

TEACHING AND SCHOOL ADMINISTRATION
PROFESSIONAL STANDARDS ADVISORY
BOARD **POLICIES AND PROCEDURES**
COMMITTEE

January 7, 2013, 9:30 a.m., 2nd Floor North/South,
KSDE

Official Minutes

I. Call meeting to order

The meeting was called to order at 9:30 a.m. by Cindi Barta, Chair.

II. Roll Call

Members introduced themselves.

Present: Cindi Barta, Linda Brungardt, Jean Dockers, Becky Murray, John Rhodes, Linda Stecher

Absent: David Myers

KSDE: Sungti Hsu, TJ Boeckman

III. Approval of agenda

Motion: It was M/S (Dockers/Rhodes) to approve the agenda with the addition of the following item: VI. Review of regulations SBR 91-1-321 and 232 and SBR 91-1-70a. Motion carried.

IV. Approval of minutes of November 22, 2011

Motion: It was M/S (Brungardt/Stecher) to approve the minutes from the November 22, 2011 meeting. Motion carried.

V. Discussion of Annual Report and Goals for 2012-2013

The committee reviewed and discussed each of the goals from 2011-2012. Listed below are the goals for the 2012-13 year as voted on and approved.

Motion: It was M/S (Dockers/Stecher) to approve the newly created and revised goals one through six for 2012-13. Motion carried.

1. Monitor the policies and procedures of the performance assessment for program approval and accreditation of educator preparation providers (EPPs).
2. Monitor the policies and procedures of alternative teacher preparation programs and restricted licensure
3. Monitor the policies and procedures of professional development as it pertains to higher education
4. Monitor policies and procedures of online teacher preparation programs for licensure

5. Monitor policies and procedures for KSDE/NCATE accreditation visits in Kansas
6. Monitor the merger of National Council for Accreditation of Teacher Education (NCATE) and Teacher Education Accreditation Council (TEAC) into **Council for the Accreditation of Educator Preparation (CAEP)**

The committee briefly discussed the Annual Report, with no action taken.

VI. Review of regulations SBR 91-1-321 and 232 and SBR 91-1-70a

The committee reviewed 91-1-70a, 91-1-230, 91-1-231, and 91-1-232. Recommended changes are listed on page 3-5 of these minutes. The committee recommended terminology update that reflects more truthfully the current NCATE/CAEP review processes.

All recommendations for changes to these regulations will be forwarded to Susan Helbert, who will work with the Regulations Committee who in turn will review and make a recommendation to the Professional Standards Board.

VII. Adjournment

The meeting was adjourned just before noon, by consensus.

VIII. Future meeting date - April 29, 2013, 9:30-3:30, KNEA, Room A

- Work session to update the *Institutional Handbook for Program Review*, last amended November 22, 2011
- Review the policy recommendations from the restricted licensure advisory committee for the meeting and work on revising the state protocol for accreditation visits

91-1-70a. Accreditation

The "professional standards for the accreditation of teacher preparation institutions," as published by the national council on the accreditation of teacher education (NCATE) in February 2008, including the "glossary of NCATE terms," are adopted by reference. *(Authorized and implementing Article 6, Section 2(a) of the Kansas Constitution; effective July 1, 1997; amended Jan. 4, 2002.)*

91-1-230. Institutional accreditation and program approval definitions.

