

# Initial Program Approval for New Program Sponsors October 2020

## Overview

This report consists of a recommendation made for the initial approval of a professional preparation program for an institution that recently received Provisional Approval as a new program sponsor in California. Alameda County Office of Education (ACOE), a local education agency (LEA), received Provisional Approval by the Commission at its [September 2019](#) meeting. Additionally, ACOE's Designate Subjects: Career Technical Education program received program approval by the Committee on Accreditation (COA) at its [February 2019](#) meeting. Institution now seeks approval from the COA to offer a Clear Administrative Services program.

## Staff Recommendation

That after discussion with the program sponsor, review of the Board of Institutional Review (BIR) members' feedback, and review of the of the proposed program proposal documentation, the COA grant initial program approval to the proposed Clear Administrative Services program.

## Background

The Commission requires that an institution seeking to offer new educator preparation program(s) must first be approved for initial accreditation as a new program sponsor and must do so by completing the Commission's Initial Institution Approval (IIA) process. At the December 2015 meeting, the Commission approved a new IIA process requiring the satisfactory completion of five approval stages as part of the Strengthening and Streamlining Accreditation project – updates to the IIA process were subsequently approved during the February 2016 meeting. A graphic detailing the five stages of the IIA process is provided on the following page.

### Initial Institutional Approval

IIA Process	Stage I	Stage II	Stage III	IV	V
<b>Action</b>	<b>Prerequisites</b>	<b>Eligibility Requirements</b>	<b>Preconditions &amp; Common Standards</b>	<b>Program Standards</b>	<b>Site Visit</b>
<b>Purpose</b>	Ensures legal eligibility of institution in California Ensures institution understands requirements of Commission's accreditation system	Ensures that institution has capacity to sponsor effective programs	Ensures institution meets all relevant preconditions  Ensures institution meets all Common Standards	Ensures all proposed programs meet all relevant program standards	Program operates for 2-3 years and hosts a focused accreditation site visit
<b>Requirements</b>	Institution must: 1. Have legal eligibility 2. Attend Accreditation 101 with institutional team	Submit responses to: • 12 Eligibility Criteria	Submit responses to: • Preconditions • Common Standards	Submit responses to: • Program Standards	Institution must: • Collect data • Host focused site visit
<b>Reviewed By</b>	Staff	Staff	<b>Preconditions:</b> Staff <b>Common Standards:</b> BIR	BIR	Site Visit Team
<b>Authority</b>	Staff	Commission	Commission	COA	Commission
<b>Decision</b>	Determine Eligibility for Stage II	Eligibility: 1. Grant 2. Deny	Provisional Approval: 1. Grant 2. Deny	Program(s): 1. Approve 2. Deny	1. Grant Full approval 2. Retain Provisional Approval with Additional Requirements 3. Deny Approval
<b>IIA Status*</b>	Not Approved	Not Approved	Provisional Approval**	Provisional Approval***	Full Approval

\*At conclusion of stage \*\*Institutionally approved but cannot offer programs \*\*\*May begin offering approved programs

## Alameda County Office of Education

Alameda County Office of Education has completed the first three stages of the Initial Institutional Approval process as follows:

Stage	Date
Stage I: Prerequisites	September 2016 – Accreditation 101
Stage II: Eligibility Requirements	<a href="#">April 2019</a> – Granted Eligibility
Stage III: Preconditions & Common Standards	<a href="#">September 2019</a> – Granted Provisional Approval

As previously discussed, ACOE appeared before the Commission at its September 2019 meeting and its proposal for Provisional Approval was approved. ACOE's responses to the Clear Administrative Services program standards were reviewed by a team of BIR members. Reviewers collaborated on the feedback and found all standards to be **Met**. Below is a summary of ACOE's responses to the Clear Administrative Services program standards. The following hyperlink provides access to [ACOE's complete submission and the reviewers' Report of Findings](#). This website contains information for each of ACOE's proposed programs including the ones approved by the COA at a previous meeting. Please only reference those specific to the Clear Administrative Services for this agenda item.

### Institution Summary

ACOE's vision is to equip the most vulnerable students and those that serve them with the tools to thrive. In the Clear Administrative Services credential program, this vision is realized through ACOE's approach to adult learning that involves task-oriented, situational problem solving embedded and aligned with the work of school districts. The program incorporates initial, benchmark, and summative assessments into the program design, which provide opportunities for the candidate to demonstrate competencies in all areas of the California Professional Standards for Education Leaders (CPSELs): the initial assessment is incorporated into a candidate's individual learning plan; candidate progress is evaluated and their plan is revised after year one; and the summative assessment is given at the end of year two. Candidates are supported by coaches who meet with them one-on-one every two weeks at the school site. This structure allows for a high level of trust and ensures that the support is situated both in the real-world challenges administrators face and in the areas they need to develop professionally.