

General Preconditions

Response to Preconditions

- 1. Accreditation and Academic Credit.** To be granted initial accreditation or continuing accreditation by the Committee on Accreditation as a program of professional preparation, the program must be proposed and operated by an institution that (a) is fully accredited by the Western Association of Schools and Colleges, and (b) grants baccalaureate academic credit or post baccalaureate academic credit, or both.

A new institution of higher education faces WASC accreditation in three stages: first is eligibility for accreditation; second is candidacy for accreditation following two institutional self-studies and site visits; and third is accreditation, which normally follows in a timely fashion after further institutional development, two more self-studies, and two more site visits. California State University Channel Islands (CSUCI) was granted eligibility for accreditation in October of 2001 and submitted its first self-study for candidacy (the "Preparatory Report") in November of 2002. Following a successful Preparatory site visit in February of 2003, the institution is now in the process of developing its second self-study (the "Educational Effectiveness Report"), to be submitted in July of 2004, in preparation for the second site visit in October of 2004. The earliest date that CSUCI can expect to be granted the status of Candidate for Accreditation is February of 2005. In light of CCTC preconditions, CSUCI requested that a WASC representative notify CCTC of our status within the accreditation process. The WASC Associate Director, Judie Wexler, describes CSUCI's current progress toward accreditation in a letter on file with CCTC.

The Commission on Teacher Credentialing recognized the circumstances of a new institution and allowed program approval for Multiple Subject Credential in January of 2003. We request this same consideration for the Administrative Services Credential.

- 2. Responsibility and Authority.** To be granted initial accreditation or continuing accreditation by the Committee on Accreditation, the institution shall provide the following information.

- (a) Identify the academic position within the institution's organizational structure that is responsible for ongoing oversight of all credential preparation programs offered by the institution (including credential programs offered by the extension division, if any).**
- (b) Provide a description of the reporting relationship between the position described in (a) and the managers who coordinate each credential program offered by the institution. If a reporting relationship is indirect, describe the levels of authority and responsibility for each credential program.**

Response

Part (a)

The Vice President for Academic Affairs is the chief academic officer responsible for all academic programs of the University. All faculty are responsible to the Dean of the Faculty who reports directly to the Vice President of Academic Affairs. The Chairperson of the Education Department reports to the Dean of the Faculty and the Director of Extended Education reports to the Associate Vice President who reports directly to the Vice President for Academic Affairs.

Part (b)

Given our status as a start-up university, we have organized our institution into programs rather than colleges or departments. Our educational leadership faculty are located within the Education Program that also includes faculty in multiple subject, single subject, special education and educational foundations. The Office of Student Teaching, directed by the Coordinator of Student Teaching is located within the Education Program. The Chairperson of the Education Program, who is a tenured member of the faculty, coordinates with other campus programs related to teacher credentialing such as the Teacher Credential Office that is managed by the Credential Advisor. The Teacher Credential Office reports to the Associate Dean of the Faculty. The Administrative Services Credential Program will be managed jointly by the Chairperson of the Education Program and by the Director of Extended Education. The Director of Extended Education is primarily responsible for administrative management of the program that includes scheduling of courses, processing admissions and registration of students, managing employment contracts of faculty, and overall fiscal management of the program. The Chair of Education and Education faculty are primarily responsible for overseeing the curriculum and instruction, selecting candidates for admission, selecting qualified faculty, and verifying candidate competence. When State funding for the Principals Leadership Program becomes available the program will be moved out of Extended Education.

Communication between the faculty and Credential Office is maintained by the Associate Dean, the Credential Advisor, and the Chair of the Education Programs. Faculty members work collaboratively across the disciplines and also within their discipline specific groups.

3. **Personnel Decisions.** To be granted initial accreditation or continuing accreditation by the Committee on Accreditation, a program of professional preparation must be proposed and operated by an institution that makes all personnel decisions without considering differences due to gender or other constitutionally or legally prohibited considerations. These decisions include decisions regarding the admission, retention or promotion of employees.

