

---

# 2B

## Action

### *Educator Preparation Committee*

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

---

**Executive Summary:** This agenda item presents, as part of the Initial Institutional Approval process, San Benito 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.

**Presenter:** Hart Boyd, Consultant, 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.

---

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

---

### **Introduction**

As part of the Initial Institutional Approval (IIA) process, a prospective program sponsor, San Benito County Office of Education (SBCOE), 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 Commission 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 2017 Commission meeting](#). A graphic detailing the five stages of the IIA process is provided on the following page.

This agenda item presents for consideration one Local Education Agency (LEA) seeking to become a program sponsor. It is an important reminder that approval of the institution for Stage II does not permit the institution to offer the proposed program(s). In addition, although there is important information about the proposed programs contained in the submission for Stage II, review of the Common Standards and applicable program standards have not yet occurred.

### **San Benito County Office of Education**

SBCOE seeks IIA in order to offer a teacher induction program. A summary of SBCOE's responses to the twelve [Eligibility Requirement Criteria](#) begin on page three of this item. [SBCOE's full responses](#) to the Eligibility Criteria is also available. 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.

### Initial Institutional Approval

SBCOE is seeking approval of Stage II in order to be eligible for Stage III as highlighted in the chart below.

IIA Process	Stage I	Stage II	Stage III	IV	V
Action	Prerequisites	Eligibility Requirements	Preconditions & Common Standards	Program Standards	Site Visit
<b>Purpose</b>	Ensures legal eligibility of institution in California  Ensures institution understands requirements of Commission's accreditation system	Ensures that institution has capacity to sponsor effective programs	Ensures institution meets all relevant preconditions  Ensures institution meets all Common Standards	Ensures all proposed programs meet all relevant program standards	Program operates for 2-3 years and hosts a focused accreditation site visit
<b>Requirements</b>	Institution must: 1. Have legal eligibility 2. Attend Accreditation 101 with institutional team	Submit responses to: • 12 Eligibility Criteria	Submit responses to: • Preconditions • Common Standards	Submit responses to: • Program Standards	Institution must: • Collect data • Host focused site visit
<b>Reviewed By</b>	Staff	Staff	<b>Preconditions:</b> Staff <b>Common Standards:</b> BIR	BIR	Site Visit Team
<b>Authority</b>	Staff	Commission	Commission	COA	Commission
<b>Decision</b>	Determine Eligibility for Stage II	Eligibility: 1. Grant 2. Deny	Provisional Approval: 1. Grant 2. Deny	Program(s): 1. Approve 2. Deny	1. Grant Full approval 2. Retain Provisional Approval with Additional Requirements 3. Deny Approval
<b>IIA Status*</b>	Not Approved	Not Approved	Provisional Approval**	Provisional Approval***	Full Approval

\*At conclusion of stage

\*\*Institutionally-approved but cannot offer programs

\*\*\*May begin offering approved program

**Criterion 1 through 9**

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

Criterion	Staff Recommendation	SBCOE Response
Criterion 1: Responsibility and Authority	<b>Aligned</b>	<ul style="list-style-type: none"> <li>• SBCOE is proposing to offer a teacher induction program.</li> <li>• The Assistant Superintendent of Educational Services, Keith Thorbahn, will be responsible for ongoing oversight of all educator preparation programs.</li> <li>• The Coordinator of Instructional Support will be the program coordinator and the position is held by Colleen Meyers. This position will report to the Assistant Superintendent of Educational Services.</li> <li>• SBCOE has submitted a complete organizational chart that indicates the teacher induction program will be housed under the Educational Services branch.</li> <li>• SBCOE assures that the duties related to credential recommendations will be performed only by employees of SBCOE and that these individuals will take part in the Commission training related to the recommendation process.</li> </ul>
Criterion 2: Lawful Practices	<b>Aligned</b>	<ul style="list-style-type: none"> <li>• A non-discrimination policy for SBCOE’s employees is provided on the SBCOE website.</li> <li>• A draft of the non-discrimination policy for SBCOE’s candidates is provided in the SBCOE Induction Handbook.</li> </ul>
Criterion 3: Commission Assurances and Compliance	<b>Aligned</b>	<ul style="list-style-type: none"> <li>• SBCOE 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> <li>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.</li> </ol> </li> </ul>