- (a) "Academic year" means July 1 through the following June 30.
- (b) "Annual report" means a document that an institution submits to the commissioner on a yearly basis in which the information specified by the commissioner concerning unit standards and operations, programs offered by the unit, and statistical data is presented.
- (c) "Approved," when used to describe a teacher education program, means that the program meets the program standards prescribed in regulations adopted by the state board.
- (d) "Approved with stipulation," when used to describe a teacher education program, means that the program has deficiencies in meeting the program standards prescribed in regulations adopted by the state board that the institution shall correct before being approved.
- (e) "Commissioner" means the state commissioner of education or the commissioner's designee.
- (f) "Evaluation review committee" means the standing committee of the teaching and school administration professional standards board, or its successor, that is responsible for making accreditation and program approval recommendations to the state board.
- (g) "Focused visit" means the on-site visit to a teacher education institution that has limited accreditation or accreditation with conditions by the state board and is seeking full accreditation.
- (h) "Full accreditation" means the status assigned to a teacher education institution that is determined through a focused visit to meet substantially the accreditation standards adopted by the state board.
- (i) "Initial visit" means the first on-site visit to a teacher education institution that is seeking accreditation for the first time from the state board.
- (j) "Institutional candidate" means the designation assigned to an institution that is seeking accreditation for the first time and that has met the accreditation preconditions specified by the state board.
- (k) "Institutional candidate visit" means an on-site visit that takes place following the designation of institutional candidate status to a teacher education institution.
- (l) "Institutional report" means a document that describes how a teacher education institution meets the accreditation standards adopted by the state board.
- (m) "Limited accreditation" means the status assigned to a teacher education institution that is determined through an initial visit to meet substantially the accreditation standards adopted by the state board.
- (n) "Not approved," when used to describe a teacher education program, means that the program fails substantially to meet program standards adopted by the state board.
- (o) "Program report" means a written document that describes coursework, assessment instruments, and performance criteria used in a program to achieve the program standards established by the state board.
- (p) "Progress report" means a written document that addresses the stipulations that are noted if a new program is approved with stipulation.
- (q) "Review team" means a group of persons appointed by the commissioner to review and analyze reports from teacher education institutions and prepare reports based upon the review and analysis.
- (r) "State board" means the state board of education.
- (s) "Student teaching" means preservice clinical practice for individuals preparing to become teachers.
- (t) "Teacher education institution" and "institution" mean a college or university that offers at least a four-year course of study in higher education and maintains a unit offering teacher education programs.
- (u) "Teacher education program" and "program" mean an organized set of learning activities designed to provide prospective school personnel with the knowledge, competencies, and skills to perform successfully in a specified educational position.
- (v) "Upgrade report" means a written document that addresses the stipulations noted if an existing program is approved with stipulation. *(Authorized by and implementing Article 6, Section 2(a) of the Kansas Constitution; effective Aug. 6, 2004; amended Aug. 12, 2011.)*

Comment [SH1]: Should the terms Teacher Education Institution and Unit be changed to educator preparation providers (EPPs) as it is being used by NCATE and will be by CAEP? However the term EPP may include entities KS does not want to allow to prepare educators.

Comment [SH2]: The regulation committee may want to bring this set of terminology up-to-date by visiting NCATE glossary.

91-1-231. Procedures for initial accreditation of teacher education institutions.

- (a) Statement of intent. Each teacher education institution that desires accreditation by the state board shall submit a written statement of its intent to seek accreditation to the commissioner at least 24 months before the institution desires to have its initial visit. Upon receipt of this statement, the initial visit shall be scheduled by the commissioner.
- (b) Preconditions.
- (1) At least three semesters before the initial visit, the teacher education institution shall submit to the commissioner a preconditions report addressing each of the preconditions specified by the state board.
 - (2) Upon receipt of a preconditions report, the report shall be referred by the commissioner to the appropriate committee of the standards board. The committee shall review the report and determine whether all of the preconditions have been met.
 - (3) If all of the preconditions have been met, the committee shall recommend to the commissioner that the institution be designated an institutional candidate.
 - (4) If the committee determines that the preconditions have not been met, the committee shall notify the institution of the committee's determination and shall advise the institution that it may submit, within 30 days of the notice, additional or revised documentation for consideration by the committee.
 - (5) If additional or revised documentation is submitted, the committee shall review the documentation and make a final recommendation to the commissioner.
 - (6) The final determination of whether the preconditions are met shall be made by the commissioner. If the preconditions are met, the institution shall be designated as an institutional candidate.
 - (7) EPP should follow the procedures specified in K.A.R. 91-1-70a to prepare for preconditions submission.
- (c) Limited accreditation.
- (1) To attain the status of limited accreditation, an institution shall schedule an initial visit for the institution with the commissioner and submit an institutional report that shall be in the form and shall contain the information prescribed by the commissioner. The institutional report shall be submitted at least 60 days before the date of the initial visit scheduled for the institution.
 - (2) After the initial visit, the institution shall be either granted limited accreditation or denied accreditation following the procedure set forth in K.A.R. 91-1-232.
 - (3) Each institution shall retain the status of limited accreditation for three academic years, unless the status is changed by the state board.
 - (4) For licensing purposes, each institution that is granted limited accreditation shall be deemed to have full accreditation.
- (d) Full accreditation.
- (1) (A) Any institution that has been granted limited accreditation from the state board may apply for full accreditation by scheduling a full visit of the institution with the commissioner and submitting an institutional report that shall be in the form and shall contain the information prescribed by the commissioner.
 - (B) Each institution shall schedule the full visit to be completed before the institution's limited accreditation expires.
 - (C) Each institution shall submit its institutional report at least eight months before the date of the full visit to the institution.
 - (D) After the full visit, the institution shall be either granted full accreditation or denied accreditation following the procedures set forth in K.A.R. 91-1-232.
 - (2) Subject to subsequent action by the state board, the full accreditation of any teacher education institution shall be effective for seven academic years. However, each teacher education institution granted full accreditation by the state board shall submit an annual report to the commissioner on or before July 30 of each year.
- (e) Renewal of accreditation. Any institution may request renewal of its accreditation status by following the procedures specified in K.A.R. 91-1-70a.
- (f) Change of accreditation status.
- (1) The accreditation status of any teacher education institution may be changed or revoked by the state board if, after providing an opportunity for a hearing, the state board finds that the institution has failed to meet substantially the accreditation standards adopted by the state board, that the institution has made substantial changes to the unit, or that other just cause exists.

