

# Update on the Progress Report for La Sierra University

## La Sierra University

### February 2015

#### **Overview of this Report**

This agenda item provides information the steps that La Sierra University has taken to date to address stipulations placed upon it by COA as a result of the April 2014 accreditation site visit. The stipulations included a requirement that the institution report within 6 months on the progress in addressing the first stipulation which is related to subject specific pedagogy preparation. This report provides information from the institution in accordance with that stipulation, and also provides information on the steps taken to address the other two stipulations as well.

#### **Staff Recommendation**

This is an action item. The COA may act to remove or change one or more of the stipulations placed upon La Sierra University in April 2014.

#### **Background**

A site visit was held at La Sierra University on April 7-9, 2014. The report of that visit was presented to the Committee on Accreditation at its June 27, 2014 meeting ([https://info.ctc.ca.gov/fmi/xsl/cnt/22%20Report%20on%20the%20Accreditation%20Visit%20o%20La%20Sierra%20University%20-%20FINAL.pdf?-db=PSD\\_Program\\_Sponsors\\_DB&-lay=php\\_Accreditation\\_Reports\\_list&-recid=47&-field=COA\\_Report\\_Site\\_Visit](https://info.ctc.ca.gov/fmi/xsl/cnt/22%20Report%20on%20the%20Accreditation%20Visit%20o%20La%20Sierra%20University%20-%20FINAL.pdf?-db=PSD_Program_Sponsors_DB&-lay=php_Accreditation_Reports_list&-recid=47&-field=COA_Report_Site_Visit)). After discussion and deliberation, the COA determined that the institution be granted **Accreditation with Stipulations**.

The three stipulations placed upon the institution are as follows:

1. That within one year of COA action, La Sierra University will submit evidence that the Single Subject credential program provides substantive instruction and supervised practice that effectively prepares each candidate for a single subject credential to plan and deliver content specific instruction. That within six months, La Sierra University will submit an update on the progress being made by the University to provide substantive instruction and supervised practice that effectively prepares each candidate for a single subject credential to plan and deliver content specific instruction. This update will be placed upon the agenda for the Committee on Accreditation as an action item, allowing COA the flexibility to determine whether to remove this particular stipulation at that time.
2. That within one year of COA action, La Sierra University will provide evidence that a unit-wide assessment system has been developed and effectively implemented. The system should include data collection related to unit goals and systematic use of that data for evaluation of candidate performance and unit operations.

3. That within one year of COA action, La Sierra University provide evidence that it has developed a credential recommendation process that ensures that all candidates recommended for a credential have met all requirements and that there is a formal system for monitoring the credential recommendation process.

In accordance with the stipulation to provide a 6 month out report, information was provided by La Sierra University regarding a) the development and implementation of a process that the Single Subject credential program provides substantive instruction and supervised practice that effectively prepares candidates to plan and deliver content specific instruction; b) the development and implementation of a unit-wide assessment system to collect data on unit goals and operations and the systematic use of data for evaluation of candidate performance; c) the development and implementation of a formal system for monitoring the credential recommendation process that ensures that candidates have met all of the credential requirements.

The table below summarizes steps taken by La Sierra University to date to address all three stipulations.

<b>June 2014 COA Action Stipulation 1</b>	<b>Institution Response</b>
<p>That within one year of COA action, La Sierra University will submit evidence that the Single Subject credential program provides substantive instruction and supervised practice that effectively prepares each candidate for a single subject credential to plan and deliver content specific instruction. That within six months, La Sierra University will submit an update on the progress being made by the University to provide substantive instruction and supervised practice</p>	<p>Steps that are being implemented include a customized practicum for each candidate. In the fall quarter there were three (3) single subject candidates enrolled in EDCI 429/529 Middle School Theory with ten (10) weeks of instruction along with a twenty (20) hour lab/practicum component. Each candidate is paired with a Methods Expert mentor who meets individually with the candidate to discuss subject specific pedagogy prior to the candidate’s lab placement. The Single Subject content areas for the three candidates in fall 2014 included Math, Science, and History/Social Science. During the practicum for this course, candidates are required to meet with their mentor Methods Expert at least three times. The Methods Expert meets with their assigned Single Subject candidate and discusses the overview of Standard 8-B, as well as the content area subject specific expectations. Using the program requirements for Standard 8-B, the candidate and the Methods Expert together develop a plan of how the candidate would meet the standards. Suggestions were solicited from both the Methods Experts and the candidates about the new process and forms of evidence that could be collected. The Documentation form (Methods Expert Log) was reviewed with the candidate and the Methods Expert. The process involved completion of a</p>

