



Commission on Teacher Credentialing

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Office of the Executive Director

MEMORANDUM

DATE: July 25, 2011
TO: Commission Stakeholders
FROM: Beth Graybill, Interim Executive Director
RE: Teacher Discipline Improvement Initiative Update

In previous messages Teri Clark and Patty Wohl organized the 11 recommendations in the Bureau of State Audit (BSA) report into four overarching issues and we reported progress on items 1 and 4 on the list below:

1. Legality of the Committee of Credentials (COC) delegating its discretionary authority to staff.
2. Individuals for whom the Commission needs updated misconduct reports.
- 3. Division of Professional Practices.**
4. Office of Human Resources.

This update focuses on the steps taken to address the audit report's concerns regarding the third issue: *The Division of Professional Practices*.

This particular topic covers several recommendations from the audit (BSA Recommendations 2, 3, 6, 7, 8, and 9). It is about gaining work efficiencies and consistencies in the Division of Professional Practices through automation and the creation of policies and procedures. In addition it ensures that the proper oversights are in place, such as management workload reports, so that there is clear visibility of the workload that needs to be addressed.

A couple of key efforts include the development of Intake and Tracking screens being created within the SIEBEL (database) system that will serve as a monitoring process; management reports are being developed as part of the oversight process. In addition, a comprehensive Procedures Manual was developed by the Division and posted on the CTC intranet along with other DPP training materials (May 6, 2011). As procedures are fine-tuned or additional procedures are developed, the Procedures Manual will be updated. Staff has developed initial workload reports to gather the data necessary to understand the volume of work on a task by task basis. So far three workload reports have been created and a fourth is in the works. Three of these reports will be presented in the August DPP workload Agenda item.

Update on Other Commission Activities

I have completed my first week as the Interim Executive Director of the Commission. I am delighted to be back and look forward to once again working with the energetic staff at CTC! Last week, we finalized the agenda for the August 4-5 Commission Meeting. This will be our

first “paperless” Commission meeting – meaning we will not be mailing out agenda items but rather posting the agenda on our website.

In Closing

I would like to thank Teri Clark and Patty Wohl for their outstanding service during the past few weeks as Co-Acting Executive Directors of the Commission. Through their leadership, the Commission was able to make significant progress in addressing the findings and recommendations in the April 7, 2011 State Auditor’s report. I am committed to continuing to resolve the audit findings professionally and thoroughly so that the Commission and its next executive director will be able to demonstrate that the CTC is operating reliably and to the standards required of it by the Legislature, the Governor and the public.

If you have any questions or feedback, please do not hesitate to contact me. In addition, information on this topic is posted on the CTC website – Teacher Discipline Improvement Initiative <http://www.ctc.ca.gov/audit/default.html>.