Comment [SH3]: Since the processes are constantly being referred back to NCATE processes, it should be added here for consistency.

Comment [SH4]: The IHE consultant communicates with the EPP in multiple ways to guide interested EPPs through the processes and to ensure that the EPPs have the abilities to meet requirements, therefore it is unnecessary to regulate this visit(s) in the regulation.

- (2) The duration of the accreditation status of an institution may be extended by the state board.
- (3) (A) If limited or full accreditation of an institution is denied or revoked, the institution shall not admit any new students into its teacher education unit.
- (B) The institution may recommend for licensure only those students who complete their programs by the end of the semester in which the accreditation denial or revocation occurs. The institution shall provide written notice to all other students in its teacher education unit at the time of accreditation denial or revocation that the institution is no longer authorized to recommend students for licensure. *(Authorized by and implementing Article 6, Section 2(a) of the Kansas Constitution; effective Aug. 6, 2004; amended Aug. 12, 2011.)*

91-1-232. visits; recommendation; appeal.

- (a) On-site visits.
- (1) After the scheduling of an initial visit, a continuing accreditation visit, or a focused visit, an on-site review team shall be appointed by the commissioner. The team shall be appointed at least eight months before the date of the visit. The chairperson of the on-site review team and the number of on-site review team members shall be designated by the commissioner. An institution may challenge the appointment of a team member only on the basis of a conflict of interest.
- (2) In accordance with procedures adopted by the state board, each on-site review team shall examine and analyze the institutional report, review electronic exhibits, conduct an on-site review of the teacher education institution, and prepare reports expressing the findings and conclusions of the review team. The review team reports shall be submitted to the commissioner. The reports shall be forwarded by the commissioner to the evaluation review committee and to an appropriate representative of the teacher education institution.
- (3) Any institution may prepare a written response to a review team report. Each response shall be prepared and submitted to the commissioner within a designated time frame following receipt of a review team's report. Each response shall be forwarded by the commissioner to the evaluation review committee.
- (b) Recommendation and appeal.
- (1) The evaluation review committee, in accordance with procedures adopted by the state board, shall prepare a written initial recommendation regarding the appropriate accreditation status to be assigned to the teacher education institution, which shall include a statement of the findings and conclusions of the evaluation review committee. The recommendation shall be submitted to an appropriate representative of the teacher education institution and to the commissioner.
- (2) Within 30 days of the receipt of an initial recommendation of the evaluation review committee, the teacher education institution may submit a written request to the commissioner for a hearing before the evaluation review committee to appeal the initial recommendation. This request shall specify, in detail, the basis for the appeal, including an identification of each item disputed by the institution.
- (3) If a request for a hearing is submitted according to paragraph (b)(2), the evaluation review committee shall conduct a hearing. The committee shall then prepare a written final recommendation regarding the appropriate status to be assigned to the teacher education institution, which shall include a statement of the findings and conclusions of the evaluation review committee. The recommendation shall be submitted to an appropriate representative of the teacher education institution and to the commissioner. The final recommendation shall be submitted by the commissioner to the state board for its consideration and determination.
- (4) If a request for a hearing is not submitted within the time allowed under paragraph (2) of this subsection, the initial recommendation of the evaluation review committee shall become the final recommendation of the review committee. The committee's final recommendation shall be submitted by the commissioner to the state board for its consideration and determination. *(Authorized by and implementing Article 6, Section 2(a) of the Kansas Constitution; effective Aug. 6, 2004; amended Aug. 12, 2011.)*

Comment [SH5]: The new NCATE procedure is to have an off-site visit prior to the on-site visit.