

Discussion of the 2nd Quarterly Report from Hope International University January 26, 2023

Overview of this Report

This agenda item provides the second quarterly report submitted by Hope International University (HIU) addressing stipulations resulting from their April 2022 site visit. Following its decision of **Accreditation with Stipulations** at the [June 2022](#) meeting, the Committee on Accreditation (COA) directed HIU to provide updates to staff at quarterly intervals culminating in an April 2023 revisit documenting actions taken to address the stipulations. Information is included in this report related to how the institution is addressing the requirements of each stipulation.

Staff Recommendation

It is staff's recommendation that the Committee on Accreditation accept this report from Hope International University but take no further action at this time as the program continues to address stipulations placed upon it by the COA. Staff will continue to work with the institution to provide assistance and review each quarterly report from the institution until the revisit scheduled for April 2023.

Background

Hope International University offers three educator preparation programs, Preliminary Administrative Credential (PASC), Preliminary Multiple Subject Credential (PMSC) and the Preliminary Single Subject Credential (PSSC). A virtual accreditation site visit for HIU took place on April 24 – 26, 2022. Following discussion and deliberation of the report and its recommendations at their June 2022 meeting, the COA determined that the institution be granted **Accreditation with Stipulations**. The stipulations are listed below.

1. That within one year, for the Preliminary Multiple Subject/Single Subject Credential program, the institution provides evidence:
 - a. that site-based supervisors are trained in supervision, including the 10 hours of training for master teachers, oriented to the supervisory role, evaluated, and recognized in a systematic manner
 - b. that candidates are systematically placed in settings that reflect the diversity of California classrooms.
 - c. that candidates have significant experience in public schools.
 - d. that the program documents each candidate has a minimum of 600 hours of fieldwork/clinical experience across the arc of the program.
 - e. that each candidate in a private school placement has a minimum of 150 hours of teaching in a diverse school setting where the curriculum aligns with California's adopted content standards and frameworks and the school reflects the diversity of California's student population.

- f. that master teachers possess the current knowledge and skills for candidate supervision and program expectations.
 - g. that candidates are matched with district-employed supervisors through a collaborative process between the school district and the program.
 - h. that recordings of classroom instruction used for the purpose of supervision/observation are shared securely and archived.
 - i. that data collected during clinical supervision can be aggregated and disaggregated.
2. That within one year, for the Preliminary Multiple Subject Credential program, the institution provides evidence:
 - a. that candidates are demonstrating competence in teaching Physical Education and Health.
3. That within one year, for the Preliminary Administrative Services Credential program, the institution provides evidence:
 - a. that site-based supervisors are evaluated in a systematic manner.
4. That within one year, Hope International University host a focused revisit.

Second Quarterly Report Contents

Following the April 2022 site visit, Hope International University's program staff and administration met to discuss the stipulations; this report contains both the actions which have already been taken and those which are planned for the future in order to address each of the stipulations. This second quarterly report from HIU was received on January 6, 2023 and includes efforts and activities which had been completed up to that date. The table provided below is a summary of the report; the full report can be found on the [HIU website](#).

Next Steps

The third quarterly report is scheduled to be presented to the COA at its March 2023 meeting. Staff will continue to monitor Hope International University's progress in addressing its stipulations.

Steps Taken by Hope International University to Address Stipulations

PMSC/PSSC Stipulations: Provide evidence that	Plans for Addressing Stipulations and Evidence Q1 Plans	Plans for Addressing Stipulations and Evidence Q2 Plans
<p>a) site-based supervisors are trained in supervision, including the 10 hours of training for master teachers, oriented to the supervisory role, evaluated, and recognized in a systematic manner</p>	<p>HIU has addressed this stipulation in three ways: raising awareness, implementation, and documentation.</p> <p>To raise awareness for all parties involved that Master Teachers will receive training, including the specified 10 hours, HIU has modified the agreement documents relevant to a student placement. The Master Teacher MOU now includes language regarding training as does the Student Teaching Agreement.</p> <p>For the specified 10 hours of training, HIU has developed a Program Orientation Agenda which addresses two hours of the training. For the remaining eight hours, HIU is using the Intersegmental Project developed by the California Council on Teacher Education (CCTE). For professional development beyond the 10 hours, HIU has created the Master Teacher Professional Development Inquiry Form to determine the individual training needs of each Master Teacher.</p> <p>When the Master Teacher completes the Program Orientation, it is documented on HIU’s Student Teaching Observation form. The full 10 hours is documented on the Student Teaching Placement Tracking spreadsheet.</p>	<p>HIU hired a Student Teaching Placement Coordinator who is implementing the processes described in Q1.</p> <p>As of December 16th, six of the 23 revised master teacher MOUs which include language regarding the 10 hours of training, have been renewed. Updated totals will be presented in quarter 3.</p> <p>All University Supervisors used the Program Orientation Agenda to provide the required 2-hour Program Orientation for the 17 fall Student Teaching placements. This was documented on the Student Teaching Placement Tracking spreadsheet.</p> <p>A Master Teacher Evaluation form was created for candidates to evaluate their master teachers. This evaluation will be used for the first time when the fall term ends on Dec. 18.</p> <p>A website for master teachers was developed to house information and documents relevant to being a master teacher, including the Student Teaching Agreement, Master Teacher Professional Development Inquiry Form, and the Student Teaching Placement Tracking spreadsheet. This is also where master teachers will document the additional eight hours of required training. Those master teachers with student teachers in spring placements have been oriented to the website.</p>

