

**Discussion of the 3rd Quarterly Report from  
Santa Barbara Unified School District  
August 2022**

**Overview of this Report**

This agenda item provides information on the third quarterly report submitted by Santa Barbara Unified School District (SBUSD) addressing stipulations resulting from their October 2021 provisional site visit. Following its decision at the [February 2022 meeting](#), the Committee on Accreditation directed SBUSD to provide updates to staff at quarterly intervals. In addition, the Provisional Site Visit report and the COA's accreditation recommendation was taken to the Commission in [April 2022](#). The Commission accepted the COA's recommendation to grant full approval and remand back to the COA to address stipulations. Information is included in this report related to how the institution is addressing the requirements of each stipulation.

**Staff Recommendation**

It is the staff's recommendation that the Committee on Accreditation (COA) accept this report from Santa Barbara Unified School District but take no further action at this time as the program continues to address the stipulations placed upon it by the COA. Staff will continue to work with the institution to provide technical assistance and review the remainder of the quarterly reports.

**Background**

A provisional accreditation site visit for Santa Barbara Unified School District was held virtually and took place on October 4-6, 2021. Following discussion of the report and its recommendations at its February 3, 2022 meeting, the COA determined that the institution be granted **Accreditation with Stipulations**. Three stipulations were placed on the program as provided below and work began to address those stipulations immediately.

Santa Barbara Unified School District stipulations:

1. That within one year the institution provides evidence that a clearly defined process is in place to identify and support candidates who need additional assistance to meet competencies.
2. That within one year, for the Teacher Induction Program, the institution provides evidence
  - a. that the program ensures consistent ongoing coaching, training, and skill development for mentors
  - b. that the program leaders provide formative feedback to mentors on their work
  - c. that the program has documented the process for the recommendation for the clear credential, the defensible process for the reviewing documentation, a written appeal process for candidates, and a procedure for candidates to repeat portions of the program, as need.
3. That quarterly progress reports be provided to the Committee on Accreditation to ensure that appropriate action is being taken in a timely manner.

### **Third Quarterly Report Contents**

Following the October 2021 site visit, Santa Barbara Unified School District's program staff and administration met to discuss the stipulations; this report contains the actions which have and will be taken in addressing each of the stipulations. The first quarterly report from SBUSD was received on February 23, 2022 and a summary was provided at the [March COA meeting](#). At the April Commission meeting, the Commission granted full approval to Santa Barbara Unified School District and remanded the institution back to the Committee on Accreditation to address the stipulations identified in the site visit team report. The second quarterly report was received on April 8, 2022 and a summary was provided at the [May COA meeting](#).

This item contains the third quarterly report submitted to staff on July 15, 2022, which supplements the activities and steps the district has taken to address the stipulations since the provisional site visit. It is included after Next Steps.

### **Next Steps**

The final quarterly report is scheduled to be presented to the COA at its October 2022 meeting. Staff will continue to monitor Santa Barbara USD's progress in addressing its stipulations.

