Policy 3: Review of New and Revised Credential/Certificate Programs that Prepare Personnel to Work in Schools

Background
This policy applies to all new and revised programs at California State University Fullerton that prepare students to work in schools under a credential or certificate which is granted by the California Commission on Teacher Credentialing (CCTC). UPS 411.400 Teacher Preparation states the principle that the collegiate preparation of personnel for public schools shall be the responsibility of the entire institution. In accordance with this principle, the Credential Programs Committee (CPC) was organized in 2000, with representatives from all of the credential programs on campus and from bodies such as the Secondary Education Cooperative Teacher Education Program (SECTEP) and the Elementary and Special Education Undergraduate Committee (EASEUP) which have responsibilities for credential or credential-related programs. Unit accreditation, as it is established in California, holds the entire university responsible for the quality of each and every credential program offered on the campus. Negative accreditation findings for one program impacts all campus programs. It is therefore critical to have a university committee that oversees all credential programs and program modifications.

Policy Elements
1.0 Approval for development of new programs
The CPC asks any unit preparing a CCTC document to provide purpose and intent of the new program to the committee prior to document writing. CPC members may provide guidance and assistance to individuals preparing such documents. Each program must be reviewed by the CPC prior to submission to the CCTC. (See attached Governance Process for Credential Program Approvals and Revisions.)

2.0 Approval of all program documents sent to CCTC
All program documents (new program proposals, revisions of existing programs, and accreditation documents) will be presented to the CPC for review and approval.

2.1 Time frame for review
A program document must be received with written approval by the sponsoring department, and a statement outlining consultation with the dean of the academic unit if outside of the College of Education. The document must be received in sufficient time for committee members to read and review prior to a regularly
scheduled committee meeting. This document review may by conducted by a sub-committee convened by the CPC chair. The exact time frame for appropriate review will be established between the CPC chair and the proposal writer.

2.2 Process for presenting the documents
At a regularly scheduled CPC committee meeting, the proposal writer will provide a 5 to 10 minute overview of the document and supporting evidence. The committee members at this time may ask clarifying questions or provide further suggestions.

2.3 Process for reviewing required changes
The chair of the CPC will review any required changes on behalf of the committee prior to seeking transmittal document signatures.

2.3 Vote required
A simple majority with a minimum of four voting members in attendance must indicate approval of the document for submission to the CCTC.

2.4 Steps following CPC approval
The chair of the CPC will attach a statement of approval by the CPC to the document and will provide the approval statement and document to the dean of the College of Education and to the dean of the academic unit if the program is housed outside of the College of Education. The proposal writer will obtain the signature of the University’s Chief Executive Officer.

Upon CCTC approval of the submitted program, the unit submitting the document will provide unit representation for membership on the CPC.

See attached Governance Process for Program Approvals and Revisions