

COMMISSION ON TEACHER CREDENTIALING

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SACRAMENTO, CALIFORNIA 95814

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OFFICE OF THE EXECUTIVE SECRETARY



83-8407

August 29, 1983

TO: All Individuals and Groups Interested in the Activities of
the Commission on Teacher Credentialing

FROM: John F. Brown, Executive Secretary *John F. Brown*

SUBJECT: Proposed Additions to Title 5 Regulations for Off-Campus
Programs, New Chapter 2, Article 1, Section 80183

In accordance with Commission policy and administrative regulations in the California Government Code, the above cited Title 5 Regulations are being distributed prior to public hearing. The public hearing to amend these regulations is scheduled as follows:

November 3, 1983
2:00 P.M.
Canterbury Inn
1900 Canterbury Road
Sacramento, California

Specifically, these regulations would do the following:

1. The new regulation, Section 80183, proposes a set of definitions dealing with both on-campus and off-campus programs of professional preparation. These definitions are intended to clarify the distinction between on-campus and off-campus programs, and clarifies the type of approvals to be granted such programs.
2. Proposed Section 80183, Approval Requirements, specifies the requirements to be met, by institutions, in obtaining Commission approval for off-campus programs of teacher preparation. These requirements include the specification of the required format and information to be submitted when requesting approval and also establishes general requirements to be met in the developing of such programs. Such general requirements to include the establishment and involvement of a Quality Control Advisory Committee, consisting of individuals external to the institution, in the development, review and on-going evaluation of off-campus programs.

Please feel free to duplicate and distribute the attached regulations as proposed for amendment to anyone you believe might be interested in responding. If you wish to make a presentation regarding the above to the Commission, please bring thirty copies of your material for distribution to the Commissioners and staff.

If you do not want to make a presentation or submit a statement regarding these proposed regulations, you can reply on the response form found on the last page. For additional information call Dr. Robert Kane, Consultant, (916) 324-2450.

CHAPTER 2: RULES-OF-PROCEDURE-FOR-THE-COMMISSION-PROFESSIONAL-PREPARATION
PROGRAMS APPROVED PROGRAMS (Sections 80150 through 80249)

ARTICLE 1: PROFESSIONAL PREPARATION PROGRAMS

SECTION 80150 DEFINITIONS:

As used herein, the following definitions shall apply to teacher preparation programs submitted to the Commission on Teacher Credentialing for review and approval:

- a. The term "on-campus" means those programs, approved by the Commission on Teacher Credentialing, to be offered through an accredited institution's school or department of education, or its equivalent, and which are based within the physical boundaries of the institution's main campus.
- b. The term "regular approval" means that approval granted to on-campus programs, offered through the school or department of education, at an institution of higher education.
- c. The term "off-campus" is defined to mean those approved programs offered through continuation education and/or extension divisions, or their equivalent, and/or those approved programs offered at sites external to the physical boundaries of the institution's main campus.
- d. The term "Initial Program" refers to those programs, offered by any recognized entity of an accredited institution of higher education, submitted for the first time for approval by the Commission on Teacher Credentialing as an "off-campus" program.
- e. The term "Initial Approval" refers to the type of approval granted to Initial Programs.
- f. The term "Replication Program" is defined to mean those programs offered "off-campus", at sites different from those for which initial approval has been granted.
- g. The term "Replication Approval" is defined to mean that approval granted Replication Programs.

Authority Cited: Education Code Section 44225(b)
Reference Cited: Education Code Sections 44226 and 44227

SECTION 80183 APPROVAL REQUIREMENTS: OFF-CAMPUS PROGRAMS

(a) Teacher preparation programs, at accredited institutions of higher education, to be offered off-campus may be approved by the Commission on Teacher Credentialing only if such requests for approval are signed by the Chief Administrative Officer (or official designee), or in the case of the California University Consortium, by the Director thereof. With the exception of the California Consortium, the application for approval shall attest that the institution's Dean or Director of Education was consulted as to the appropriateness of the proposed program.

(b) All requests for initial approval of off-campus programs shall be submitted for approval at least one semester, or quarter, prior to the semester or quarter in which the program is to be offered.

(c) All requests for approval of replication programs shall be submitted at least 60 days prior to the projected start-up date of the program.

(d) Applications requesting initial or replication approval shall state the following in order to be considered for approval:

1. The desired start-up date and specification of the geographic location of the proposed program.
2. The anticipated duration of the program.
3. The institutional entity offering the proposed program.
4. That the proposed initial or replication programs meets existing Commission on Teacher Credentialing standards for regular approved programs.
5. That credit shall be granted on the basis that one semester unit, or equivalent quarter units, represents a minimum of 12 and 1/2 hours of direct student contact, plus a minimum of 30 hours of out-of-class preparation.
6. That institutional administrators and faculty with expertise in relevant academic fields have participated in the planning and approval of the programs, including the selection of instructors. Further, that such administrators and faculty shall participate in the ongoing evaluation of the program.

