

COMMITTEE ON ACCREDITATION MINUTES

November 17, 2017

Commission on Teacher Credentialing

Committee Members Present

Jose Luis Alvarado
Jomeline Balatayo
Suzanne Borgese
Deborah Erickson
Cheryl Forbes
Bob Frelly
Anna Moore
Gerard Morrison
Margo Pensavalle
Iris Riggs
Yvonne White

Absent Members

Kelly Skon

Commissioner Present

Haydee Rodriguez

Staff Members Present

Teri Clark, Director
Cheryl Hickey, Administrator
Catherine Kearney, Administrator
Gay Roby, Consultant
Katie Croy, Consultant
Lynette Roby, Consultant
Erin Sullivan, Consultant

William Hatrick, Consultant
Bob Loux, Consultant
Jake Shuler, Consultant
Miranda Gutierrez, Consultant
Hart Boyd, Assistant Consultant
Nicole Hill, Analyst
Karen Sacramento, Consultant
Terri McGuire (Secretary)

Others Present

Teri Ackerman
Jo Birdsell, National University
Jennifer Newman, Provost, United States University
Marco Curiel, Director, United States University

Others Present Via Technology

Ryan Gleason, LVSD Director of Education & Leadership
Ashley Wenter, LVSD Credential Program Analyst
Sean McCarthy, Murrieta Valley
Marena Doxie, Evergreen School District
Kate Kovacs, California School for the Deaf
David Eberwein, California School for the Deaf

Item 1 - CALL TO ORDER AND ROLL CALL

The November meeting of the Committee on Accreditation was called to order by Co-Chair Anna Moore at 8:33 a.m. on Friday, November 17, 2017.

Item 2 - APPROVAL OF THE AGENDA

It was moved, seconded (Erickson/Borgese) and carried to approve the November 2017 agenda.

Item 3 - APPROVAL OF THE MINUTES OF THE PRIOR MEETING

It was moved, seconded (Forbes/Alvarado) (Erickson/Riggs abstained) and carried to approve the August 2017 minutes with no corrections or changes.

Item 4 - CO-CHAIR AND MEMBER REPORTS

- Committee member Yvonne White announced this was her last meeting.
- In honor of Yvonne White's service, Director Teri Clark shared thoughts of gratitude for Ms. White's achievements while in service to the COA since 2014 and presented her with a framed certificate. Ms. Clark noted that Dr. Yvonne White provided valuable insight into accreditation, participated in 39 accreditation decisions, and numerous program approvals.
- Co-Chair Anna Moore also shared her comments and best wishes for Dr. White's future endeavors.

Item 5 – STAFF REPORTS

- Administrator Cheryl Hickey welcomed new Committee Member Jose Luis Alvarado, Dean of the College of Education at CSU Monterey Bay, to the Committee.
- Ms. Hickey announced that the Executive Director had appointed a new committee member. Effective November 18, 2017, James Webb will replace Ms. White's on the Committee, and Mr. Webb will be in attendance at the next meeting.
- New staff member, Nicole Hill was introduced.
- Recent staff changes were discussed - Miranda Gutierrez was promoted to Consultant. Hart Boyd was promoted to Assistant Consultant.
- Ms. Hickey announced the retirement of Teri Ackerman, who was assigned to working with the COA for many years. She received a hearty thank you from Director Teri Clark and Administrator Cheryl Hickey for her 31 years of superb State service, of which 21 years had been with the Commission. Teri Clark noted Teri Ackerman's numerous contributions to the work of the COA, accreditation, the Commission. Ms. Clark also detailed some of Ms. Ackerman's responsibilities and noted that Ms. Ackerman had never missed a COA meeting in all those years and thanked her for her dedication to the COA, the Commission, and the larger education community. Ms. Ackerman thanked the Committee.
- Administrator Hickey discussed the continual review of Elementary Subject Matter programs, noting that another one would go before the Commission, for a total of 8 approved ESM programs.
- Ms. Hickey recapped some of the events that took place during the busy month of October – the Credential Counselors and Analysts of California (CCAC) Conference, the California Council on Teacher Education Conference, and numerous other meetings. Ms Hickey noted that staff had begun working on the year's 29 site visits.
- Director Clark updated the Committee on some of this past years' new grant programs including:
 - *Integrated Undergraduate Teacher Preparation*
 - *Classified Grant*
 - *Teacher Recruitment Center* - Ms. Clark noted that the Tulare Office of Education was the grant recipient and is operating the Center.

