

COMMITTEE ON ACCREDITATION MINUTES

August 7-8, 2014

Commission on Teacher Credentialing
Sacramento, California

Committee Members Present

Anne Jones
Anna Moore
Margo Pensavalle
Reyes Quezada
Jose Rivas
Kelly Skon
Yvonne White
Pia Wong

Members Absent

Deborah Erickson
Gary Kinsey
Kenneth Lopour
Nancy Watkins

Staff Members Present

Teri Clark, Director
Geri Mohler, Consultant
Katie Croy, Consultant
Lynette Roby, Consultant
Gay Roby, Consultant
Catherine Kearney, Consultant
Bob Loux, Consultant

Marilynn Fairgood, Consultant
Paula Jacobs, Consultant
Beth Graybill, Chief Deputy Director
Mary Sandy, Executive Director
Teri Ackerman, Analyst/Recorder

Others Present

Sean McCarthy (via technology)
Teresa Stringer (via technology)
Dr. Ezat Parnia
Dr. Pat Breen
Mary Ashdjian
Edmundo Litton
Mel Hunt
Luis Pedraja
Cynthia McDermott
Marianne D'Emidio Caston

Item 1 - CALL TO ORDER

The August 7, 2014 meeting of the Committee on Accreditation was called to order by Co-Chair Reyes Quezada at 1:00 p.m.

Chair Reyes Quezada introduced the three new Committee members to the COA. They are Margo Pensavalle from the University of Southern California; Kelly Skon, from Laguna Beach USD; and Yvonne White, from San Leandro USD.

Item 2 - APPROVAL OF THE AGENDA

Pia Wong moved approval of the August 2014 agenda. Anne Jones seconded the motion. The motion passed without dissent.

Item 3 - APPROVAL OF THE APRIL 2014 MINUTES

It was moved, seconded (Moore/Jones) and carried (Rivas, Pensavalle, Skon and White abstained) to accept the minutes as written.

Item 4 - CO-CHAIR AND MEMBER REPORTS

Committee member Pia Wong noted that she has been working on program policy handbooks. Committee member Anne Jones announced that she is leaving the COA as she has accepted the position of Chief of Staff to the Provost at the University of California Office of the President.

Item 5 - STAFF REPORTS

- Deputy Director, Beth Graybill presented a framed certificate of appreciation to Anne Jones, thanking her for her years of service to the Commission.
- Director Teri Clark welcomed the new members to the COA and conveyed Cheryl Hickey's apologies for missing the meeting.
- Ms. Clark also announced that the Professional Services Division is continuing to search for staff consultants. At the same time she announced the departure of Consultant Marilyn Fairgood, who is retiring from the Commission after 40 years of service.
- Ms. Clark noted that planning for the scheduled site visits for 2014-15 is underway. Team assignments are being made, with the first visit taking place November 4-6.
- Consultant Katie Croy noted that applications are still being accepted for the BIR training which will be held October 27-28 in Orange County. She encouraged the new members to participate in training.
- Commissioner Haydee Rodriguez is the new Commission liaison to the COA. Ms. Rodriguez is planning to attend the October meeting of the COA.

Item 6 - PROGRAM APPROVAL RECOMMENDATIONS

This item was introduced by Co-Chair Reyes Quezada.

A. Programs for Approval by the Committee on Accreditation

It was moved, seconded (Jones/Moore) and carried (Wong recused) to grant initial accreditation to the following programs of professional preparation:

Program of Professional Preparation for the Preliminary General Education (Multiple Subject/ Single Subject) Intern

Sacramento County Office of Education

Program of Professional Preparation for General Education (Multiple Subject/Single Subject) Induction

California State University, Northridge

Program of Professional Preparation for Clear Education Specialist Induction

Santa Monica-Malibu Unified School District

B. Notification about the Transition of Professional Preparation Programs

Reading Certificate

California State University, Long Beach, effective December 2012.

C. Program(s) of Professional Preparation Moving to Inactive Status

Items listed were for notification purposes only. No action was taken.

California State University, Long Beach

Preliminary Single Subject– Industrial and Technology Education, effective August 7, 2014.

University of California, Riverside

Pupil Personnel Services – Child Welfare and Attendance Credential Program, effective January 1, 2015.

D. Professional Preparation Programs Requesting Reactivation

There were no programs requesting reactivation.

E. Recommendation about the Withdrawal of Professional Preparation Programs

It was moved, seconded (Wong/Rivas) and carried to grant withdrawal of the following programs of professional preparation:

California State University, San Bernardino

General Education (Multiple Subject/Single Subject) Clear Credential Program: effective June 23, 2014.

Pupil Personnel Services: School Social Work Credential Program: effective June 23, 2014.

School Nurse Services Credential Program: effective July 14, 2014.

School Nurse Services: Special Class Authorization: effective July 14, 2014.

California State University, San Marcos

Single Subject Intern Program: effective August 19, 2014.