PMSC/PSSC Stipulations: Provide evidence that	Plans for Addressing Stipulations and Evidence Q1 Plans	Plans for Addressing Stipulations and Evidence Q2 Plans
	<p>Master Teacher training is tracked by the Credential Analyst.</p> <p>Currently training for Master Teachers requirements are documented on the student teaching documentation of their respective candidate. For Quarter 2 HIU will design a more efficient system for tracking all Master Teacher training.</p> <p>This training protocol began with the fall term. Quarter 2 and 3 reports will provide data and information regarding the results of the Master Teacher Professional Development Inquiry Form and pursuant training beyond the specified 10 hours.</p>	<p>The institution has secured a contract with a company (Watermark) for their Advanced Student Learning and Licensure program. This program, which will begin in fall of 2023, will change how HIU tracks master teacher training. Until then, the newly established process involving the Student Teaching Placement Tracking spreadsheet will continue to be used.</p>

PMSC/PSSC Stipulations: Provide evidence that	Plans for Addressing Stipulations and Evidence Q1 Plans	Plans for Addressing Stipulations and Evidence Q2 Plans
<p>c) candidates have significant experience in public schools.</p>	<p>To ensure their candidates have significant experience in public schools, HIU has done the following:</p> <ol style="list-style-type: none"> 1. All Syllabi now include a statement about required fieldwork needing to be completed in public schools which are on the “List of Approved Schools” currently being developed. There is a process for placement in a school not on the list which shows the school also meets HIU requirements. Students can 	<p>Student teaching placements are now primarily at public schools which have been vetted and placed on the List of Approved Schools.</p> <p>Candidates who prefer a private school setting complete a Special Request for Fieldwork Observations form, and the requested placement is vetted using the identified process.</p> <p>Candidates in approved private school placements are still required to complete an 8-week student teaching</p>

PMSC/PSSC Stipulations: Provide evidence that	Plans for Addressing Stipulations and Evidence Q1 Plans	Plans for Addressing Stipulations and Evidence Q2 Plans
	<p>use the Special Request for Fieldwork Observations form.</p> <p>2. Candidates in private school Student Teaching placements are required to complete an 8-week placement in a public school and 8-week placement in a private school. This is documented in the Multiple Subject Credential Handbook and Single Subject Credential Handbook.</p> <p>3. To document that they are in an appropriate classroom, candidates are required to document students demographics on the Fieldwork Observation Verification form. These forms are uploaded to a class in HIU's Canvas platform where they are reviewed and documented to count toward the candidates 600 hours.</p>	<p>placement in a public school as well as an 8-week placement in a private school.</p>

PMSC/PSSC Stipulations: Provide evidence that	Plans for Addressing Stipulations and Evidence Q1 Plans	Plans for Addressing Stipulations and Evidence Q2 Plans
<p>d) the program documents each candidate has a minimum of 600 hours of fieldwork/clinical experience across the arc of the program.</p>	<p>To confirm that each candidate has a minimum of 600 hours of fieldwork/clinical experience across the arc of the program, HIU has implemented a new tracking system. A new course titled, EDU5998 - COE Clinical Practice/Observation Tracking was created in their Canvas platform. The assignments in this new course align with assignments in credential courses which require fieldwork or clinical practice. All candidates are enrolled in this class and are required to upload course fieldwork/clinical practice assignments to the correlating assignment in EDU5998.</p> <p>At the end of each term, the Graduate Dept Chair will review all submissions to the Canvas course and award points for each assignment that meets the fieldwork/clinical placement requirements. Upon completion of the program, 600+ pts earned in the course will be used as evidence that 600+ hours have been completed for each candidate.</p> <p>The full quarterly report contains a video demonstration of the EDU5998 course.</p>	<p>Fall candidates have tracked their Clinical Practice/Observation hours in the EDU5998 Canvas course and those hours have been verified by the Program Chair. (Canvas gradebook and Student Teaching log upload).</p> <p>Fifteen of 16 candidates submitted student teaching hours for fall 2022, and 53 of 66 candidates submitted fieldwork observations hours for fall 2022.</p> <p>Candidates with spring placements will also use the EDU5998 course. However, when the contract with Watermark begins in fall 2023, placement hours will be tracked within that program.</p>