CSUCI does not discriminate on the basis of gender or other constitutionally or legally prohibited considerations. The university operates on a basis consistent with federal and state law as well as the CSU Trustees' policies. The University's

Associate Vice President for Human Resources serves as CSU Channel Island's Diversity Officer. This position oversees the appropriate implementation of campus non-discrimination policies. Along with a commitment to diversity and equal opportunity, the university is committed to a development of a campus that is truly multicultural in all aspects of its operation, including faculty, staff, students and curriculum. Following is CSUCI Policy Statement on Non-Discrimination:

It is the policy of CSUCI, in accordance with the Board of Trustees' Policy on Non-discrimination, that all of its employment practices shall reflect the California State University's strong commitment to the principles and practice of Equal Employment Opportunity. CSUCI will recruit, hire, promote, train, and implement all other personnel actions; and will administer all of the terms, conditions, and privileges of employment without regard to race, color, religious creed, national origin, ancestry, disability, medical condition, gender, sexual orientation, marital status, age or veteran status.

CSUCI is committed to serving the diverse educational needs of the people of the State of California into the 21st century. This commitment extends to pledge to create an educational and working environment in which diversity is viewed as a desirable and valuable asset to the University and to the community that it serves.

This policy is administered at CSUCI through the Associate Vice President, Human Resources Programs. Questions, concerns, suggestions, or complaints should be directed to (805) 437-8423.

4. **Demonstration of Need.** To be granted initial accreditation by the Committee on Accreditation as a program of professional preparation, the program proposal must include a demonstration of the need for the program in the region in which it will be operated. Such a demonstration must include, but need not be limited to, assurance by a sample of school administrators that one or more school districts will, during the foreseeable future, hire or assign additional personnel to serve in the credential category.

The need for Administrative Services Programs in Ventura County is evident from the number of students enrolled in administrator preparation programs that California State University Northridge (CSUN) has been offering at their off-campus center at CSU Channel Islands. Table 1 summarizes the number of CSUN @ CI applicants and enrolled students over the last three years.

CSUCI has a cooperative agreement with CSU Northridge so that Northridge will phase out administrative services preparation programs at CSUCI this year. CSUCI is projected to enroll 20 students for the Administrative Services Credential Program during our first year. These are students who would have

attended CSU Northridge at Channel Islands. Phase out of other teacher credential areas is occurring at a steadily increasing rate.

The demand for credentialed administrators results from a demographic imperative, particularly in western part of Ventura County, as a result of the tremendous growth taking place. (This demographic imperative brought about the establishment of CSUCI.) As further evidence of the county-wide need in creating CSUCI, the state was being responsive to the pressing need for prepared teachers and administrators in Ventura County. Over 666 teachers are employed on emergency credentials, waivers or enrolled in pre-intern and intern programs in the county this year alone (See Table 2).

A recent survey of the twenty-three school districts in Ventura County in which 12 districts responded showed the continuing need for school administrators. Superintendents were asked in a survey conducted by the Office of the Superintendent of Ventura County Schools to respond to the following question:

“Do you anticipate that the demand for hiring for the following credentialed staff will increase, decrease, or stay the same in the next three years?”

In responding to the need for administrators:

Eight (8) of the districts responded **Increase** and four districts responded **Stay the Same**. No districts anticipated a decrease in demand.

A copy of this survey is included in the appendix to this document.

Table 1

Teacher Preparation CSUN at CSUCI

Applicants	<u>99-00</u>	<u>00-01</u>	<u>01-02</u>
Multiple subject	N/a	238	292
Special Education	N/a	14	20
Preliminary Admin	N/a	14	21
<i>Total Enrolled</i>			
Multiple subject	415	423	520
Special Education	12	39	47
Preliminary Admin	44	51	62