June 2014 COA Action Stipulation 1	Institution Response
<p>that effectively prepares each candidate for a single subject credential to plan and deliver content specific instruction. This update will be placed upon the agenda for the Committee on Accreditation as an action item, allowing COA the flexibility to determine whether to remove this particular stipulation at that time.</p>	<p>Methods Experts Log to document consultations and demonstrate how mentoring supports Standard 8-B. A Middle and Secondary Grades Field Experience Handbook was recently revised to reflect this newly implemented procedure.</p> <p>The collaboration between the Methods Expert and the candidate continues during the time that the candidate observes in a Master Teacher’s classroom for 15 hours. After the candidate clarifies with the Master Teacher the nature of the lesson/s to be presented during the 5 hours of required teaching, the Methods Expert assists the candidate in determining the appropriate pedagogy for teaching the assignment in the Master Teacher’s classroom.</p> <p>The newly-implemented process includes the following: Candidates observe single subject pedagogy in the classroom of a Master Teacher credentialed in the single subject content area for a minimum of 15 hours. Then, under the supervision of the single subject credentialed Master Teacher, the candidate teaches lessons for a minimum of 5 hours. The mentor Methods Expert continues to support the candidate during the practicum placement.</p> <p>Mentor Methods Experts are carefully screened by the C&amp;I faculty to ensure that they are experts in their respective discipline, and that they have pedagogical expertise in the single subject content. Master Teacher selections involve the same screening but have the further requirement of being credentialed in the single subject with three years successful teaching experience. Occasionally, the role of Methods Expert and Master Teacher may be filled by the same individual, if that person meets the requirements of both roles.</p> <p>Each quarter, candidates receive personalized placements with Mentor Methods Experts and Master Teachers, and are assigned a University Supervisor who has expertise in pedagogy. La Sierra University implemented the aforementioned process during the 2014 fall quarter. A Methods Expert for each of the credential content areas was identified. The Mentor Methods Experts, the Master Teachers, and the candidates are trained by C&amp;I faculty regarding the pedagogical expectations and documentation needed for meeting the requirements of Standard 8-B.</p>

