

Discussion of COA Meeting Dates for 2018

June 2017

Overview of this Report

This agenda item proposes COA meeting dates for the 2018 calendar year.

Staff Recommendation

That the COA takes action to adopt a meeting schedule for the 2018 calendar year.

Background

Last year the COA chose meeting dates through the fall of 2017. Staff has prepared a proposed schedule of COA meeting dates for the 2018 calendar year with a few options to discuss. Two years ago members of the COA agreed that the preferred days to meet are Thursday and Friday. Staff proposes to continue this approach into 2018, whenever possible. Site visits will resume beginning in the fall of 2017 and, therefore, staff proposes all two day meetings for 2018 at this point in time.

Consideration has been given to Commission meeting dates as well as state, federal and religious holidays. Consideration was also given to the dates that the Committee of Credentials meets, when possible. Generally the Committee of Credentials meets the third week of the month. There may be some unavoidable instances in which the COA and COC will be meeting the same week.

The following two charts lists the dates for the Commission schedule and the Committee of Credentials.

2018 Committee of Credentials
January 17-19, 2018
February 14-16, 2018
March 14-16, 2018
April 18-20, 2018
May 16-18, 2018
June 20-22, 2018
July 18-20, 2018
August 15-17, 2018
September 13-15, 2018
October 18-20, 2018
November 14-16, 2018
December 12-14, 2018

2018 Commission Schedule
February 8-9, 2018
April 12-13, 2018
June 14-15, 2018
August 2-3, 2018
September 27-28, 2018
November 29-30, 2018

While the Commission attempts to avoid conflicts with spring break for educational institutions, the different educational institutions have widely varying spring breaks so it is not possible to avoid all conflicts.

In addition, the proposed schedule has been designed to avoid conflicts with the following annual educational conferences:

Conference	2018
California Council of Teacher Education (CCTE)	March 8-9, 2018 Generally held in late October
American Educational Research Association (AERA)	April 13-17, 2018
Council for the Accreditation of Educator Preparation (CAEP)	September 24-26, 2017 TBD (mid-March 2018)
National Association of State Directors of Teacher Education and Certification (NASDTEC)	June 10-12 2018
National Council of Professors Education Administration Annual Conference (NCPEA)	TBD
California Association of Professors of Education Administration (CAPEA)	March 16, 2018 October 12-13, 2018
Credential Counselors and Analysts of California (CCAC)	Generally held in mid-October

Lastly, the Commission staff considers the COA workload. For instance, toward the end of the site visit “season” the schedule should take into consideration getting as many site visit reports on for action as possible before the end of the academic year. While it is permissible to have site visit reports in the late summer (August) COA meetings, it is not ideal as team leads, institutional personnel and other relevant stakeholders are frequently unavailable.

The Commission sets its meeting schedule on a calendar year basis. For the past two years the COA acted on dates through the end of the calendar year, bringing the COA schedule setting in line with the Commission. Provided below is the *adopted* COA meeting dates for Fall 2017 and the *proposed* meeting dates for 2018.

Proposed 2018 Meeting Dates

Meeting Month	Dates NOT available in that month	Proposed COA Meeting Dates	Day of the Week
August 2017		August 7, 2017 <i>Adopted: June 14, 2016</i>	Monday <i>possible teleconference</i>
November 2017		November 17, 2017 <i>Adopted: June 14, 2016</i>	Friday
February 2018	Feb 8-9, 2018 Commission Meeting	February 1-2, 2018 <i>February 22-23, 2018</i>	Thursdays – Fridays
March 2018	March 8-9, 2018 CTE March 29-30, 2018 (Easter is April 1, 2018)	March 15-16, 2018 <i>March 22-23, 2018</i>	Thursdays – Fridays
May 2018	May 24-25, 2018 (May 28 is Memorial Day)	May 3-4, 2018 <i>May 10-11, 2018</i>	Thursdays – Fridays
June 2018	June 10-11, 2018 NASDTEC June 14-15, 2018 Commission Meeting	June 7-8, 2018 <i>June 28-29, 2018*</i>	Thursdays – Fridays
November 2018	November 22, 2018 Thanksgiving	November 1-2, 2018 <i>November 7-8, 2018</i> November 28-29, 2018	Thursdays – Fridays

**Staff preference.*

Staff proposes that the COA discuss the dates and take action to establish a 2018 COA meeting schedule.