Table 2

Ventura County Teacher Emergency Permits, Intern and Pre Intern Credentials 2000-01			
Total by Credential Type			
Multiple Subject		287	
Single Subject		232	
Special Education		147	
Emergency Permits			
Multiple Subject		181	
Single Subject		151	
Special Education		83	
Pre Intern Certificates Issued			
Multiple Subject		48	
Single Subject		38	
Education Specialist		37	
Internship Credentials Issued			
Multiple Subject		55	
Single Subject		26	
Education Specialist		25	
Credential Waivers			
Multiple Subject		3	
Single Subject		17	
Special Education		2	
Total		666	

5. **Practitioners Participation in Program Design.** To be granted initial accreditation by the Committee on Accreditation as a program of professional preparation, the program proposal must include verification that practitioners in the credential category have participated actively in the design and development of the program's philosophical orientation, educational goals, and content emphases.

Prior to the opening of CSUCI, a planning group composed of CSUCI faculty, administrators, and representatives of the Ventura County Office of Superintendent BTSA and Intern programs has been meeting regularly. Our area educator colleagues play an active role in advising on the design and development of the philosophical orientation, educational goals, and content emphases of our teacher education programs. Additionally, a large-scale educational visioning meeting was held in Fall 2001. Fifty-eight educators from throughout the county met to describe the knowledge, skills and dispositions desired of educators, the types of programs to be offered at CSUCI, and the way in which the professional education community and the university should work together to create strong teacher and administrator preparation programs. The professionals represented Ventura County and Southern Santa Barbara County Superintendents, Personnel Directors, Migrant Education Program Coordinators, BTSA Coordinators, Bilingual Program Coordinators, Principals, Teachers and Program Coordinators.

On February 11, 2003 Vice President for Academic Affairs, Chairperson of the Education Department, and the Director of Extended Education, met with Dr. Chuck Weis, Superintendent of the Ventura County Schools to reaffirm the need for a CSUCI based program to prepare candidates for the Preliminary Administrative Services Credential. Dr. Weis confirmed the need for the program and invited representatives of CSUCI to further explore the need and share plans for program development with the Ventura County School Superintendents at their next meeting. The Chairperson of the Education Department and the Director of Extended Education met with the Ventura County Superintendents on February 28, 2003. Superintendents expressed strong support for the program based on personnel needs within the county. Several superintendents also expressed an interest in advising and/or actively participating in the development of the program.

Building on the strong partnership of the local education community and the CSUCI Education Department, the Principals Leadership Program has been developed with direct involvement of local school principals, superintendents, and representatives of the Office of Ventura County Schools. This partnership will continue through every phase of the development and implementation of this program.

The Preliminary Administrative Services Credential Program has been reviewed by several groups of local administrators and practitioners. These groups reviewed early drafts of the program outline and provided feedback and guidance on changes to the program. Among reviewers from the local education community are Dr. Jerry Dannenberg Superintendent Hueneme School District; Dr. Howard Hamilton, Superintendent, Pleasant Valley Schools. Dr. Tom McCoy, Principal of Hueneme High School, Oxnard Union High School District; Dr. Arlene Miro, Ventura County Teacher Support Programs; Denise Danne, Director of Human Resources, Ventura County Schools, Linda Ngarupe, Principal of University Preparatory School, Camarillo, The Ventura County Superintendents of Schools are also being provided with information and feedback opportunities through their regular meetings, most recently on October 17, 2003. Agendas from these meetings are included in the appendix of this document.

- 6. Commission Assurances.** To be granted initial accreditation by the Committee on Accreditation as a program of professional preparation, the program proposal must (a) demonstrate that the program will fulfill all of the applicable standards of program quality and effectiveness that have been adopted by the Commission; and (b) include assurances that (b1) the institution will cooperate in an evaluation of the program by an external team or a monitoring of the program by a Commission staff member within four years of the initial enrollment of candidates in the program, and (b2) that the institution will respond to all requests of the Commission for data regarding program enrollments and completions within the time limits specified by the Commission.

