

## **Discussion of Proposed COA Meeting Dates for 2025 August 2024**

### **Overview of this Report**

This agenda item proposes possible COA meeting dates for the 2025 calendar year.

### **Staff Recommendation**

That the COA take action to adopt a meeting schedule for the 2025 calendar year.

### **Background**

Staff has prepared a proposed schedule of COA meeting dates for the 2025 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.

Developing the schedule for this upcoming year is different from past years in that most regular accreditation site visits have been deferred by one year by Commission action due to the workload required for literacy certification. Literacy Certification is a Commission mandate required by the passage of SB 488 (Chapter 678, Statutes of 2021) and will require reviewing the literacy instruction coursework and clinical practice for all Preliminary Multiple Subject, Education Specialist, and PK-3 Early Childhood Education (ECE) Specialist programs. The workload is significant and was not feasible with a full slate of accreditation site visits given existing staff. The Commission has maintained accreditation site visits for all provisionally approved institutions, revisits, and a subset of green cohort institutions that have requested to maintain their existing schedule. The site visit schedule for 2024-25 has been taken into consideration in proposing possible dates. Please see [Appendix A](#) for the current list of site visit and revisit dates.

Additionally, consideration has been given to Commission meeting dates as well as state, federal, and religious holidays. In the past, the COA has also considered the dates for the Committee of Credentials, however, staff no longer believes this to be necessary now that the Commission is in a new facility with a variety of options for meeting rooms and a different parking situation than previously. The following table includes the Commission meeting schedule for 2025.

<b>Commission on Teacher Credentialing 2025 meeting dates</b>
February 6-7 (Thursday-Friday)
April 10-11 (Thursday-Friday)
June 19-20 (Thursday-Friday)
August 28-29 (Thursday-Friday)
October 16-17 (Thursday-Friday)
December 11-12 (Thursday-Friday)

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

<b>Conference</b>	<b>2022-23</b>
California Council of Teacher Education (CCTE)	October 17-19, 2024
American Educational Research Association (AERA)	April 23–27, 2025
California Induction Conference	2025 Date Unknown
American Association of Colleges for Teacher Education (AACTE)	February 21-13, 2025
Council for the Accreditation of Educator Preparation (CAEP)	Will not be attending this year due to budget
National Association of State Directors of Teacher Education and Certification (NASDTEC)	June 15-17, 2025
International Council of Professors of Educational Leadership [formerly the National Council of Professors of Educational Administration (NCPEA)	July 30-31, 2024
California Association of Professors of Education Administration (CAPEA)	October 24-26, 2024
Credential Counselors and Analysts of California (CCAC)	November 6-8, 2024

Further, 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 summer (August) COA meetings, it is not ideal as team leads, institutional personnel, and other relevant stakeholders are frequently unavailable.

It is still unclear the exact role that COA will play in the Literacy Certification process required of SB 488 (Chap. 678, Stats. 2021) and how it will impact the COA schedule, if at all. SB 488 clearly says that the “Commission” shall certify the programs, therefore, staff is working with Commission leadership to define in the coming weeks.

Lastly, the COA has come considerably close to not having a quorum for some meetings, in particular, the June meetings. Staff recognizes that members have numerous professional and personal obligations with end of term activities such as finals, graduations, credential recommendations and so forth. Staff asks that COA members take an especially hard look at the proposed late spring/early summer dates to be certain that their attendance is likely at the proposed meeting and to determine the best date for achieving a healthy quorum.

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 2024 and the *proposed* meeting date options for 2025. Please note the possible exception that staff is asking for in this item: a revision in the last meeting of 2024 from September to October when a larger workload is anticipated for COA.