CalEd Grant – Ms. Clark stated that proposals for the \$9.2 million in grant funding are currently under review and awards will be announced in December.

Director Clark spoke about a December 20th meeting, which will focus on the teaching of teaching reading and the RICA examination. The meeting will be co-facilitated by the Commission, the CSU Center for the Advancement of Reading, CTA, and the Department of Education and will be held via Zoom, but added that those who wish to participate are encouraged to attend in person.

- Consultant Gay Roby reported on the development of the CalAPA, noting that last year was a pilot year and that field testing will begin this year with 500 candidates.
- Consultants Katie Croy and Jake Shuler reported on the continued development of the CalTPA. They noted that the field testing is in progress and that staff participates in weekly technical assistance phone calls for the field. They noted that there is a performance assessment webpage where one could obtain additional information on the CalAPA and CalTPA.

Item 6 – PROGRAM APPROVAL RECOMMENDATIONS

This item was introduced by Co-Chair, Bob Frelly.

PART 1

A. Programs for Approval by the Committee on Accreditation

It was moved, seconded (Borgese/Erickson) (Pensavalle/USC recused) and carried to grant initial accreditation to the following preparation program(s):

Program(s) of Professional Preparation for Teacher Induction
University of Southern California

It was moved, seconded (Moore/Erickson) and carried to grant initial accreditation to the following preparation program(s):

Program(s) of Professional Preparation for Administrative Services Clear Induction Credential
Capistrano Unified School District

Program(s) of Professional Preparation for Education Specialist Mild/Moderate Intern
Placer County Office of Education

B. Recommendation about the Withdrawal of Professional Preparation Programs

It was moved, seconded (Pensavalle/Riggs) (Erickson recused) and carried to take action to withdraw the following preparation programs as requested by the institution:

Withdrawals Requested by Institutions

La Sierra University

General Education (Multiple/Single Subject) Induction Program, effective December 31, 2017

California Lutheran University

Education Specialist (Level II) Moderate/Severe Program, effective November 17, 2017

Education Specialist (Level II) Mild/Moderate Program, effective November 17, 2017

Education Specialist (Level II) Deaf and Hard of Hearing Program, effective November 17, 2017

California State University, Dominguez Hills

Education Specialist – Added Authorization: Autism Spectrum Disorder, effective November 17, 2017

California State University, Fresno

Preliminary Single Subject – Business Program, effective January 1, 2018.

Automatic Withdrawal for Programs of Professional Preparation

The following programs have been inactive for the maximum five year period allowable by the accreditation system and are automatically withdrawn. The date of withdrawal will be the date of the COA's action.

Argosy University

Preliminary Multiple Subject Credential Program

Preliminary Single Subject Credential Program: Art

Preliminary Single Subject Credential Program: Business

Preliminary Single Subject Credential Program: English

Preliminary Single Subject Credential Program: Health

Preliminary Single Subject Credential Program: Home Economics

Preliminary Single Subject Credential Program: Mathematics

Preliminary Single Subject Credential Program: Music

Preliminary Single Subject Credential Program: Physical Education

Preliminary Single Subject Credential Program: Science

Preliminary Single Subject Credential Program: Social Science

Preliminary Single Subject Credential Program: World Languages

Concordia University Irvine

Single Subject Intern Program

Alliant International University

Clear Education Specialist Credential Program, effective January 30, 2018.

C. Professional Preparation Programs Requesting Reactivation

Ms. Hickey noted that copies of the two letters requesting reactivation had been provided at the table for each Committee member's review; and clarified that there is really a two step process for these institutions. The COA needed to reactivate their General Education induction program and then they would be allowed to transition to teacher induction. Both entities had submitted their transition plan for teacher induction. From a procedural point of view, staff needed to get their inactive General Education induction program reactivated before they could offer the teacher induction program.