7. That the competence and credentials of instructors are commensurate with those instructing in the regular credential programs.
8. That the program will be housed in facilities in keeping with the programmatic needs of the program, and that the program will have adequate and appropriate instructional and reference materials as well as equipment.
9. That a local Quality Control Advisory Committee has participated in the initial review and approval of the program's objectives, faculty, facilities, and instructional and reference materials and equipment. Such assurance to include a statement attested to by the Committee that these are considered appropriate to the needs of the target population and/or geographic location to be served.
10. That the Local Quality Control Advisory Committee consists of the following: instructors from the institution; public school administrators; practitioners in the programs's credential area; candidates (potential or participating) in the program; lay, non-educators, and representation of the ethnic minority community served.
11. That the Local Quality Control Advisory Committee, in addition to participating in the initial review and approval of the program, shall participate (a) in the on-going review and evaluation of the program, and (b) in the review and analysis of follow-up surveys/interviews of the candidates'/ graduates' employers regarding performance. This on-going involvement to include, where possible, participation of the lay, non-educator members of the Committee.
12. That once candidates are admitted to the program, the program shall be continued to allow the candidate to complete the program. This assurance shall be provided as a "Memorandum of Understanding", to be entered into between the institution and the candidate which clearly specifies institutional requirements for attendance and enrollment to be met by the candidate.
13. That all candidates for admission to either initial or replication programs shall meet the normal admission requirements, or their equivalent, of the institution.

14 The Chief Administrative Officer (or designee) shall certify that there is no agreement between the institution with any unaccredited agencies or individuals (who operate as contractors to market educational programs), to market the program for which approval is being sought.

(e) Initial programs, utilizing Quality Control Advisory Committees, are to be developed utilizing a review of the specific program objectives approved for the regular on-campus program, where such a program has had Commission approval at the institution. This development to include the committee's determination as to the suitability of the regular program's objectives to the specific needs of the initial program's target population and to the specific requirements of the geographic location to be served.

(f) Where the Quality Control Advisory Committee determines that existing objectives, approved for either on-campus or initial programs, are acceptable, the Commission's approved documentation for the credential area shall be reproduced with the assurance that "no change" has been made in the objectives.

(g) Where the Quality Control Advisory Committee determines that any, or all, in whole or in part, of existing approved objectives require modification, the previously approved objective(s) shall be presented with "strike out" provided to indicate the area(s) of change, with the revised objective(s) being presented as a separate statement for approval.

(h) Where the program is an initial off-campus program, not attempting to replicate an existing program, the objectives shall address the competencies for the credential area as established by the Commission, and the program document shall provide the program's objectives for each such competency, along with the statement from the Quality Control Advisory Committee that these objectives are appropriate to the needs of the target population and/or of the geographic area to be served.

(i) Local Quality Control Advisory Committees need not be formed for each program of replication, providing the Quality Control Committee for the initial program attest that the program's objectives and procedures are appropriate to the target population and/or geographic location to be served by the replication program.

(j) All programs of replication shall provide for the participation of candidates (potential or participating) in the program on the Local Quality Control Advisory Committee. Where such committee is not developed specific to the replication program, such candidates shall augment the Quality Control Committee certifying approval of the program.

(k) The institution shall submit a yearly report to the Commission on Teacher Credentialing, based upon its own evaluation of the program. This report to include recommendations of the Quality Control Advisory Committee, with a description of the institution's response to such recommendations. The report is to be in response to a form provided by the Commission.

(l) Where it is determined that an institution has replicated an approved credential program, without obtaining Commission on Teacher Credentialing approval for such replication, the initial or regular program being replicated shall be subject to immediate on-site evaluation.

(m) Institutions of Higher Education, recommending candidates for credentials, shall specify to the Commission whether the preparation was through a regular on-campus program, or through an off-campus program, as defined in Section 80150. Where the preparation is through an off-campus program, the application shall identify the entity which offered the program, and the geographic location of the program.

(n) All off-campus programs approved by the Commission as of July 1, 1983 shall meet the requirements set forth in this section by the effective date of these regulations.

Authority Cited: Education Code Section 44225(b)

Reference: Education Codes 44226 and 44227

80177 80271 Executive Secretary (The content of this regulation is unchanged).

~~Article-3 Conflict-of-Interest-Code~~

80225 80275. General Provisions Conflict of Interest Code

CHAPTER 2.5 Rules of Procedure for the Commission (Sections 80250 through 80299)

COMMISSION ON TEACHER CREDENTIALING

1020 O STREET
SACRAMENTO, CALIFORNIA 95814



OFFICE OF THE EXECUTIVE SECRETARY

Section(s) 80183

RESPONSE TO ATTACHED TITLE 5 REGULATIONS

So that the Commission for Teacher Preparation and Licensing can more clearly estimate the general field response to the attached Title 5 Regulations which are coming up for Public Hearing, please return this response to the Commission Office at the above address by October 18, 1983 in order that the material can be presented at the November 3, 1983 Commission meeting.

- 1. Yes, I agree with the proposed Title 5 Regulations. Please count me in favor of these regulations.
- 2. No, I do not agree with the proposed Title 5 Regulations for the following reasons: (If additional space is needed, use the reverse side of this sheet.)
- 3. Personal opinion of the undersigned only.
 Organizational opinion. (Please specify) _____
- 4. I shall be at the Public Hearing, place my name on the list for making a presentation to the Commission.
 No, I will not make a presentation to the Commission at the Public Hearing.

(Print or type name) Date _____

Title _____

Representing: _____
(Circle One: School District, College, University, Professional Organization, Private Citizen, Other)