

Discussion of COA Meeting Dates for 2019 June 2018

Overview of this Report

This agenda item proposes COA meeting dates for the 2019 calendar year.

Staff Recommendation

That the COA takes action to adopt a meeting schedule for the 2019 calendar year.

Background

Staff has prepared a proposed schedule of COA meeting dates for the 2019 calendar year with a few options to discuss. Members of the COA agreed that the preferred days to meet are Thursday and Friday. Staff proposes to continue this approach into 2019, whenever possible. Site visits for the yellow cohort will resume beginning in the fall of 2018 and, therefore, staff proposes all two day meetings for 2019 at this point in time, with the exception of August 2019 which is proposed to be a one day meeting.

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.

2019 Committee of Credentials
January 16-18, 2019
February 13-15, 2019
March 13-15, 2019
April 17-19, 2019
May 15-17, 2019
June 19-21, 2019
July 17-19, 2019
August 14-16, 2019
September 11-13, 2019
October 16-18, 2019
November 13-15, 2019
December 11-13, 2019

2019 Commission Schedule
August 2-3, 2018
September 27-28, 2018
November 29-30, 2018
February 7-8, 2019
April 11-12, 2019
June 13-14, 2019
August 1-2, 2019
September 26-27, 2019
November 21-22, 2019

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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)	October 18-20, 2018 March 21-22, 2019
American Educational Research Association (AERA)	April 5-9, 2019
Council for the Accreditation of Educator Preparation (CAEP)	September 12-15, 2018 March 18-21, 2019 September 25-28, 2019
National Association of State Directors of Teacher Education and Certification (NASDTEC)	June 3-5, 2019
International Council of Professors of Educational Leadership [formerly the National Council of Professors of Educational Administration (NCPEA)]	July 16-19, 2019
California Association of Professors of Education Administration (CAPEA)	October 19-20, 2018 Spring 2019 TBD
Credential Counselors and Analysts of California (CCAC)	October 10-12, 2018

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 2018 and the *proposed* meeting dates for 2019.

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June 2018

Proposed 2019 Meeting Dates

Meeting Month	Dates NOT available in that month	Proposed COA Meeting Dates	Day of the Week
August 2018		August 6, 2018 <i>Adopted: June 29, 2017</i>	Monday possible teleconference
November 2018		November 7-8, 2018 <i>Adopted: June 28, 2017</i>	Wednesday /Thursday
February 2019	February 7-8, 2019 Commission February 13-15, 2019 COC	January 31 –February 1, 2019 February 21-22, 2019 February 28 – March 1, 2019	Thursdays / Fridays
March/ April 2019	March 13-15, 2019 (COC) March 18, 2019 (CAEP) March 21-22, 2019 (CCTE) April 11-12, 2019 (Commission) April 18-19, 2019 (many schools on break) April 25-26, 2019 (many schools on break)	March 28-29, 2019 April 5-9, 2018 (also AERA)	Thursdays / Fridays
May 2019	May 15-17, 2019 (COC) May 23-24, 2019 (Memorial Day weekend)	May 2-3, 2019 May 9-10, 2019 May 30-31, 2019	Thursdays / Fridays
June 2019	June 3-5, 2019 (NASDTEC) June 13-14, 2019 Commission	June 6-7, 2019 June 20-21, 2019 (also COC) June 27-28, 2019	Thursdays / Fridays
August 2019	August 1-2, 2019 Commission	August 12, 2019 August 19, 2019 August 26, 2019	Monday possible tele-conference
November 2019	November 13-15, 2019 COC November 21-22, 2019 Commission November 28, 2019 (Thanksgiving)	Oct 31 -November 1, 2019 November 7-8, 2019	Thursdays / Fridays

**Staff preference.*

Staff proposes that the COA discuss the dates and take action to establish a 2019 COA meeting schedule.