## Steps Taken by Santa Barbara Unified School District to Address the Stipulations

| Stipulation   | Plans for Addressing Stipulation and Evidence   |
|---|---|
| <p>1. That within one year the institution provides evidence:</p> <p style="margin-left: 20px;">a. that a clearly defined process is in place to identify and support candidates who need additional assistance to meet competencies.</p> | <p><b>Plans to Address Stipulation</b></p> <ul style="list-style-type: none"> <li>● Update Program Handbook to include a description of existing processes</li> <li>● Provide Candidate Progress Monitoring Checklist</li> <li>● Provide Candidate Advising Office Hours with TIP Coordinator</li> </ul> <p><b>Evidence of Actions Taken Quarter 1</b></p> <ul style="list-style-type: none"> <li>● SB Unified TIP Program Handbook <a href="#">updated DRAFT</a> (October 2021)</li> <li>● <a href="#">Candidate Progress Monitoring Checklist</a> shared at November Candidate mtg.</li> <li>● Fall 2021 Advising Office Hours Dates: 10/21, 10/22, 10/26, 11/16, 11/18, 11/29, 12/1</li> </ul> <p><b>Evidence of Actions Taken Quarter 2</b></p> <ul style="list-style-type: none"> <li>● <a href="#">Candidate Progress Monitoring Checklist</a> reshared at March Candidate mtg</li> <li>● Spring 2022 Advising Office Hours Dates: 4/18, 4/20, 4/22, 4/25, 4/26, 4/29</li> </ul> <p><b>Evidence of Actions Taken Quarter 3</b></p> <ul style="list-style-type: none"> <li>● SB Unified TIP Program Handbook Revision (<a href="#">Summer 2022 DRAFT</a>)</li> <li>● Included <a href="#">Candidate Progress Monitoring Checklist</a> in 2022 Program Handbook</li> <li>● Set up twice weekly <a href="#">Candidate Advising Office Hours</a> eff 8/17/22 - 5/31/23</li> <li>● Contacted candidates with missing Milestones via <a href="#">email</a> to outline missing requirements and develop revised timeline for submission</li> </ul> |

2. That within one year, for the Teacher Induction Program, the institution provides evidence
- a. that the program ensures consistent ongoing coaching, training, and skill development for mentors
  - b. that the program leaders provide formative feedback to mentors on their work
  - c. that the program has documented the process for the recommendation for the clear credential, the defensible process for reviewing documentation, a written appeal process for candidates, and a procedure for candidates to repeat portions of the program, as needed.

**Plans to Address Stipulations**

- Utilize weekly communication process to provide procedural reminders and recommended readings to mentors.
- Continue to utilize summer Mentor Kick-off and fall/spring mentor meetings to provide differentiated training and skill development to new and experienced mentors.
- Share results of mid-year candidate survey with mentors
- Provide opportunity for candidates and mentors to have a mid-year check-in regarding the mentor’s work
- Continue to guide mentors to regularly complete [Mentor Self-Assessment Rubric](#) (Initially at Mentor Kick-off and then revisited at Fall & Spring Meetings)
- Add quality control sampling process to existing credential recommendation and review protocol.

**Evidence of Actions Taken Quarter 1**

- Wednesday Where Should I Be Now? [2021 - 2022](#)
- Mentor Meeting Agendas [Fall 2021](#),  
[Links will be added: 3/1/2022, August 2022, Fall 2022, Spring 2023]
- Mid-Year Candidate Survey February 2022  
[Link to be added in Q2 Report]
- [Credential Recommendation and Review Protocol](#)

**Evidence of Actions Taken Quarter 2**

- Wednesday Where Should I Be Now? [2021 - 2022](#)
- Mentor Meeting Agendas [Spring 2022](#)  
[Links will be added: August 2022, Fall 2022, Spring 2023]
- [Mid-Year Candidate Survey](#) February 2022
- Shared [aggregate comments from Mid-Year Candidate Survey](#) with Mentors
- Revised [Credential Recommendation and Review Protocol](#), adding language to describe existing quarterly Milestone audit and outreach procedures.

| Stipulation | Plans for Addressing Stipulation and Evidence   |
|-------------|---|
|             | <p><b>Evidence of Actions Taken Quarter 3</b></p> <ul style="list-style-type: none"> <li>● Wednesday Where Should I Be Now? <a href="#">2021 - 2022</a>, <a href="#">2022-2023</a></li> <li>● Mentor Meeting Agendas <a href="#">August 2022</a><br/>[Links will be added: October 2022, March 2023]</li> <li>● Year-end Candidate Survey <a href="#">May 2022</a></li> <li>● Shared Mid-Year and Year-End Candidate Surveys at <a href="#">Spring TIP Advisory Board Meeting</a> for <a href="#">review and comments</a></li> <li>● Further revised and implemented the <a href="#">Credential Recommendation and Review Protocol</a> for 2022 Completers</li> <li>● Contacted candidates with missing Milestones via <a href="#">email</a> to outline missing requirements and develop revised timeline for submission</li> </ul> |