

COMMITTEE ON ACCREDITATION MINUTES

August 5 and 6, 2008

California Commission on Teacher Credentialing
Sacramento, California

Committee Members Present

Joyce Abrams
Lynne Cook
Ellen Curtis-Pierce
Dana Griggs
Joseph Jimenez
Gary Kinsey
Carol Leighty
Ruth Sandlin
Sue Teele
Nancy Watkins
Reyes Quezada

Staff Members Present

Larry Birch, Director
Teri Clark, Administrator
Jo Birdsell, Consultant
Cheryl Hickey, Consultant
Rebecca Parker, Consultant
Teri Ackerman, Analyst/Recorder

Committee Members Absent

Karen O'Connor

Commission Liaison
Leslie Peterson Schwarze

Others Present

August 5

Joel Colbert
Helene Mandell
Juan Flores
Mark Cary
Judi Greig
Jim Richmond
Barbara Morton
Marilynn Fairgood
Jan Jones-Wadsworth
Joe Dear
Helen Hawley

August 6

Gay Roby
Judy Roberts

CALL TO ORDER

The August meeting of the Committee on Accreditation was called to order by Dana Griggs, Co-Chair, at 1:04 p.m. on Tuesday, August 5, 2008.

APPROVAL OF THE AGENDA

Co-Chair, Dana Griggs reviewed the agenda for the August, 2008 meeting. It was moved, seconded (Teele/Watkins) and carried to approve the agenda as written.

APPROVAL OF THE MINUTES

The minutes of the June, 2008 meeting of the Committee on Accreditation were reviewed. It was moved, seconded (Teele/Sandlin) and carried to approve the minutes as corrected.

CO-CHAIR AND MEMBER REPORTS

Co-Chair, Dana Griggs announced that Co-Chair, Lynne Cook had a last minute conflict and was missing the first day of the meeting but would be there to chair the meeting Wednesday morning.

Sue Teele announced that she is now the Associate Dean and Director of Education at University of California, Riverside.

Nancy Watkins will be defending her doctoral dissertation on August 29.

STAFF REPORT

Administrator, Teri Clark announced that there will be a Technical Assistance meeting at the Commission in two weeks. Over 40 people will be attending the meeting which will also be broadcast live over the web. People will be able to email in their questions and comments during the course of the meeting.

The State Budget has not been signed at the time of this meeting so the reimbursement process will be slowed down. Panel meetings are also being postponed /delayed until the budget is signed. Director, Larry Birch also added that due to budget cuts the Professional Services Division had to furlough two student assistants and two retired annuitants until the budget is resolved.

Administrator Clark advised everyone that the Commission Meeting would be held at the San Diego County Office of Education on Thursday, August 7 and Friday, August 8. The University of San Diego will be hosting a reception for all on Thursday evening.

Commission Director, Dale Janssen, stopped by the meeting to personally thank all of the accreditation visit team leads for their hard work under the new accreditation standards and to thank them for their help in informing the COA on their findings.

DEBRIEF OF 2007-08 SITE VISITS WITH TEAM LEADS AND CONSULTANTS

Discussion was held among the COA members, individuals who served as team leads during accreditation visits in spring, 2008, and Commission accreditation consultants. Discussion included effective practices that provide the COA sufficient information to make quality accreditation decisions and which provide institutions appropriate information for preparing for site visits or for removing stipulations placed by COA actions.

STANDARD FINDINGS AND GUIDELINES FOR TEAM ACCREDITATION RECOMMENDATIONS

Discussion between accreditation team leaders, accreditation consultants and COA members continued with this item. Feedback from this discussion will be used by staff to assist in the development of the *Accreditation Handbook*.

RECESS

The meeting was recessed by Co-Chair, Dana Griggs at 4:30 p.m. on August 5, 2008.

CALL TO ORDER AND ROLL CALL

The meeting was called to order by Co-Chair, Lynne Cook at 8:40 a.m. on August 6, 2008.

PROGRAM APPROVAL RECOMMENDATIONS

This item was presented by Administrator, Teri Clark.

