

# Program Review: Preliminary Programs

Teaching Credentials  
Services Credentials  
Added Authorizations



# Program Review: An Overview

- Occurs in Year 5 of the Accreditation Cycle
- One Submission for each program sponsored by the 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
- Seven Elements with required exhibits
  - Requires Specific Course Matrix (see Program Review webpage)

# 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 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, faculty/staff including faculty in non-teaching roles are organized within program
  - Roles and responsibilities of those involved in field placement
  - How program fits within unit
  - Chain of authority including individuals up to the dean/superintendent level

# 3: Faculty Qualifications

## Required Exhibits

- **Table** that provides **Overview of Faculty** (number of full time, part time, adjunct, and vacancies)
- **Annotated Faculty List** linking to vitae and most recent syllabus for each assigned course

[John Smith, Ph.D.](#)

Fulltime Tenure Track

[CURR131 Educational Foundations](#)

[CURR140 Classroom Management](#)

[EDADM220 Schooling in a Democratic Society](#)

# 3: Faculty Qualifications

## Required Exhibits (Continued)

- Published Experience and Qualifications Requirements for Adjunct Faculty
- Faculty Recruitment Documents (if vacancies exist)

# 4: Course Sequence

## Required Exhibit

- Published Course Sequence from Course Catalog/website
  - If program is offered via more than one pathway or model, a course sequence should be available for each pathway or delivery model.

# 5: Course Matrix

## Required Exhibit

- Course matrix with links to specific activities within the syllabi that provide documentation of Introduction (I), Practice (P), and Assessment (A) of candidate competencies.

	EDU 230 Classroom Management	EDU 234 Early Literacy	EDU 235 Teaching English Learners									EDU 452 Student Teaching
TPE 1	I, P											
TPE 2		P	P, A									A

- Required course matrices are found at <http://www.ctc.ca.gov/educator-prep/program-review.html>

# 6: Fieldwork and Clinical Practice

## Required Exhibits

- **A Table** that denotes the number of **hours** candidate's participate in early fieldwork and supervised clinical practice and how those hours are broken out across fieldwork/clinical experiences.
- **Memorandum of Understanding (MOU), Partnership Agreement,** or link to **published supporting document** that clearly delineates the requirements of each candidate placement
- **Training Materials** used to train Veteran Practitioners (for example, master teachers) serving in support and/or supervisory roles

# 6: Fieldwork and Clinical Practice

## Required Exhibits continued

- **Spreadsheet or table** verifying appropriate placements for all candidates
- **Published Manuals or Handbooks or Advising Materials** (links) that provide information to the district and candidates about expectations within the clinical experience
- **Syllabi** for supervised clinical experiences
- **Blank Assessment Instruments** used in fieldwork/clinical practice

# 7: 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.

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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

# Due Dates by Cohort

Cohort	Due on October 15
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](mailto:psdYellow@ctc.ca.gov) )

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