PMSC/PSSC Stipulations: Provide evidence that	Plans for Addressing Stipulations and Evidence Q1 Plans	Plans for Addressing Stipulations and Evidence Q2 Plans
<p>e) each candidate in a private school placement has a minimum of 150 hours of teaching in a diverse school setting where the curriculum aligns with California’s adopted content standards and frameworks and the school reflects the diversity of California’s student population.</p>	<p>HIU has moved to address this stipulation in two ways:</p> <ol style="list-style-type: none"> 1. Current candidates who are under teaching contracts at private schools were individually counseled with their administrators that the candidate must complete at least 150 hours of student teaching in a public school. 2. Policy was changed and documented in Multiple Subject Credential handbook and Single Subject Student Credential handbook that future candidates who wish to student teach in a private school placement must have a minimum of 150 hours of teaching in a public school. <p>The Dean is currently compiling a list of public schools which meet CTC and institutional requirements for fieldwork and clinical practice.</p>	<p>Student teaching placements are primarily at public schools which have been vetted and placed on the List of Approved Schools.</p> <p>Candidates who prefer a private school setting complete a Special Request for Fieldwork Observations form, and that placement is vetted using the identified process.</p> <p>Candidates in approved private school placement are still required to complete an 8-week student teaching placement in a public school which exceeds the minimum of 150 hours as well as an 8-week placement in a private school.</p>

PMSC/PSSC Stipulations: Provide evidence that	Plans for Addressing Stipulations and Evidence Q1 Plans	Plans for Addressing Stipulations and Evidence Q2 Plans
<p>f) master teachers possess the current knowledge and skills for candidate supervision and program expectations.</p>	<p>HIU has developed three protocols to ensure Master Teachers possess the current knowledge and skills for candidate supervision and program expectations.</p>	<p>The process for ensuring master teachers possess the current knowledge and skills for candidate supervision and program expectations established in quarter 1 continue to be in place.</p>

PMSC/PSSC Stipulations: Provide evidence that	Plans for Addressing Stipulations and Evidence Q1 Plans	Plans for Addressing Stipulations and Evidence Q2 Plans
	<ol style="list-style-type: none"> 1. The Student Teaching Agreement, which is by the Master Teacher, Administrator, HIU Supervisor and Student Teacher confirms all minimum requirements for the Master Teacher are met. 2. For the 10 hours of training specific to the HIU program expectations, the institution has developed a Program Orientation Agenda which addresses two hours of the training. For the remaining eight hours, HIU is using the Intersegmental Project developed by the California Council on Teacher Education (CCTE). For professional development beyond the 10 hours, HIU has created the Master Teacher Professional Development Inquiry Form to determine the individual training needs of each Master Teacher. 3. For professional development beyond the 10 hours, HIU has created the Master Teacher Professional Development Inquiry Form to determine the individual training needs of each Master Teacher. 	<p>This process includes:</p> <ol style="list-style-type: none"> 1. The Student Teaching Agreement which identifies the required 10 hours of training. 2. Use of the Program Orientation Agenda to provide 2 hours of orientation to supervisory and program expectations. 3. Access to the Intersegmental Project to provide current mentoring knowledge and skills. 4. A Master Teacher Professional Development Inquiry Form where master teachers identify professional development sessions in which they have participated, including but not limited to professional development prior to becoming a master teacher and the Intersegmental Project. <p>In order to provide ready access to information and documents, a website for master teachers was developed to include the Student Teaching Agreement, Master Teacher Professional Development Inquiry Form, and the Student Teaching Placement Tracking spreadsheet. This is also where master teachers will document the additional eight hours of required training.</p> <p>Those master teachers with student teachers in spring placements have been oriented to the website.</p> <p>Assessment of these systems will be presented in quarter 3.</p>