Criterion	Staff Recommendation	SBCOE Response
Criterion 4: Requests for Data	<b>Aligned</b>	<ul style="list-style-type: none"> <li>• The Credential Analyst/Human Resources Manager, Lydia Chapa, is identified as the qualified officer responsible for reporting and responding to all requests for data within timeframes specified by the Commission.</li> </ul>
Criterion 5: Grievance Process	<b>Aligned</b>	<ul style="list-style-type: none"> <li>• SBCOE has provided a grievance process which will be accessible to all candidates and applicants on the institution’s website.</li> <li>• SBCOE candidates will be informed of the grievance process upon enrollment in the program and during orientation.</li> </ul>
Criterion 6: Communication and Information	<b>Aligned</b>	<ul style="list-style-type: none"> <li>• SBCOE’s teacher induction website will be accessible to the public without the requirement of log in information and will be accessible in two separate areas of the SBCOE homepage.</li> <li>• SBCOE will include the mission, governance, administration, and admission procedures on the program website.</li> <li>• Programmatic information will be made available through the induction handbook and the program website.</li> </ul>
Criterion 7: Student Records Management, Access and Security	<b>Aligned</b>	<ul style="list-style-type: none"> <li>• SBCOE’s induction program will provide candidates and completers access to Canvas, an online platform which will house all completed work as well as prepared transcripts verifying program completion. Candidates will be assigned an account and will have access to the records even after they complete the program. Upon completion of the program, candidates will be provided with a final transcript that verifies they completed the program.</li> <li>• Both paper and electronic copies of candidate records will be maintained by the HR office and will be retained per SBCOE policy. Candidates will have access to their online records in the Canvas platform at any time. In addition, candidates may request records from the Credentials Analyst/HR Manager.</li> <li>• SBCOE assures that all candidate records will be kept in a secure manner and will not be accessible by the public.</li> </ul>

Criterion	Staff Recommendation	SBCOE Response
Criterion 8: Disclosure	<b>Aligned</b>	<ul style="list-style-type: none"> <li>• SBCOE’s proposed induction program will be a blended model where candidates will attend in-person meetings, have one-on-one meetings with induction coaches, and complete online modules.</li> <li>• SBCOE has provided a chart detailing all locations for the proposed program, which will take place at four different sites based on the type of activity and number of participants in the program.</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 the deputy superintendent, Jennifer Logue, 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 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 SBCOE Responses
<p>Criterion 10: Mission and Vision</p>	<p>SBCOE proposes to offer a teacher induction program.</p> <p>SBCOE’s <u>Mission</u> is to... <i>Advance student learning by providing an interactive induction program that supports and retains new teachers as they grow in their professional practice and transform into life-long, reflective practitioners.</i></p> <p>SBCOE’s <u>Vision</u> is to...</p> <ul style="list-style-type: none"> <li>• <i>Develop and retain highly-qualified teachers in San Benito County schools;</i></li> <li>• <i>Create ongoing reflective inquiry habits;</i></li> <li>• <i>Alleviate isolation of a new teacher’s experience (transition);</i></li> <li>• <i>Collaborate with others;</i></li> <li>• <i>Seek opportunities to grow professionally;</i></li> <li>• <i>Develop the skills, confidence, and knowledge to educate and address the needs of all students through a reflective, inquiry-based manner; and</i></li> <li>• <i>Learn to effectively teach California’s adopted standards and framework to students in grades TK-12.</i></li> </ul> <p>SBCOE notes that California has a diverse student population with many different needs and that supporting all students is a priority for SBCOE. SBCOE further notes that its mission is centered on student learning and envisions an educational environment where all children are empowered, through skills and knowledge, to become responsible, contributing members of a global community.</p> <p>Informing SBCOE’s philosophical approach to educator preparation are the works of Sun, Gray/Taie/O’Rear, Moran/Moran, and Lipton/Wellman. SBCOE’s submission notes that students are most successful when they have a highly-effective teacher who provides high-quality, standards-based instruction using research-based instructional strategies aligned to student needs, but also notes that it takes time for a teacher to become proficient in their craft – usually three to five years. Based off research from the New Teacher Center that suggests that two to three-year long induction programs that include high-quality mentorship, consistent planning time and collaboration, ongoing professional development, and formative assessment improve teacher effectiveness and reduce turnover, SBCOE notes that its proposed program will be built upon four principles:</p> <ol style="list-style-type: none"> <li>1. Strong mentorship;</li> <li>2. Regularly scheduled collaboration time;</li> <li>3. Professional learning opportunities based on research-based strategies; and</li> <li>4. Timely and specific feedback.</li> </ol>