It was moved, seconded (White/Forbes) (Erickson recused) and carried to take action to reactivate the Professional Preparation Programs(s) as requested and then to transition them to Teacher Induction:

San Francisco State University

General Education Induction Program

King Chavez Neighborhood of Schools

General Education Induction Program

PART 2

(The items in Part 2 were for notification purposes only)

D. Notification about the Transition of Professional Preparation Program(s)

General Education Induction Programs to Teacher Induction Programs

These institutions are now allowed to offer induction to individuals clearing either their general education or special education credentials.

Anaheim Union High School District

Escondido Union High School District

Greenfield Union School District

South San Francisco Unified School District

California State University, Dominguez Hills

CalState TEACH

Education Specialist Induction Programs to Teacher Induction Programs

These institutions are now allowed to offer induction to individuals clearing either their general education or special education credentials.

California State University, Long Beach

California State University, Monterey Bay

Sonoma State University

Education Specialist Induction Programs to Teacher Induction Programs for Education Specialist Candidates Only

These institutions intend to serve, and will only be allowed to offer induction to individuals clearing special education credentials.

California State University, Fresno
Santa Clara County Office of Education
San Jose State University
California State University, Northridge

E. Programs of Professional Preparation Moving to Inactive Status

It was noted that the following two program sponsors were moving to inactive status. This section is for notification only. No action was required.

California State University, San Bernardino
Reading and Literacy Specialist, effective November 17, 2017

San Francisco State University
Clear Education Specialist Credential Program, effective March 1, 2018

Item 7 – INITIAL PROGRAM APPROVAL FOR NEW PROGRAM SPONSORS

Consultant Lynette Roby presented this item. She was joined via Zoom by institutional representative Director of Education and Leadership Ryan Gleason and Credential Program Analyst Ashley Wenter. Ms. Roby noted that Las Virgenes was seeking to offer the following programs:

- Preliminary Administrative Services Credential program
- Clear Administrative Services Induction program

Ms. Roby pointed out that following some revisions, the standards for both programs were found to be aligned, and briefly described the programs plans and goals. After discussion, it was moved, seconded (Borgese/Balatayo) (Erickson recused) and carried unanimously to grant initial accreditation to Las Virgenes School District's Preliminary Administrative Services Credential program and the Clear Administrative Services Induction program for both items.

Item 8 –DISCUSSION OF LATE DOCUMENTS

Assistant Consultant Hart Boyd presented an updated table and information regarding institutions that have not complied with the timelines of the accreditation cycle, specifically submissions for Administrative Services program review and Yellow Cohort program review which were due December 2016 and October 2017, respectively. Staff continues to monitor these submissions.

Members of the COA asked questions regarding a particular institution that is a year late. Ms. Hickey related the institution had submitted documentation but were having staff and technical issues with the required matrices. Syllabi was redone for clarity and the Dean is currently working on hyperlinking the assessments in the matrix. She said that staff is expecting the document on December 1st. This item was provided for information and no action was taken.

Item 9 – DISCUSSION OF NEW FORMAT FOR COMMON STANDARDS SITE VISIT REPORT

Administrator Catherine Kearney presented information about a new template for site visit reports for reviews taking place in 2017-18.

Committee member Forbes expressed her support for the new template and asked whether it can be extended for all visits. Staff clarified that we would seek direction from the COA at the end of this spring's accreditation visits when the COA will have a larger sample with which to determine whether the new format was effective and efficient.

This item was provided for information only and no action was taken.

Item 10 – REPORT OF THE SECOND REVISIT TO UNITED STATES UNIVERSITY

Director Teri Clark and team lead Dr. Jo Birdsell presented this item. Institutional representative Dr. Jennifer Newman, Provost, and Dr. Marco Curiel, Director were also present for the discussion.

After discussion, it was moved, seconded (Moore/Riggs) and carried to remove the stipulations and to change the accreditation status from *Accreditation Major Stipulations* to **Accreditation**. In addition, the COA voted to require that the next visit for this institution will be in three years.