PMSC/PSSC Stipulations: Provide evidence that	Plans for Addressing Stipulations and Evidence Q1 Plans	Plans for Addressing Stipulations and Evidence Q2 Plans
g) candidates are matched with district-employed supervisors through a collaborative process between the school district and the program.	<p>HIU has developed an informal process for working with partner schools to find appropriate mentor matches for candidates. This involves conversations with the Credential Analyst, the Student Teaching District Coordinator, Site Principals, and Master Teachers.</p> <p>This process will be formalized and documented for the Quarter 2 report.</p>	<p>The following system has been established once the credential analyst receives a request for a student teaching placement:</p> <ol style="list-style-type: none"> 1. The requested school is vetted and either placed on the List of Approved Schools or the placement is denied. 2. An MOU is secured so all parties are aware responsibilities and expectations. 3. The credential analyst works with the school district to match a master teacher. 4. All parties sign the Student Teaching Agreement.
h) recordings of classroom instruction used for the purpose of supervision/observation are shared securely and archived.	<p>HIU has established a secure platform to store and archive recordings of classroom instruction by creating a “course” in their Canvas platform. (EDU5999 screenshot)</p> <p>This course is addressed in the Faculty Training course and documented in the Single Subject Student Teaching handbook and Multiple Subject Student Teaching handbook.</p>	<p>HIU candidates, faculty, and master teachers continue to use the EDU5999 for classroom instruction recordings.</p> <p>As of Dec. 2, all eleven remote candidates have uploaded videos to the course.</p>

PMSC/PSSC Stipulations: Provide evidence that	Plans for Addressing Stipulations and Evidence Q1 Plans	Plans for Addressing Stipulations and Evidence Q2 Plans
<p>i) data collected during clinical supervision can be aggregated and disaggregated.</p>	<p>HIU is collecting data from four sources during the timeframe covered by this first quarterly report. Those sources are</p> <ol style="list-style-type: none"> 1. Demonstration of all Teacher Performance Expectation competencies as evidenced by the TPE checklist 2. Lesson Observation (four formal by the Master Teacher and approximately ten to twelve by the University Supervisor). 3. Mid-Point evaluation form completed by the Master Teacher and University Supervisor 4. Final Evaluation form completed by the Master Teacher and University Supervisor at the end of the Student Teaching Placement <p>The ability to aggregate and disaggregate data will be presented in the report for Quarter 2.</p>	<p>During the review of data collected during quarter 1, HIU found the instruments did not provide sufficient data which could be aggregated and disaggregated.</p> <p>The instruments were revised to include more qualitative and quantitative data. They were also revised to be more formative with added space for commendations, recommendations, and future goals.</p> <p>Specific revisions for the Lesson Observation, Mid-Point evaluation form, and the Final Evaluation form can be found in the full report.</p>

PMSC Stipulation: Provide evidence that	Plans for Addressing Stipulations and Evidence Q1 Plans	Plans for Addressing Stipulations and Evidence Q2 Plans
<p>candidates are demonstrating competence in teaching Physical Education and Health.</p>	<p>HIU has added demonstration of competence in teaching Physical Education and Health to the list of required demonstration of competence in the other subject areas. This list is included in the Student Teaching Handbook to inform candidates and observations are recorded on the Student Teaching Observation form as well as the Assuming Responsibility for the Entire Classroom form. Completion of the demonstration of competence in Physical Education and Health is documented on the PMSC Checklist.</p>	<p>Candidates continue to upload their Student Teaching Observation form where they identify the subject addressed, including Physical Education and Health, to their EDU5810 student teaching course. (Screenshot of assignment) Student teaching instructors verify observations for all content areas are complete.</p> <p>Beginning with the end of the fall 2022 term, the credential analyst began reviewing the EDU5810 course assignments, and now verifies Physical Education and Health have been addressed using the PMSC Credential Checklist before recommending the candidate for a credential.</p>

PASC Stipulation: Provide evidence that	Plans for Addressing Stipulations and Evidence Q1 Plans	Plans for Addressing Stipulations and Evidence Q2 Plans
<p>site-based supervisors are evaluated in a systematic manner.</p>	<p>HIU has developed a new Site-Based Mentor Evaluation form by which HIU Supervisors and candidates will evaluate the site-based mentors at the end of each course with a fieldwork component. Institutional leadership will use this evaluation to determine if the relationship with the site-based mentor is effective. These evaluations will be implemented at the conclusion of the first term of the 2022/2023 academic year.</p>	<p>The Site-Based Mentor Evaluation developed in quarter 1 was distributed at the end of the fall 2022 term. As of the writing of the quarterly report, most surveys were returned and the missing surveys are being pursued.</p> <p>Survey results as well as its data analysis and use will be presented in quarter three.</p>