Programs of Professional Preparation for the Multiple Subject Credential

It was moved, seconded (Sandlin/Abrams) and carried to grant initial accreditation to the following program of professional preparation:

California State University, Channel Islands
Multiple Subject Internship Program

Program(s) of Professional Preparation for the Administrative Services Credential

It was moved, seconded (Griggs/Teele) and carried to grant initial accreditation to the following programs of professional preparation:

Alliant International University
Preliminary Administrative Services Credential

California Lutheran University
Preliminary Administrative Services Internship

La Sierra University
Preliminary Administrative Services Credential Program
Professional Clear Administrative Services Credential Program

Programs of Professional Preparation for the Education Specialist Credential

It was moved, seconded (Leighty/Quezada) and carried to grant initial accreditation to the following programs of professional preparation:

San Francisco State University
Early Childhood Special Education Internship
Physical and Health Impairments Internship
Visual Impairments Internship

California State University, Sacramento
Early Childhood Special Education with Internship Option I

University of California, Los Angeles
Mild/Moderate Disabilities with Internship Option I

NOMINATION/ELECTION OF CO-CHAIRS

It was moved, seconded (Watkins/Quezada) and approved to hold the election of Co-Chairs for the 2008-09 year at the October, 2008 meeting. The K-12 nominees are Nancy Watkins and Carol Leighty. The Higher Ed nominees are Ruth Sandlin and Gary Kinsey (declined). The election will be the first item of business at the October 10, 2008 meeting of the COA.

COA THIRTEENTH ANNUAL REPORT TO THE COMMISSION

Consultant, Jo Birdsell presented a proposal to change the existing format of the Annual Report to the Commission. A draft of the table of contents and selected sections reflecting the revised accreditation system moved discussion which will help to guide staff on completion of the report. The report will be brought to the COA as an action item at the October meeting.

WORK PLAN FOR 2008-09

Consultant, Cheryl Hickey gave a review of the procedures for displaying and reporting on the COA's annual work plan. The proposed work plan for the 2008-09 year was presented for discussion and suggestions. This item will be brought back to the COA at the October meeting for official action and adoption.

COMMON STANDARDS GLOSSARY

Consultant, Rebecca Parker prepared this agenda item which was presented by Administrator, Teri Clark. The item identified proposed changes to the Common Standards Glossary that were developed at the June, 2008, COA meeting and during a July meeting of the CTC accreditation consultants. The changes to the glossary will be posted on the Commission website for public suggestions and edits.

COMMON STANDARDS AND DESCRIPTORS

This information item was presented by Administrator, Teri Clark. The item provided a draft of a three level descriptor and explanation for *Common Standard 2: Unit and Program Assessment System* for review and discussion by the COA. Based on the discussion held, staff will develop additional descriptors and explanations for a future COA meeting discussion.

PROCESS TO INCLUDE INDUCTION PROGRAMS IN THE COMMISSION'S ACCREDITATION SYSTEM

Administrator, Teri Clark presented this item which provided information to begin the discussion on how to include induction programs in the Commission's Accreditation System. Staff will make changes based on the discussion held and will present a draft proposal at the October meeting for review and for action in January.

ACCREDITATION HANDBOOK

Consultant, Jo Birdsell, presented an update on the work to revise the *Accreditation Handbook* for discussion and input. Chapters of the handbook will be provided on the Commission website for targeted audiences to review. The reviewed product will be revised by staff and then reposted for larger audience input, review and revision. This review method will occur for all chapters. Staff will reorganize chapters of the handbook based on the discussion at this meeting

7TH YEAR FOLLOW-UP REPORT PROCEDURES

Consultant, Cheryl Hickey presented this information item which provided the COA with the opportunity to discuss and clarify its expectations regarding the 7th year follow-up procedures. Staff will draft language for the *Accreditation Handbook* clarifying COA expectations from institutions when submitting the 7th year report, which will provide institutions, the COA, and Commission staff with a common understanding of the conditions under which an institution will be required to submit a 7th year report and of the review procedures related to that report.

This item will be reworked based on COA discussion and brought back to the COA at the October meeting.

REPORT ON TECHNICAL ASSISTANCE VISIT TO TOURO UNIVERSITY

Consultant, Jo Birdsell provided a summary of the Technical Assistance visit to Touro University held June 22-24. This was an information item only and no action was called for.

DEBRIEF OF ACCREDITATION DECISION MAKING ACTIVITIES

The COA discussed the events of both days with the agreement that the collaborative meeting between site visit team leaders, Commission consultants and the COA was extremely helpful and informative. It was suggested that this type of collaborative meeting be held at least every other year.

ADJOURNMENT

The meeting was adjourned by Co-Chair, Dana Griggs at 1:30 on August 6, 2008.