Criterion	Summary of SBCOE Responses
<p>Criterion 11: History of Prior Experience and Effectiveness in Educator Preparation</p>	<p>SBCOE currently works with and participates in the Monterey COE induction program and has been working with the program since its inception. The SBCOE Coordinator of Instructional Support currently serves as the program advisor for eight districts in SBCOE as well as SBCOE’s alternative education programs and directly supports new teachers in this role. Because each district is small in size, the coordinator is able to serve as the program advisor for each. SBCOE’s current superintendent has served as a program advisor in the past and worked closely with Monterey COE when they established their Beginning Teacher Support and Assessment (BTSA) program. Some of this work included collaborating with other program advisors and the director to establish BTSA by implementing common processes and procedures, as well as the curriculum. Furthermore, SBCOE’s current deputy superintendent has also served in the program advisor role and was part of the team that completed the self-study, prepared the final report, and made revisions based on the review and findings. By serving as program advisors, these administrators gained a deep level of understanding about the induction program, how to support new teachers, and how to work with induction coaches.</p> <p>SBCOE has posted the third-party invitation for comments on the SBCOE website where the public and all stakeholders can access it. No comments have been received at this time.</p> <p>As required by this criterion, staff researched the possibility of any additional available information relevant to SBCOE’s application for IIA and found none.</p>

Criterion	Summary of SBCOE Responses
<p>Criterion 12: Capacity and Resources</p>	<p>As evidence of capacity and resources, SBCOE has provided a copy of a recently audited budget dated June 20, 2017 as well as a copy of a proposed operations budget for its education unit. SBCOE notes that due to the small number of districts in the county, it will take a minimum of three years to grow the program so that it will be self-sustaining.</p> <p>SBCOE has also detailed within its submission the facility resources that will be available for its candidates. These include a number of meeting rooms within SBCOE offices, Anzar High School, Hollister School District, San Benito High School, and other community meeting places. SBCOE has also provided information regarding the technological resources that will be available to candidates, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Laptops and computers for candidates attending workshops/meetings.</li> <li>• LCD projectors, Smart TVs, and other presentation equipment.</li> <li>• Video conferencing technology will be available for candidates at multiple sites. This will allow participants to remotely attend meetings if they are unable to attend in person.</li> <li>• Cloud storage service, which will allow program participants to share and receive program information.</li> </ul> <p>Additionally, within the submission document, SBCOE has identified the job responsibilities and minimum qualifications for the program personnel and instructional support. SBCOE’s personnel and instructional support will consist of the following:</p> <ul style="list-style-type: none"> <li>• Assistant Superintendent of Educational Services</li> <li>• Induction Coordinator</li> <li>• Credential Analyst</li> <li>• Program Assistant</li> <li>• Program Advisor</li> <li>• Induction Coaches</li> </ul>

Criterion	Summary of SBCOE Responses
<p>Criterion 12: Capacity and Resources continued</p>	<p>SBCOE provided qualifications for the induction coordinator, including but not limited to the following:</p> <ul style="list-style-type: none"> <li>• MA or higher from a regionally accredited college or university;</li> <li>• Five years of teaching experience;</li> <li>• Five years of administrative experience;</li> <li>• Knowledge of curriculum, design, planning, development, implementations, and evaluation;</li> <li>• Knowledge of relevant research, emerging developments and mandates in the field; and</li> <li>• Knowledge of principles and practices of program planning, coordination, and evaluation.</li> </ul> <p>SBCOE provided the qualifications for program advisors, including but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Five years teaching experience;</li> <li>• Distinguished record of accomplishment as a teacher;</li> <li>• Experience as an induction coach or mentor teacher; and</li> <li>• Thorough understanding of the California State Content Standards and assessment systems.</li> </ul> <p>SBCOE provided the qualifications for induction coaches, including but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Three years of teaching experience;</li> <li>• Distinguished record of accomplishment as a teacher; and</li> <li>• Understanding of the California State Content Standards and assessment systems in the respective content area or grade level.</li> </ul> <p>SBCOE has provided a teach-out plan if the program is unable to continue to operate. The first step in the process will involve the Program Coordinator and the Director of Human Resources meeting individually with each candidate to develop an Individual Transition Plan (ITP). The ITP will include:</p> <ul style="list-style-type: none"> <li>• Options for completing the program of study through another Commission-approved institution with a Teach-Out Agreement with the SBCOE teacher induction program. Every effort will be made to match the Commission-approved program to the candidate’s needs.</li> <li>• A program description and information about admissions, transfer policies and enrollment for the Commission-approved program.</li> <li>• Official transcript reflecting completed coursework from the SBCOE teacher induction program.</li> <li>• Letter of good standing (if appropriate).</li> <li>• Summary of any tuition obligations.</li> </ul> <p>SBCOE will seek to establish “Teach-Out Agreements” with Commission-approved institutions within Monterey, Santa Clara, and Santa Cruz counties.</p>

**Staff Recommendation**

Staff recommends that the Commission consider the response to Eligibility Requirements submitted by SBCOE 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 topics that it will be looking for 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, SBCOE will be allowed to move forward to Stage III, submission of Common Standards and Preconditions for review. Approval of Stage II will not authorize SBCOE 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.