

Initial Program Approval for New Program Sponsors as part of Stage IV of the Initial Institutional Approval Process August 2023

Overview

This report consists of a recommendation for the Initial Program Approval of an education preparation program which will be offered by Mills College at Northeastern University (MC:NU).

MC:NU is an institution of higher education currently in the Initial Institutional Approval (IIA) process which was granted Provisional Approval as a new program sponsor in California at the Commission's [June 16, 2023](#) meeting. MC:NU, as part of Stage IV of the IIA process, now seeks Initial Program Approval from the Committee on Accreditation (COA) to offer a Preliminary Administrative Services Credential program. At a future COA meeting, MC:NU will be seeking Initial Program Approval for two additional programs. Those are a Preliminary Multiple/Single Subject Credential and an Early Childhood Special Education Credential.

Staff Recommendation

Staff recommends that after discussion with the program sponsor, review of the Board of Institutional Review (BIR) team members' feedback, and review of the Stage IV documentation, the COA grant Initial Program Approval to Mills College at Northeastern University's proposed program. Should the COA approve the program, the program may begin operating, and in accordance with Commission action to grant the institution Provisional Approval at the conclusion of IIA Stage III, a provisional site visit will be scheduled in three years.

Background

The Commission requires that an institution seeking to offer new educator preparation program(s) must first be approved as a new program sponsor and must do so by satisfactorily completing all five stages of the Commission's Initial Institutional Approval (IIA) process. A chart detailing the five stages of the IIA process is provided at the end of this agenda item.

Mills College at Northeastern University

MC:NU has completed the first three stages of the Initial Institutional Approval process as follows:

Stage	Date
Stage I: Prerequisites	March 2022 – Attended Accreditation 101
Stage II: Eligibility Requirements	February 2023 – Granted Eligibility by the Commission
Stage III: Common Standards and General Preconditions	June 16, 2023 – Granted Provisional Approval by the Commission

MC:NU's responses to the Preliminary Administrative Services Credential program-specific preconditions were reviewed by Commission staff and were determined to be met. MC:NU's

responses to the Preliminary Administrative Services Credential Program Standards were reviewed by a team of BIR members who collaborated on the feedback and found all standards to be Met. On MC:NU's [IIA webpage](#), the institution's Stage IV submission (titled Preliminary Administrative Services Program Standards), the reviewers' Report of Findings (titled *PASC PS Feedback*) on that submission, and the Report of Findings on the Preconditions (titled *Preliminary Administrative Services (PASC) Preconditions*) are all available under the Stage IV Program Approval tab. That tab is linked directly [here](#).

Institution Summary

Below is a summary of MC:NU's responses to the Preliminary Administrative Services Credential Program Standards and program-specific preconditions.

Program Summary: Preliminary Administrative Services Credential

The Mills College at Northeastern University Preliminary Administrative Services Credential is a California Administrator Performance Expectations (CAPE) aligned one-year job-embedded program which prepares candidates for various leadership roles such as principal, assistant principal, and district-level administrator. Its curricula and pedagogy combine both research and practice, and candidates are required to construct models of leadership that they can apply to real life situations. From the beginning of their coursework through the completion of their final field experience, candidates continually work to clarify and deepen their educational philosophy and sharpen their educational vision. This works toward the goal of the program which is to develop reflective practitioners.

MC:NU partners with local school districts which provide access to schools and district leaders who serve as mentors and coaches for the program's candidates. This provides candidates with an understanding of how the cultural, social, and economic contexts of a school or district can impact human behavior and educational outcomes. The program also provides opportunities for candidates to engage with community organizations, district leadership, and other key constituents to gain a better understanding of the external factors that can impact the vision and mission of a school or district.

Candidates further engage in reflective activities through course readings and class discussions on a variety of topics including their personal privilege and social positions, implicit biases and personal biases, attitudes and beliefs, societal identities and power, as well as interpersonal power dynamics. Candidate also dive deeply into restorative justice and trauma-informed practices and leadership. Within this, the program prepares administrators to establish and maintain a culture of civility through promoting constructive problem-solving, conflict resolution strategies, and application of ethical behaviors.

The program has an effective system for guiding, assisting, and evaluating the candidate's performance in each field experience, with feedback provided by at least one field/clinical supervisor and one program supervisor. This feedback is integrated with guidance for the California Administrator Performance Assessment (CalAPA). In their school sites, candidates collect and analyze data, including video documentation, on student performance metrics,

demographic data, and school culture for reflection as well as for CalAPA task completion. To ensure all staff are well equipped to support candidates, the program has designated staff members responsible for implementing the CalAPA and documenting its administration processes. These staff members are trained in the CalAPA and train other faculty and staff on the assessment's intricacies. This ensures that everyone involved in the program is well versed in the CalAPA and can effectively prepare and support candidates.

Program-Specific Preconditions: Preliminary Administrative Services Credential

Precondition 1: Valid Prerequisite Credential

Possess one of the following valid prerequisite credentials: a. a clear or life California teaching credential that requires a baccalaureate degree and a program of professional preparation, including student teaching or the equivalent, and holds an English learner authorization; or b. a clear or life California designated subjects teaching credential in adult education, career technical education, vocational education or special subjects, provided the applicant also possesses a baccalaureate degree, and holds an English learner authorization; or c. a clear or life California services credential in pupil personnel services, health services for school nurse, teacher librarian services, or speech-language pathology or clinical or rehabilitative services requiring a baccalaureate degree and a program of professional preparation, including field work or the equivalent.