Item 11 – DISCUSSION OF GUIDANCE ON FIELDWORK FOR PRELIMINARY MS/SS CREDENTIAL PROGRAMS

Consultant Jake Shuler presented information regarding the content and history of the need for the Guidance Document on Clinical Practice and Supervision of Preliminary Multiple and Single Subject Teaching Candidates released in September 2017. No action was taken as this item was provided for information only.

Item 12 – REPORT OF THE ACCREDITATION TEAM TO EVERGREEN SCHOOL DISTRICT

Consultant Karen Sacramento presented information about this visit. She was joined via technology by team lead Sean McCarthy who presented the team findings. Representing the

institution was Marena Doxie, Induction Program Coordinator. After discussion, it was moved and seconded (Erickson/Pensavalle) to grant accreditation to Evergreen School District.

Item 13 – REPORT OF THE ACTIONS TAKEN BY THE CALIFORNIA SCHOOL FOR THE DEAF TO ADDRESS STIPULATIONS.

Consultant Bob Loux presented this report. Joining him from the California School for the Deaf electronically were Kate Kovacs, Induction Coordinator and David Eberwein, Curriculum and Education Supervisor.

After discussion, it was moved and seconded (Pensavalle/Erickson, Forbes recused) to remove stipulation #3 and maintain stipulation #1 and return to the COA in six months with a report that includes evidence that of the implementation of a comprehensive evaluation system involving program participants, completers, and stakeholders. The system must demonstrate the potential for assuring continuous program improvement.

Item 14 – DISCUSSION AND APPROVAL OF COA ANNUAL REPORT TO THE COMMISSION

This agenda item was prepared for consideration and approval with the comment that any suggested edits or comments be incorporated into the report before it is presented to the Commission in December 2017. Upon adoption of the report, Commission staff will ensure that comments and suggestions made during the discussion are incorporated into the version that will be presented to the Commission on Friday, December 8th, along with appropriate appendices.

It was moved, seconded (Borgese/Balatayo) and carried unanimously to approve the *COA Annual Report to the Commission*.

Item 15 – UPDATE ON ACCREDITATION ACTIVITIES

Administrator Catherine Kearney presented an update on Accreditation activities currently underway in the seven-year cycle system. This item was presented as information only, and no action was required or taken.

Item 16 – DISCUSSION OF CHANGES TO THE ACCREDITATION HANDBOOK

Administrator Cheryl Hickey presented this informational report discussing anticipated changes that will be needed to be made to the *Accreditation Handbook* in order to address concerns from the Office of Administrative Law as a result of proposed changes to regulations pertaining to accreditation and cost recovery fees. As this was an information item, no action was taken.

Item 17 – UPDATE AND DISCUSSION OF ANNUAL DATA SYSTEM

Director Teri Clark introduced this informational report which presented the COA with an update on the development of the Annual Data System (ADS) and provided time to discuss the implementation plan. This was an information item. No action was required.

Item 18 – UPDATE AND DISCUSSION OF SURVEY DATA IN ACCREDITATION

Director Teri Clark provided an update of the survey data in accreditation, followed by discussion. This was an information item. No action was required.

Item 19 – UPDATE OF CAEP ACCREDITATION ACTIVITIES

This agenda item was presented by Director Teri Clark, and provided information about the Council for the Accreditation of Educator Preparation (CAEP) for the Committee’s information. It was followed by discussion and questions. As this was an information item, no action was taken.

Item 20 – NOMINATIONS AND ELECTION OF CO-CHAIRS FOR 2017-2018

Administrator Cheryl Hickey led this agenda item.

Discussion regarding waiving restrictions/procedures manual. It was motioned and seconded (Borgese and Erickson) to waive the procedures manual and nominate Anna Moore as Co-Chair. The motion passed without dissent.

Committee member Borgese moved to nominate Bob Frelly as Co-Chair representing K-12. Committee member Forbes seconded the motion. The motion passed without dissent.

Comments were made from newly elected Co-Chairs Anna Moore and Bob Frelly.

Item 21 – PUBLIC COMMENT

There were no members of the public wishing to comment.

ADJOURNMENT

The meeting was adjourned by Co-Chair Anna Moore at 1:36 p.m. The next meeting of the COA is scheduled for February 22-23, 2018.