

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

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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

Program Review Due Dates by Cohort

Cohort	Due on October 15th
Yellow	2017
Orange	2018
Red	2019
Violet	2020
Indigo	2021
Blue	2022
Green	2023

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???