Meets Precondition: Yes

How MC:NU Meets the Precondition:

As part of its admission criteria, the program determines each applicant has earned a baccalaureate degree, holds a valid Clear teaching credential or other authorized service credential, as well as an English learner authorization. The Academic Coordinator and Credential Analyst are responsible for verifying, tracking, and documenting this information.

Precondition 2: Basic Skills Requirement

Meet the basic skills requirement (BSR) as described in Education Code section 44252(b), unless exempt by statute.

Meets Precondition: Yes

How MC:NU Meets the Precondition:

As part of its admission criteria, the program determines each applicant has met the basic skills requirement. The Academic Coordinator and Credential Analyst are responsible for verifying, tracking, and documenting this information.

Precondition 3: Verification of Five Years Successful Full-time Teaching Experience

Verification of one of the following prior to being recommended for the preliminary credential:
a. Five years of successful, full-time teaching experience with an employing agency as defined in

Title 5 of the California Code of Regulations section 80054(g)(1) and (2)(A); b. five years of successful, full-time experience in the fields of pupil personnel, school nurse, teacher librarian, or speech-language pathology, or clinical or rehabilitative services with an employing agency as defined in Title 5 of the California Code of Regulations section 80054(g)(1) and (2)(A); or c. a combination of (a) and (b).

Meets Precondition: Yes

How MC:NU Meets the Precondition:

As part of its admission criteria, the program determines each applicant has met requirement of a minimum of five years of successful full-time teaching or approved service experience. The Academic Coordinator and Credential Analyst are responsible for verifying, tracking, and documenting information.

Precondition 4: Completion of Commission-approved Program

Completion of a Commission-approved Preliminary or Intern Administrative Services Credential program based on Administrative Services Credential program standards as described in Title 5 of the California Code of Regulations section 80054(a)(2).

Meets Precondition: Yes

How MC:NU Meets the Precondition:

The Academic Coordinator and Credential Analyst is responsible for verifying, tracking, and documenting the completion of all program and state requirements prior to recommendation. The college commits to recommending to the Commission only candidates who have satisfied the Preliminary Administrative Service Credential program and state requirements as well as its prerequisites.

Precondition 5: Verification of Offer of Employment

Verification of an offer of employment in a full or part-time administrative position in an employing agency as defined in Title 5 of the California Code of Regulations section 80054(g)(1). If a candidate has satisfied preconditions 1 through 4 but does not have an offer of employment, the Commission-approved program shall recommend for a Certificate of Eligibility which verifies completion of all requirements for the Preliminary Administrative Services Credential and allows the holder to seek employment in and administrative position.

Meets Precondition: Yes

How MC:NU Meets the Precondition:

The Academic Coordinator and Credential Analyst is in charge of verifying, tracking, and documenting the candidate has satisfied Preconditions 1 through 4 through completion of the

Certificate of Eligibility Checklist which includes a verification of employment. For candidates who satisfy preconditions 1-4 but cannot verify an offer of employment, the program will recommend them for the Certificate of Eligibility enabling them to seek employment in an administrative position.

Five Stages of the Initial Institutional Approval Process

Mills College at Northeastern University is seeking initial program approval as indicated in the Stage IV column of the chart below.

IIA Process	Stage I - Prerequisites	Stage II – Eligibility Requirements	Stage III – Provisional Approval	Stage IV – Initial Program Approval	Stage V – Provisional Site Visit and Full Approval
Purpose	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 Common Standards	Ensures all proposed programs meet all relevant program standards and program-specific preconditions	Program operates for 2-4 years and hosts a provisional accreditation site visit
Institutional Requirements	Must: <ul style="list-style-type: none"> • Have legal eligibility • Attend Accreditation 101 with institutional team 	Submit responses to: <ul style="list-style-type: none"> • 12 Eligibility Criteria • Initial Program Preconditions • General Precondition #9 	Submit responses to: <ul style="list-style-type: none"> • Common Standards 	Submit responses to: <ul style="list-style-type: none"> • Program-Specific Preconditions • Program Standards 	Must: <ul style="list-style-type: none"> • Collect data • Host provisional site visit
Reviewed By	Staff	Staff	BIR	Preconditions: Staff Program Standards: BIR	Site Visit Team & COA
Authority	Staff	Commission	Commission	COA	Commission
Decision	Determine Eligibility for Stage II	Eligibility: <ol style="list-style-type: none"> 1. Grant 2. Deny 	Provisional Approval: <ol style="list-style-type: none"> 1. Grant 2. Deny 	Program(s): <ol style="list-style-type: none"> 1. Approve 2. Deny 	<ol style="list-style-type: none"> 1. Grant Full Approval 2. Grant Full Approval & Remand to COA to Address Stipulations 3. Continue Provisional Status for 1 Year to Address Stipulations 4. Deny Approval
IIA Status*	Not Approved	Not Approved	Provisional Approval**	Provisional Approval***	Full Approval

*At conclusion of stage

**Institutionally approved but cannot offer programs

***May begin offering approved program