Program Review:
Induction Programs

Teaching Credentials
Administrative Services Credentials
Program Review: An Overview

- Occurs in Year 5 of the Accreditation Cycle
- One submission for each program sponsored by an institution
- Any individual program may be required to submit an addendum 60 days prior to Site Visit
- Lengthy narratives are not required of approved programs
  - Required documentation and evidence informs the review
- Six elements with required exhibits
What is the Purpose Program Review?

To determine, as best as possible, through specific evidence and documentation, whether programs are aligned to standards.
1: Program Description

Required Exhibits

- Narrative: Less than 500 words providing a brief description of the program that:
  - provides context
  - allows reviewer to understand remaining evidence but is not repetitive
  - Is representative of all program standards

- Table depicting location, delivery models, and pathways
2: Organizational Structure

Required Exhibit

**Organizational Chart/Graphic** which shows:

- How leadership, instructional personnel/staff are organized within program and how it fits within the unit
- Roles and responsibilities of those involved in assigning mentors/coaches
- Chain of authority including individuals up to the dean/superintendent level
- In consortiums with **shared leadership** include individuals serving in administrative roles within consortium
3: Qualifications of Mentors/Coaches and Professional Development Personnel

Required Exhibits

- **Table** that provides **Summary of Mentors/Coaches** (number of full time, part time, retired annuitants, and vacancies)
- **Annotated List of Instructional Personnel** denoting which are mentors/coaches, which are PD providers, and which are both.
  - Each entry is linked to his/her résumé
  - Professional Development (PD) provider should link to most recent materials for those events

See sample next slide
Annotated List of Mentors/PD Providers

Mary Garcia, M.Ed.
Professional Development Provider (outside contractor)
Educational Equity

John Smith
Fulltime Mentor
  Single Subject Math
  Single Subject Science
3: Qualifications of Mentors and Professional Development Personnel

**Required Exhibits** (Continued)

- Published Documentation regarding experience and qualifications requirements used to select Instructional personnel (Mentors/Coaches, PD Providers)
- Recruitment documents (if vacancies exist)
4: Program Sequence

Required Exhibit

Link to published sequence of induction activities required for program completion.

- If program is offered via more than one pathway or model, a program sequence should be available for each pathway or model.
5: Job-embedded Fieldwork and Clinical Practice

**Required Exhibits**

- A **Timeline or Table** denoting when mentors are assigned and how support hours are broken out across the 2-year induction experience. Teacher induction must include early completion option (ECO).

- **Signed Employer Agreement or MOU** delineating
  - required number of coaching hours;
  - criteria for coach/mentor selection, training and evaluation;
  - support and assessment roles and responsibilities
5: Job-embedded Fieldwork and Clinical Practice

**Required Exhibits** continued

- **Training Materials** used to train mentors/coaches
- **Spreadsheet or Table** verifying appropriate coach/mentor matches
- **Links to Published Manuals or Handbooks or Advising Materials** that provide information to the district and candidates about expectations of the program
- **Individual Learning Plan template and related program documents**
  - **Blank Assessment Documents**
6: Credential Recommendation

Required Exhibits

Brief Description (200 words or less) of program’s process- ensuring that only qualified candidates are recommended

- Candidate progress monitoring document or other tracking tool used to verify that candidate has met all requirements for the program prior to recommendation.
1: Program Description

Required Exhibits

Narrative: Less than 500 words providing a brief description of the program that:

- provides context
- allows reviewer to understand remaining evidence but is not repetitive
- Is representative of all program standards

Table depicting location, delivery models, and pathways
Document Submission

Now:
Institutions are encouraged to create a website (preferred) which houses exhibits and submit the URL for review OR submit a .pdf with hyperlinked exhibits.

Future:
It is anticipated that Program Review will be submitted through an institutional dashboard.
Review Process

Reviewed by BIR

- Examine all exhibits to make preliminary standards determination

Submission is Reviewed Once

- Feedback to programs
- Programs provide an Addendum 60 days prior to Site Visit

Site Visit team is a subset of Program Review reviewers
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Resources:

Accreditation Activities by Cohort
http://www.ctc.ca.gov/educator-prep/program-accred-sch-act.html

Program Review Webpage: Directions and Course Matrices
http://www.ctc.ca.gov/educator-prep/program-review.html

Cohort Consultant
- psd<cohort color>@ctc.ca.gov (example: psdYellow@ctc.ca.gov)
- psdInduction@ctc.ca.gov
Questions???