**Proposed 2025 COA Meeting Dates**

<b>Meeting Month</b>	<b>Dates NOT available in that month</b>	<b>Proposed COA Meeting Dates</b>	<b>Day of the Week</b>
<b>August 2024</b>	N/A	<b>August 8, 2024</b> <i><u>Adopted</u></i>	Thursday <i>teleconference</i>
<b>September</b>	N/A	<b>September 26-27, 2024</b> <i><u>Adopted (but will be one day only)</u></i>  <i>Consider eliminating this date in favor of the October/November date listed below.</i>	
<b>October 2024</b>	<b>October 17-18, 2024 (Commission)</b>	<u>One day only would be needed</u> <b>October 31, 2024</b> November 1, 2024  <i>Propose to eliminate the September meeting and replace with an October meeting.</i>	Thursday/ Friday
<b>December 2024</b>	<b>December 12-13, 2024 (Commission)</b>	No proposed meetings	Thursday/ Friday
January/Feb 2025	<b>February 6-7, 2025 (Commission)</b> February 21-13, 2025 (AACTE)	<u>One day only would be needed.</u> January 16 or 17, 2025 January 23 or 24, 2025 January 30 or 31, 2025 February 12 or 14, 2025 <b>February 27 or 28, 2025</b>	Thursdays/ Fridays
March 2025	March 11-12, 202 (CCTE SPAN) March 31, 2025 (Cesar Chavez Day)	<b>STAFF PROPOSES NO MARCH MEETING IF THE FEBRUARY AND APRIL PREFERRED DATES ARE CHOSEN.</b> March 6-7, 2025 March 13-14, 2025 March 19-21, 2025 March 27-28, 2025	Thursdays/ Fridays

Meeting Month	Dates NOT available in that month	Proposed COA Meeting Dates	Day of the Week
April /May 2025	April 23–27, 2025 (AERA) <b>April 10-11, 2025 (Commission)</b>	April 3-4, 2025 <b>April 17-18, 2025</b> April 24-25, 2025	Thursdays/ Fridays
May 2025	May 24-26, 2025 (Memorial Day weekend)	May 8-9, 2025 May 14-16, 2025 <b>May 22-23, 2025</b>	Thursdays/ Fridays
June 2025	June 15-17, 2025 (NASDTEC) <b>June 19-20, 2025 (Commission)</b>	<u>One day needed likely</u> June 5 or 6, 2025 June 12 or 13, 2025 June 26 or 27, 2025	Thursdays/ Fridays
August September 2025	<b>August 28-29, 2025 (Commission)</b> September 1, 2025 (Labor Day)	August 8, 2025 August 15, 2025 September 5, 2025 (follows Labor Day week) September 12, 2025 September 19, 2025	(Thursdays) <b>possible teleconference</b>
October / December 2025	<b>October 16-17, 2025 (Commission)</b> October 17-19 (CCTE)	October 2-3, 2025 October 9-10, 2025 October 23-24, 2025 <b>October 30-31, 2025</b>	Thursdays/ Fridays

*Bold indicates staff preference.*

**Recommendation**

Staff proposes that the COA discuss the proposed dates and take action to establish a 2025 COA meeting schedule.

**Appendix A**  
**Current Site Visit Dates for 2024-25**

	<b>Visit Dates</b>	<b>Institution</b>
Revisit	Oct. 7-9, 2024	Monterey COE
Requested to Maintain Existing Date	Dec. 02-04, 2024	San Mateo-Foster City SD
Provisional Site Visit	Jan. 27-29, 2025	San Benito COE
Requested to Maintain Existing Date	Jan. 27-29, 2025	Montebello USD
Revisit	Jan. 28-30, 2025	Alameda COE (PSV)
Requested to Maintain Existing Date	Feb. 23-26, 2025	LACOE
Revisit	March 3-5 tentative	Santa Clara COE
Provisional Site Visit	Mar. 16-19, 2025	Lake COE
Provisional Site Visit	Mar. 17-19, 2025	Yuba City USD
Provisional Site Visit	Mar. 17-19, 2025	Huntington Beach USD
Provisional Site Visit	Mar. 24-26, 2025	San Mateo UHSD
Provisional Site Visit	Mar. 24-26, 2025	Livermore Valley JUSD
Revisit	March/April	Dominican University
Provisional Site Visit	Apr. 06-09, 2025	Los Angeles Pacific Univ.
Provisional Site Visit	Apr. 14-16, 2025	Newhall SD
Revisit	April	Alliant International