Mount Saint Mary's College

Education Specialist – Added Authorization: Emotional Disturbance: effective September 1, 2014.

University of San Francisco

Clear Administrative Services: Standards Based Credential Program: effective August 4, 2014.

Item 7 – REPORT OF THE ACCREDITATION SITE VISIT TO IRVINE UNIFIED SCHOOL DISTRICT

Consultant Gay Roby introduced Team Lead Sean McCarthy and institutional representative Teresa Stringer, both appearing through electronic media. Sean McCarthy presented the team report to the Committee. After discussion, it was moved, seconded (Rivas/Jones) and carried to accept the accreditation team recommendation of *Accreditation*.

Item 8 – ADOPTION OF COA MEETING DATES FOR 2014-15

Director Teri Clark presented an overview of prospective meeting dates for the 2014-15 accreditation year. It was moved, seconded (White/Pensavalle) and carried (Jones abstained) to change the current calendar, making the October meeting one day only, to be held on Friday, October 3, and to adopt Thursday, February 19, 2015 as the February COA meeting date. Selection of the remaining meeting dates (April, June, August and October) for 2015 is delayed until the October meeting of the COA, when more members will be able to provide input.

Item 9 – REPORT OF THE ACCREDITATION SITE VISIT TO PACIFIC OAKS COLLEGE

Consultant Katie Croy introduced institutional representatives Dr. Ezat Parni, President; Marsha Swindler, assistant professor, Special Education; and Pat Breen, Provost, who joined her at the table. Also at the table was Team Lead Edmundo Litton, who presented the team report. During discussion, institutional representative Mary Ashdjian also came to the table to answer questions. After discussion, it was moved, seconded (Moore/Jones) and carried to accept the accreditation team recommendation of *Accreditation with Probationary Stipulations* and to accept all stipulations and revisit parameters, with quarterly reports to be presented to the COA as action items.

Following are the stipulations:

- 1) The institution must provide a clear description and supporting documentation to address all Program Standards for the Education Specialist Mild/Moderate credential program found to be Met with Concerns or Not Met. For each standard, this information must include:
 - A succinct description and supporting evidence of how and when candidates demonstrate competency in standard requirements
 - How scoring rubric(s) and other measures directly relate to each of the required program standards and how the measures are used to determine candidate competency with inclusion of evidence such as candidate work samples
- 2) The institution must notify the Education Specialist candidates in writing of the probationary status.
- 3) Provide an action plan and quarterly reports to COA.

- 4) Respond to all concerns identified in the adopted accreditation team report and all stipulations specified in the COA action, and submit, within one year, a written seventh year report with appropriate documentation that demonstrates how all concerns and stipulations have been addressed.
- 5) Prepare for a focused revisit by the team lead and consultant and, as required, members of the accreditation team, to collect evidence of actions to address the stipulations noted above. Cost of the revisit will be paid by Pacific Oaks College as is required by the Cost Recovery regulations.
- 6) No new programs will be approved by the COA until the stipulations above are fully addressed and are removed.

Based upon the findings, Pacific Oaks College is to provide the following in the revisit:

1. Evidence that the Education Specialist program has successfully completed Program Assessment and responded to all standards.
2. A logically sequenced program with syllabi that fully identify how the Education Specialist Program meets the standard requirements.
3. Evidence that faculty possess appropriate knowledge and skills to teach the courses assigned.
4. Evidence that college supervisors have the knowledge and skills to assess the candidates' student teaching abilities.
5. The number and status of the candidates who are currently enrolled in the Education Specialist Program and evidence that the candidates have received appropriate and timely advice about the program requirements.

Item 10 – REPORT OF THE ACCREDITATION SITE VISIT TO ANTIOCH UNIVERSITY

Consultant Marilyn Fairgood introduced institutional representatives, Luis Pedraja, Provost and Vice President of Academic Affairs; Cynthia McDermott, Director of Teacher Education, Los Angeles campus; and Marianne D'Emidio Caston, Director of Teacher Education, Santa Barbara campus, who joined her at the table. Also at the table was Mel Hunt, Team Lead, who presented the accreditation team report. After discussion, it was moved, seconded (Pensavalle/Jones) and carried to accept the accreditation team's recommendation of *Accreditation with Stipulations* with the amendment (Jones) changing stipulation 5 to read: *That within one year of the accreditation decision, Antioch University provide staff a completed 7th year report that includes evidence documenting that all stipulations have been addressed and the two unmet standards have been met.*

Following are the stipulations:

1. Within three months of the accreditation decision, Antioch University is to provide staff with a timeline and a plan for the integration of the governance and evaluation system of the strands at the two campuses into a unit level system.
2. The institution is to provide updates to staff documenting the progress made towards the goals of the plan six months and nine months after the accreditation decision.
3. The institution is to provide evidence of the implementation of a unit level governance structure for each credential program.
4. The institution is to provide evidence of the implementation of a comprehensive program evaluation system involving program participants, graduates, and practitioners. The system must demonstrate the potential for assuring continuous program improvement at the unit level and must be applied to all credential program areas.
5. Within one year of the accreditation decision, Antioch University is to provide staff a completed 7th year report that includes evidence documenting that all stipulations have been addressed and the two unmet standards have been met.

