and Effectiveness in Educator Preparation**

| Eligibility Requirement   | Required Information  | Factors to Consider  |
|---|---|--|
| <p>Institutions seeking IIA must have sponsored an educator preparation program leading to licensure, or participated as a partner in any educator preparation programs and/or programs focused on K-12 public education and provide history related to that experience.</p> <p>CTC staff will research available information about the institution relevant to the application for initial institutional approval.</p> <p>Institutions must submit:</p> <p>Proof of third party notification enlisting</p> | <p>a) History related to its prior experience preparing, training and supporting educators within California or in other states.</p> <p>b) A list of all states and/or countries in which the institution is currently operating an educator preparation program and the status of the institution’s approval in each of those locations.</p> <p>c) If applicable, a copy of the most recent approval document (state approval/accreditation and, if applicable, letter or report from regional accrediting body, if applicable, indicating accreditation status.</p> <p>d) For institutions currently operating educator preparation programs in another state, data from the most recent 5 years indicating number of candidates enrolled in the institution’s programs and number who have completed program (taking into account the length of time of the program design).</p> | <p>a) Is there information that the institution has prior experience successfully preparing, training, and/or supporting educators or partnering with institutions that prepare educators?</p> <p>b) To what extent did the institution provide a complete and accurate list of all the states and/or counties in which it is operating an educator preparation program?</p> <p>c) Is there sufficient information that the entity is operating in good standing in other jurisdictions where it is/has sponsored educator preparation or other related work?</p> <p>d) To what extent does the data provided regarding completion indicate that most candidates are able to successfully complete the program in a timely manner?</p> <p>e) To what extent does the data provided indicate that candidates that complete the institution’s programs are likely to be employed as educators?</p> |

| Eligibility Requirement   | Required Information  | Factors to Consider   |
|---|---|---|
| comments to be sent to:<br><a href="mailto:Input@ctc.ca.gov">Input@ctc.ca.gov</a> | e) If offering educator preparation program in other state, any information available on placement rates for candidates in the schools.<br><br>f) Evidence that the entity has fostered positive working relationships with educational partners in establishing its programs in California to meet local educational needs.<br><br>g) Evidence that candidates have been satisfied with the educator preparation programs offered by the entity and the services they received by the institution. | f) To what extent does the institution have either a positive history of working collaboratively with local educational partners and/or information that it will work collaboratively with local educational partners (for instance, TK-12 institutions working with feeder IHE programs or IHE programs working collaboratively with TK-12 employers)<br><br>g) To what extent does the information provided indicate that candidates are satisfied with the institution and with the services they receive? |

**Criterion 12: Capacity and Resources**

| Eligibility Requirement  | Required Information   | Factors to Consider   |
|--|--|---|
| An institution must submit a Capacity and Resources plan providing information about how it will sustain the educator preparation program(s) through a 2 – 3 year provisional approval (if granted) at a minimum. A plan to teach out candidates if, for some reason, the institution is unable to continue providing educator preparation program(s). | a) Copy of the most recent audited budget for the institution.<br><br>b) A proposed operational budget for the educational unit.<br><br>c) Information about instructional and support personnel for the educational unit. This information shall include, but not be limited to: <ol style="list-style-type: none"> <li>1) The number and type of faculty (full time faculty, pt. time adjunct, etc.) and/or instructional personnel, including support providers and coaches if induction, who will be employed or used</li> </ol> | a) To what extent did the institution provide information from a recent audit that indicates that the institution is economically stable?<br><br>b) Does the information provided indicate that that the institution will provide adequate resources to operate effective educator preparation programs in the first 2-3 years of the program?<br><br>c) Does the information provided indicate that the leadership, instructional personnel and support staff are capable of maintaining and delivering an effective educator preparation program. |

| Eligibility Requirement | Required Information  | Factors to Consider   |
|-------------------------|---|---|
|                         | <p>to provide services to candidates in the first 2-3 years of the program's operation.</p> <p>2) The criteria or minimum qualifications for each of the positions listed above.</p> <p>3) If the institution applying is an out of state institution, provide all relevant information about how the instructional services will be delivered to candidates. For instance, will faculty and instructional personnel remain located in the home state and provide services via technology to candidates in California?</p> <p>d) If the institution applying is an out of state institution, the institution must provide all relevant information as to which of the educational services would be located outside of California. For instance, if candidates must go through the out of state offices in order to get financial aid services, the institution should provide that information to the Commission.</p> <p>e) Evidence of TK-12 partnerships for the purposes of providing fieldwork.</p> <p>f) Information demonstrating sufficient facilities and/or digital learning platforms for candidates.</p> <p>g) A plan to teach out candidates if, for some reason, the institution is unable to</p> | <p>d) To what extent did the institution provide clear information about which educational services would be located outside of California? And does the plan indicate that prospective California candidates would be well served by the plan?</p> <p>To what extent did the institution provide sufficient information to indicate that if any of the instructional services will be delivered from outside of California, that these services will meet the needs of prospective California candidates?</p> <p>e) To what extent did the institution provide information that demonstrates that it is working collaboratively with TK-12 schools to ensure appropriate fieldwork experiences for candidates?</p> <p>f) To what extent did the institution provide information that there will be sufficient facilities and/or effective digital learning platforms for candidates?</p> |

| Eligibility Requirement | Required Information                                | Factors to Consider  |
|-------------------------|---|--|
|                         | continue providing educator preparation program(s). | g) To what extent did the institution provide a Teach Out plan that identifies, at least broadly what actions would be taken to ensure that the interest of enrolled candidates will be sufficiently addressed in the event of program and/or institution closure? |