Discussion of Proposed COA Meeting Dates for 2024
June 2023

Overview of this Report

This agenda item proposes possible COA meeting dates for the 2024 calendar year.

Staff Recommendation

That the COA take action to adopt a meeting schedule for the 2024 calendar year.

Background

Staff has prepared a proposed schedule of COA meeting dates for the 2024 calendar year with a few options to discuss. In the past, members of the COA agreed that the preferred days to meet are Thursday and Friday. At this time, the proposed calendar would continue this approach into 2024, whenever possible. Site visits for the Blue cohort will begin in the fall of 2023. Staff proposes all meetings for 2024 be two-day meetings, with the exception of August 2024 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. Generally, the Committee of Credentials meets the third week of the month and given that the Commission meeting room is used for both committees, they cannot meet at the same time.

The following two charts list the adopted dates for the Commission schedule and the prospective dates for the Committee of Credentials.

Commission on Teacher Credentialing	Committee of Credentials (tentative)
February 8-9 (Thursday-Friday)	January 17-19, 2024
April 18-19 (Thursday-Friday)	February 14-16, 2024
June 20-21 (Thursday-Friday)	March 13-15, 2024
August 29-30 (Thursday-Friday)	April 10-12, 2024
October 17-18 (Thursday-Friday)	May 15-17, 2024
December 12-13 (Thursday-Friday)	June 12-14, 2024
	July 17-19, 2024
	August 14-16, 2024
	September 11-13, 2024
	October 9-11, 2024
	November 13-15, 2024
	December 18-20, 2024

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 dates have been selected to avoid conflicts with the following annual educational conferences. Some of those below are estimated times based on previous years.

Conference	2022-23
California Council of Teacher Education (CCTE)	March 11-12, 2024 and mid-October 2024
American Educational Research Association (AERA)	April 11-14, 2024
California Induction Conference	March 4-6, 2024
American Association of Colleges for Teacher Education (AACTE)	February 16-18, 2024
Council for the Accreditation of Educator Preparation (CAEP)	September 22-24, 2023
National Association of State Directors of Teacher Education and Certification (NASDTEC)	Anticipate early to mid-June 2024
International Council of Professors of Educational Leadership [formerly the National Council of Professors of Educational Administration (NCPEA)	July 26-28, 2023
California Association of Professors of Education Administration (CAPEA)	October 27-28, 2023
Credential Counselors and Analysts of California (CCAC)	November 1-4, 2023

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 as possible before the COA for action 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 are the *adopted* COA meeting dates for Fall 2023 and the *proposed* meeting date options for 2024.

Staff notes that August meeting for 2023 is scheduled to be via videoconference, however, the COA may wish to reconsider whether it wishes to meet in person.

Proposed 2023 Meeting Dates

Meeting Month	Dates NOT available in that month	Proposed COA Meeting Dates	Day of the Week
August 2023	**August 24-25, 2023 (Commission)**	August 10, 2023 *Adopted: June 29, 2022*	Thursday *teleconference*
October 2023	**October 12-13, 2023 (Commission)**	October 26-27, 2023 *Adopted: June 29, 2022*	Thursday / Friday
January/Feb 2024	January 17-19, 2024 (COC) February 14-16, 2024 (COC) **February 8-9, 2024 (Commission)** February 16-18, 2024 (AACTE)	January 25-26, 2024* February 1-2, 2024 February 22-23, 2024	Thursdays / Fridays
March 2024	March 4-6, 2024 (Induction Conference) March 11-12, 2024 (CCTE SPAN) March 13-15, 2024 (COC) March 31, 2024 (Cesar Chavez Day)	February 29 -March 1, 2024 March 7-8, 2024 March 21-22, 2024*	Thursdays / Fridays
April /May 2024	April 10-12, 2024 (COC) April 11-14, 2024 (AERA) **April 18-19, 2024 (Commission)** May 15-17, 2024 (COC) May 25-27, 2024 (Memorial Day weekend)	April 4-5, 2024 April 25-26, 2024 May 2-3, 2024* May 9-10, 2024 May 23-24, 2024	Thursdays / Fridays
June 2024	June 11 - 13, 2023 (NASDTEC) **June 20-21, 2024 (Commission)** June 12-14, 2024 (COC)	June 6-7, 2024* June 27-28, 2024	Thursdays / Fridays
August 2024	**August 29-30, 2024 (Commission)** August 14-16, 2024 (COC) September 2, 2024 (Labor Day) September 11-13, 2024 (COC)	August 1, 2024 August 8, 2024* August 22, 2024	(Thursdays) *possible teleconference*

Meeting Month	Dates NOT available in that month	Proposed COA Meeting Dates	Day of the Week
October / November 2024	September-October 2023 (CAEP/TBD week 1 September) **October 17-18, 2024 (Commission)** October 9-11, 2024 (COC) October 2023 (CCTE/likely 19-21) November 1-4, 2023 (CCAC) November 11, 2024 (Veterans' Day) November 13-15, 2024 (COC) November 28-29, 2024 (Thanksgiving) December 12-13, 2024 (Commission) December 18-20, 2024 (COC)	September 26-27, 2024* October 3-4, 2024 October 24-25, 2024	Various

Staff preference.

Staff proposes that the COA discuss the proposed dates and take action to establish a 2024 COA meeting schedule.