Item 11 – UPDATE ON CLEAR ADMINISTRATIVE SERVICES CREDENTIAL PROGRAMS: TRANSITION TO NEW STANDARDS

Consultant Gay Roby presented this information item updating the process of transitioning Clear Administrative Services Credential programs to the new standards, approved by the Commission in February, 2014. The transition timeline for the Preliminary Administrative Services Credential programs sets September 1, 2014 as the deadline for their transition document submission. An update on the preliminary programs will be presented at the next COA meeting.

Item 12 – ADOPTION OF THE PROPOSAL FOR THE INITIAL CTC-CAEP AGREEMENT

Director Teri Clark presented this action item. It was moved, seconded (Jones/Moore) and carried to adopt the CAEP Agreement as presented to the COA. Staff will next submit the agreement to CAEP for review by the CAEP board.

Item 13 – DISCUSSION OF RECOGNITION OF EXEMPLARY PROGRAMS

Director Teri Clark and Consultant Catherine Kearney presented this item for discussion by the members. Staff will use suggestions from the discussion to develop a method for recognition of exemplary programs, as recommended by accreditation site visit teams and to redefine categories of performance by changing the headings on the table provided within this agenda item.

Item 14 – DISCUSSION OF NOTIFICATION TO COA OF LATE DOCUMENTS

Consultant Catherine Kearney presented this information item, regarding possible COA reporting points when institutions are not in compliance with Accreditation Cycle timelines. It

was agreed that late submissions will be reported to the COA at each meeting with the initial informational report listing late document submissions to be presented at the October 3 meeting of the COA and a second report to be presented to the COA at the February 19, 2015 meeting.

Item 15 – DEBRIEF ACCREDITATION DECISIONS

Members discussed accreditation decisions made during the day.

RECESS

The meeting was recessed by Co-Chair, Reyes Quezada at 5:00 p.m. on Thursday, August 7, 2014.

RECONVENE

The meeting was reconvened at 8:33 a.m. on Friday, August 8, 2014 by Co-Chair, Reyes Quezada.

Item 16 – UPDATE ON COMMISSION ACTIVITIES RELATED TO SPECIAL EDUCATION

Consultant Bob Loux presented this update of the current work of the Commission as it relates to the preparation of educators in the Special Education field. This was an information item.

Item 17 – DISCUSSION OF DRAFT ANNUAL ACCREDITATION REPORT

This information item was presented by Director Teri Clark and Consultants Catherine Kearney and Gay Roby. Items within the report will be revised based on COA discussion and brought back to the October meeting for action prior to presenting the report to the Commission at its December meeting.

Item 18 – DISCUSSION OF POSSIBLE HANDBOOK LANGUAGE RELATED TO PROGRAM CLOSURE

This information item was presented by Director Teri Clark, filling in for Consultant Lynette Roby. An update on the Commission's unit accreditation system as it relates to program approval and the development of possible Handbook language related to closing a program was presented for discussion. Based on the discussion, new draft handbook language will be developed and presented to the COA at its October meeting.

Item 19 – DISCUSSION OF PROCESSES RELATED TO PROGRAM STRUCTURE OR SPONSOR CHANGES

Consultant Bob Loux presented this information item and requested input from the COA regarding standardizing the requirements when there is a change in program sponsors or structure. Based on discussion, a uniform and streamlined process for evaluating this type of situation will be brought back to the COA at its October meeting.

Item 20 – UPDATE ON EFFORTS TO STREAMLINE AND STRENGTHEN THE COMMISSION'S ACCOUNTABILITY SYSTEM

Commission Consultant Catherine Kearney presented this information item which focused on the streamlined Biennial Report pilot. Staff will report in October on the success and challenges of those institutions which have chosen to pilot the presented template.

Item 21 – DISCUSSION ABOUT STREAMLINING PROGRAM ASSESSMENT

Consultant Katie Croy presented this information item which continued the discussion of how the Program Assessment process can be strengthened/streamlined and if that revision should be considered prior to updating the program standards for preliminary multiple and single subject programs. With the anticipation of the new Multiple and Single Subjects Standards being presented in summer 2015, it was determined that there is not time to run a pilot prior to the new standards.

Item 22 – DISCUSSION ABOUT THE DEVELOPMENT OF A DATA DASHBOARD

Director Teri Clark presented this information item on the possible data elements that could be included in a data dashboard to be developed by the Commission.

Item 23 PUBLIC COMMENT

There was no public comment.

Item 24 – ADJOURNMENT

The meeting was adjourned by Co-Chair Reyes Quezada at 11:45 a.m. on Friday, August 8, 2014. The next meeting of the COA is scheduled for October 3, 2014.