CSUCI is committed to full cooperation with the Commission and will work to demonstrate that the program fulfills all standards of program quality and effectiveness. To that end, CSUCI will conduct a yearly review of the Credential Programs, to include reviews by our students and personnel from the surrounding school districts who hire them. We will also adhere to the CSU institutional Program Evaluation Process (PEP). We will continue to cooperate with the Commission and the external team and/or Commission staff member. We will respond to all requests of the Commission for data in a timely manner.

- 7. Requests for Data.** To be granted continuing accreditation by the Committee on Accreditation as a program of professional preparation, the institution must respond to all requests of the Commission for data regarding program enrollments and completions within the time limits specified by the Commission.

Since CSUCI has committed to full cooperation with the Commission from the outset, so it intends to continue an effective working relationship with the Commission in the future. The university will continue to provide information and data requiring program enrollments and completions in a timely fashion.

General Preconditions Established by State Law

8. Instructor Participation. Each faculty member who regularly teaches one or more courses relating to the instructional methods in a program or professional preparation for teaching credentials, including Specialist Credentials, or one or more courses in administrative methods in an Administrative Services Credential program, shall actively participate in public elementary or secondary schools and classrooms at least once every three academic years. Reference: Education Code 44227.5 (a) and (b).

CSUCI has in place a number of mechanisms for ensuring that all faculty participate regularly in public elementary and secondary schools. We have developed an elementary level school affiliated with the University--University Preparatory School at CSUCI. CSUCI faculty are collaboratively developing a mentor teacher model with teachers and administrators at the University Preparatory School. One of the functions of the University Preparatory School is to prepare mentor/coach teachers who can return to their home schools and create satellite Professional Development Schools in the community. The partnerships between university faculty and local teachers will afford university faculty opportunities to team-teach in schools throughout the county. All education faculty will supervise student teachers in the field. CSUCI educational faculty are involved in the planning of the course curricula and will teach courses at the site, as well as place student teachers, and advise and consult with teachers and administrators at the school site. The site will further inform our applied research and scholarly teaching.

Since opening of CSUCI in Fall 2001, the Education faculty have been actively involved in the schools of Ventura County. Working in partnership with teachers and administrators, university regularly visit classrooms while supervising student teachers, assisting in program development and supporting the development of partnerships with K-12 schools. As a new and developing university, CSUCI is committed to responding to the needs of public elementary and secondary schools through active participation of its faculty.

The faculty selected for the Principals Leadership Program will include tenured faculty selected in their areas of expertise and highly qualified administrators who are currently practitioners in the local school districts. All of these faculty members will have active involvement in the public elementary or secondary schools and classrooms within the past three years as a part of their CSUCI responsibilities or as a part of the school district responsibilities.

9. California Basic Educational Skills Test. In each program of professional preparation, applicants for program admission shall be required to take the California Basic Educational Skills Test. The institution shall use the test to ensure that, upon admission, each candidate receives appropriate academic

assistance necessary to pass the examination. Reference: Education Code Sections 44252 (f) and 44252(n).

The California Basic Education Skills Test is required of all applicants for CSUCI credential programs. Most applicants to the Principals Leadership Program will hold California Teacher Credentials for which CBEST is required. Those applicants who have not already successfully passed CBEST, for example applicants moving from other states, will be required to meet the CBEST requirement. This requirement is clearly identified in the admissions criteria. The CSUCI Teacher Credential Office will review all applicants to the Principals Leadership Program to assure compliance with all of the admission requirement established by CTC including passage of the CBEST examination.

10. Certificate of Clearance. An entity that operates a program of professional preparation shall not allow a candidate to assume daily student teaching responsibilities or participate in field experience until the candidate obtains a Certificate of Clearance from the Commission which verifies the candidate's personal identification. Reference: Education Code Section 44320 (d).

CSUCI will not allow candidates to participate in field experiences until the candidate obtains a Certificate of Clearance from the Commission which verifies the candidate's personal identification. If the Certificate of Clearance has not been received, an affidavit is completed and signed by the applicant. The Certificate of Clearance must be applied for prior to admission to the program.

Preconditions for Internship Programs

CSUCI is not seeking approval to offer an internship program leading to the Preliminary Administrative Services Credential.