June 2014 COA Action Stipulation 1	Institution Response																									
	<p>A document has been prepared as an expansion of Standard 8-B, <i>La Sierra University: Standard 8-B: Pedagogical Preparation for Subject-Specific Content Instruction by Single Subject Candidates</i>, that includes an overview and the content-specific standards, activities and documentation for the three content areas addressed in the fall quarter. As students enroll in different content areas, each of the content-specific areas will be revised to incorporate the new process including documentation of the activities and appropriate mentor Methods Experts and Master Teachers will be trained and added to the list. Work is continuing on the other content areas to complete the chart where there are currently not any students right now. Additionally, a Field Experience Guide is being updated with the new process.</p> <p>Altogether, each Single Subject candidate receives 226 hours of individual support prior to student teaching as demonstrated in the table that follows:</p> <table border="1" data-bbox="535 1066 1412 1302"> <thead> <tr> <th></th> <th colspan="4"># of hours</th> </tr> <tr> <th></th> <th>Class</th> <th>Obs</th> <th>Mentoring</th> <th>Teaching</th> </tr> </thead> <tbody> <tr> <td>Middle School Theory and Practice</td> <td>90</td> <td>15</td> <td>3</td> <td>5</td> </tr> <tr> <td>Secondary Theory and Practice</td> <td>90</td> <td>15</td> <td>3</td> <td>5</td> </tr> <tr> <td><b>Total Hours of Support</b></td> <td><b>180</b></td> <td><b>30</b></td> <td><b>6</b></td> <td><b>10</b></td> </tr> </tbody> </table>		# of hours					Class	Obs	Mentoring	Teaching	Middle School Theory and Practice	90	15	3	5	Secondary Theory and Practice	90	15	3	5	<b>Total Hours of Support</b>	<b>180</b>	<b>30</b>	<b>6</b>	<b>10</b>
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June 2014 COA Action Stipulation 2	Institution Response
<p>That within one year of COA action, La Sierra University will provide evidence that a unit-wide assessment system has been developed and effectively implemented. The system should include data collection related to unit goals and systematic use of that data for evaluation of candidate performance and unit operations.</p>	<p>Work to implement the use of LiveText as a unit-wide assessment system has been completed. LiveText facilitates unit-wide assessment and comparative analysis.</p> <p>All on-campus and online students in the School of Education are now required to purchase LiveText licenses, with these purchases being implemented through the current school year. All accounts remain active for five years following the date of purchase. Instructors in School of Education courses now require students to submit the course's signature assignment on LiveText, where rubrics for evaluating the signature assignments also appear. These assignments are keyed to University, School and Department learning objectives and guiding accreditation standards implemented by the various programs in alignment with state and regional accrediting bodies.</p> <p>In implementing the LiveText requirement, all Administration and Leadership, Curriculum and Instruction, and School Psychology standards were identified and entered into the LiveText system, including the Common Standards. One faculty member participated in two LiveText webinars focused on rubric development. Three training workshops on signature assignments and assessments for SE faculty and adjunct contract teachers were conducted by the School of Education's Assessment Coordinator in October, 2014:</p> <ul style="list-style-type: none"> <li>• 10/22 – Curriculum and Instruction Chair and faculty and the Chair of Administrative Leadership</li> <li>• 10/27 and 10/29 – C&amp;I Adjuncts</li> </ul> <p>LiveText personnel also met with faculty and conducted workshops:</p> <ul style="list-style-type: none"> <li>• 10/30 – SE and LSU Honors program joint workshop on eportfolios and LiveText Analytics</li> </ul> <p>In addition to the implementation of the LiveText assessment, a School of Education Assessment Calendar was put in place in the School of Education chairs' meetings and monthly faculty meetings.</p>

June 2014 COA Action Stipulation 3	Institution Response
<p>That within one year of COA action, La Sierra University provide evidence that it has developed a credential recommendation process that ensures that all candidates recommended for a credential have met all requirements and that there is a formal system for monitoring the credential recommendation process.</p>	<p>In working on this stipulation it was discovered that there were minor differences between departments on the credential recommendation process, primarily related to who was tracking the candidate checklists and whether or not the department communicated in writing with the credential analyst regarding candidate completion. The process has now been standardized across the school, as follows:</p> <ol style="list-style-type: none"> <li>1. Departmental program coordinators evaluate candidate progress on the credential checklist at two points: pre-practicum, and when the program is complete. Program coordinators communicate with the candidate to address any deficiencies.</li> <li>2. Once the candidate has completed the program and all requirements have been met, the department sends a letter to the credential analyst, along with the candidate's checklist, verifying completion.</li> <li>3. The credential analyst evaluates the checklist independently to verify completion.</li> <li>4. The credential analyst supports and guides the candidate in making application for the credential.</li> <li>5. The credential analyst reports data annually to the SE faculty on the status of credential completions in the School of Education and the functioning of the credential recommendation process</li> </ol> <p>Voted in Chairs' Meeting on Oct. 13, 2014 Voted in Faculty Meeting on Oct. 15, 2014</p>

**Next Step**

Depending on the decision of the COA to remove one or more stipulations, staff will move forward accordingly. If any stipulations remain, staff will continue to work with the institution to ensure that a report is brought back for consideration and action at the April or June 2015 COA meeting.