

Accreditation Report Format for 2007-08 Reports

Overview of this Report

As part of the review and revision of the Accreditation System, the format of the Accreditation Site Visit Reports has been discussed. A desire was expressed by members of the work group to ensure that the site visit report accurately and clearly states the findings from the site visit. This item provides information on the current structure of the Accreditation Reports and the Committee on Accreditation Agenda Item and presents options for a revised report structure for use in the 2007-08 year.

Staff Recommendation

This is an information item. Staff will listen to the Committee's discussion and bring an action item to the August 2007 Committee on Accreditation meeting.

Background

The current format for site visit reports and the COA agenda item that presents the site visit to the COA are ready to be reviewed for the coming year of accreditation visits. The current structure of the COA agenda item including the site visit report is presented in this agenda item with three actual COA agenda items included in this meetings agenda.

Then, beginning on Page 7, there are issues for the COA to consider and discuss. Based on the discussions at this COA meeting, staff will develop a proposed COA agenda format for use in 2007-08. This proposed format will be brought back to the COA at the August meeting for review and possible adoption.

Current COA Agenda Item Structure
for
Accreditation Site Visit Reports

The following four (4) pages contain a compressed template for the current
Site Visit Report
and the
Introduction for the COA Agenda Item.

In addition, Agenda Items 8, 10, and 22
provide examples of the current report structure.

**Recommendations by the Accreditation Team and Report of the Accreditation
Visit for Professional Preparation Programs at
“Insert Institution Name Here”**

Insert Date Here

Overview of This Report

Accreditation Recommendations

Background Information

Preparation for the Accreditation Visit

Preparation of the Institutional Self-Study Report

Selection and Composition of the Accreditation Team

Intensive Evaluation of Program Data

Preparation of the Accreditation Team Report

Accreditation Recommendations by the Team

**California Commission on Teacher Credentialing
Committee on Accreditation
Accreditation Team Report**

Institution: “Insert Institution Name Here”

Dates of Visit: “Insert dates of site visit here”

Accreditation Team Recommendation: “Insert Accreditation Recommendation Here”

Following are the stipulations:

- Insert Stipulations here, if appropriate

Rationale:

Insert Rationale Here for the Accreditation Recommendation

1. Common Standards—Summarize the Common Standards Findings here
2. Program Standards –
Address each educator preparation program offered by the institution or program sponsor and summarize the Program Standard Findings. Programs maybe grouped together logically, i.e. Multiple Subject and Multiple Subject with Internship.
3. Overall Recommendation – Team provides the rationale for the accreditation recommendation.

Team Leader: **First Last Name**
Institution

Common Standards Cluster:
First Last Name
Institution
Repeat for all Cluster Members

Basic Credential Programs Cluster: **First Last Name, Cluster Leader**
Institution
Repeat for all Cluster Members

Advanced/Services Programs Cluster: **First Last Name, Cluster Leader**
Institution
Repeat for all Cluster Members

Documents Reviewed

University Catalog
 Institutional Self Study
 Course Syllabi
 Candidate Files
 Fieldwork Handbooks
 Follow-up Survey Results
 Needs Analysis Results
 Information Booklets

Field Experience Notebooks
 Schedule of Classes
 Advisement Documents
 Faculty Vitae
 College Annual Report
 College Budget Plan

Interview Conducted

	Team Leader	Common Standards	Basic Credential Cluster	Advanced Credential Cluster	TOTAL
Program Faculty					
Institutional Administration					
Candidates					
Graduates					
Employers of Graduates					
Supervising Practitioners					
Advisors					
School Administrators					
Credential Analysts and Staff					
Advisory Committee					

Add additional rows if needed

TOTAL

Note: In some cases, individuals were interviewed by more than one cluster (especially faculty) because of multiple roles. Thus, the number of interviews conducted exceeds the actual number of individuals interviewed.

Common Standards

Standard X: Insert Standard Name Here

Standard Finding Decision

Standard Met

Standard Met with

Concerns

Standard Not Met

Strengths

Note specific strengths that were identified by the team

Concerns

Note specific concerns that are not already noted above in the Findings section

Multiple Subject Credential and Multiple Subject Internship Credential

Findings on Standards

Strengths

Concerns

Continue for all Approved Programs offered by the Institution or Program Sponsor

Professional Comments

Common Standards

Insert Professional Comments here...Professional Comments may be address information gleaned during the visit...A professional comment is NOT something that is directly addressed in the standards

Multiple Subject Credential Program

Insert Professional Comments here...

*Continue for all Approved Programs for which the Team has Comments.
There is NO requirement that all programs have Professional Comments*

**Structure of the Reports
2007-08**

- 1) Proposed Table for Introduction of the COA Item

**Common Standards and Program Standard Decisions
For all Programs offered by the Institution or Program Sponsor**

Common Standards

	Standard Met	Standard Met with Concerns	Standard Not Met
1) Education Leadership			
2) Resources			
3) Faculty			
4) Evaluation			
5) Admission			
6) Advice and Assistance			
7) School Collaboration			
8) District Field Supervisors			

Program Standards

	Total # of Program Standards	Number of Program Standards		
		Standard Met	Standard Met with Concerns	Standard Not Met
Multiple Subject	21	19	2	0
Single Subject	21	20	1	0
Education Specialist: MM	17	17	0	0
Administrative Services				

List all programs offered by the Institution/program sponsor

- 2) Topics and Information necessary to include in the COA Agenda Introduction: Which of the topics currently included in the Introduction to the COA Agenda item should be retained in the current form in reports in 07-08?
- 3) Duplication or Repetition of Information in the Introduction to the COA Agenda Item and the Site Visit Report: Currently some information is repeated in the introduction and the site visit report, should this information be repeated or should it appear on only one location?

- 4) Use of the term "Concerns" in the report. Currently the term "Concerns" is used in two different ways in the site visit report. How can the information be accurately and clearly reported? See possible option below:

Common Standards

Standard X: Insert Standard Name Here

Standard Finding Decision

Standard Met

Standard Met with

Concerns

Standard Not Met

Areas of Strength in Standard Implementation

Note specific strengths that were identified by the team

Areas for Growth in Standard Implementation

Note specific issues that are not already noted above in the Findings section

Multiple Subject Credential and Multiple Subject Internship Credential

Findings on Standards

Areas of Strength in Program Implementation

Note specific strengths that were identified by the team

Areas for Growth in Program Implementation

Note specific issues that are not already noted above in the Findings section