

## **New Program Approval Process OKLAHOMA**

### **Instructions for new units seeking accreditation in Oklahoma:**

#### **INFORMATION FOR NEW UNITS IN OKLAHOMA**

- (1) **Application form.** The application form containing the required information will be completed by the director of teacher education at the institution seeking Commission accreditation for the teacher education certificate programs.
- (2) **Institutional plan.** The institutional plan shall be utilized by the Commission for program accreditation, State Regents program review, and NCATE accreditation. An institutional plan addressing the standards as outlined in the Oklahoma Commission for Teacher Preparation Standards for Oklahoma Accredited Teacher Education Programs and Institution Plan and criteria established in these rules and as stipulated in OS 70 sections 6-180 through 202 will be sent to the Commission office along with the application form.
- (3) **Records to be kept on file at the institution.** The following items and records shall be kept on file at the institution with the director/dean of teacher education
  - (A) Copy of the institution plan;
  - (B) Comments from the annual public forum held by the institution, the responses to comments, and how the comments were utilized in the modifications of the program;
  - (C) Copy of annual report to the Commission;
  - (D) Syllabi for courses in the areas of specialization, general education, and professional education will be kept on file with the institution; and
  - (E) Full faculty resumes will be on file for review. All levels of teaching personnel will be indicated.
  - (F) Copies of program review reports.
  - (G) Copy of the portfolio assessment report.
  - (H) Candidate CEOE scores.
- (4) **Timelines for evaluation process.**
  - (A) The Oklahoma Commission for Teacher Preparation personnel will establish an accreditation visit schedule in collaboration with the State Regents, NCATE and the institution dean/director of teacher education.
  - (B) Upon approval by the governing board of the institution, two copies of the institution report and supporting materials including the college catalog shall be sent to the Commission office 75 days prior to the accreditation visit. Upon receiving the names and addresses of the visiting accreditation review team, the institution shall send copies of all documentation to the members of the visiting accreditation review team.

- (C) The visiting committee selection process shall be completed a minimum sixty (60) days prior to the accreditation visit.
- (D) The on-site accreditation evaluation will be conducted over a three to five day period.
- (E) After finalizing the team draft report which results from the accreditation visit, and within fourteen days of the accreditation visit, the team chair shall send the draft report to team members and Commission professional personnel for editing.
- (F) Within twenty-one days of the visit the team members and the Commission office shall return their comments and recommendations on the report to the team chair. The chair makes corrections to the report, as appropriate, and sends a copy to the unit head at the institution for factual corrections.
- (G) Within twenty-eight days of the visit but not less than five days of the receipt of the report the unit head sends factual corrections in writing to the team chair. The chair makes changes at his/her discretion, finalizes the report and sends one copy to the Commission office. The report shall be in the format determined by the Commission.
- (H) The Commission staff will copy and bind the report with a cover that includes the name of the institution, its location, and the date of the visit.
- (I) Utilizing the procedures outlined in 712:10-5-1(e)(8) the Commission will make a final decision regarding the accreditation of the institution's certificate program(s). That decision will be based on the findings and recommendations of the Commission Program Accreditation Committee and any additional information which may be presented by the institution under review.
- (J) A portfolio review will be conducted three years prior to an accreditation site visit. Findings of the portfolio review will be presented to the Program Accreditation Committee and the Commission in the form of a report for information only.
- (K) All certification program reviews must be submitted to NCATE or to the Commission no later than twelve months prior to the first accreditation visit and six months prior to a continuing accreditation visit.

## **Instructions for new programs, within an established unit, seeking accreditation in Oklahoma:**

### **NEW CERTIFICATION PROGRAM PROCEDURES FOR ESTABLISHED UNITS**

#### **Adding New Certification Programs**

Accredited teacher preparation units seeking to add programs to current certification offerings must document that such programs will meet all institutional, state, and national requirements. Institutions should submit supporting documentation regarding the proposed

certification program for review and approval by the Oklahoma Commission for Teacher Preparation. The following documentation is required:

1. A rationale that explains how the proposed program relates to the total offerings of the unit and institution. The rationale should include information about program governance, faculty qualifications, and library and technology resources, including a financial explanation detailing how the unit will initiate and maintain appropriate funding for the program.
2. Letters of approval or other appropriate documentation that indicate the program proposal has the approval of all institutional and state (in case of state institutions) governing boards.
3. A program review that responds to program area standards as delineated by the OCTP *Review Process for New Programs* (refer to Appendix A).

### **Approval Procedure**

1. Submit Rationale, Governing Board Approval Documentation and Program Review to OCTP 6-12 months prior to offering courses.
2. OCTP distributes the program review to trained reviewers for evaluation. The composite report submitted by reviewers indicates if standards and criteria are met, as well as program and weaknesses.
3. If the proposed program as described in the program review is *not recognized*, the institution may submit a rejoinder and provide additional evidence if it so chooses.
4. If the program as described in the program review is *recognized*, the composite report, rationale, and other documentation are forwarded to the Program Accreditation Committee for action at the next scheduled meeting. (Note: the Program Accreditation Committee meets in September, November, February, and April, according to OCTP rules.)
5. The Program Accreditation Committee recommends appropriate action regarding the addition of a new certification program to the full Commission. The Commission may grant or deny approval for the new program.
6. If approved, the approval decision becomes effective the next semester, and the State Department of Education is notified of the certification program's status so that candidate credentials may be appropriately issued.
7. Additional reviews of the program will be conducted at the mid and terminal points as described in the *Review Process for New Programs*.

8. Any institution that is the object of an adverse decision may appeal that decision to OCTP Appeals Board as outlined in OAC 712: 10-5-1(9).

## **Appendix A**

### **Review Process For New Programs**

1. The unit must first complete the program initiation process through appropriate institutional and state channels.
2. The unit will submit an assessment plan to OCTP using the program review template designated by the corresponding SPA for NCATE affiliate programs. When a SPA template is not available, the institution will use the template designated by the Program Review Advisory Board and the Commission for Teacher Preparation.
3. The program report will clearly identify all assessments that will be utilized in the collection of data related to the development of candidates' knowledge, skills, and dispositions. In addition, the unit will identify a program midpoint (an anticipated time by which one-half of the program candidates have reached the midpoint of the program) and a terminal point (an anticipated date by which one-half of the candidates have completed the program).
4. In the program review, the unit will delineate a process for the analysis and the use of data for program improvement.
5. The chair of the Program Review Advisory Board (PRAB), the corresponding subject area representative from the advisory board, and a trained reviewer (either in state or national) designated by the OCTP Director of Accreditation will examine the preliminary program report.
6. In case of a conflict of interest involving the PRAB chair, the vice-chair will serve in his/her capacity. If the PRAB member in the certification area has a conflict of interest, the OCTP Director of Accreditation will appoint another trained reviewer (in-state or national) to the review committee in place of the PRAB member.
7. If the preliminary program review is not approved by the review committee, the institution may submit a revised report and provide additional evidence if it so chooses.
8. If the review committee approves the preliminary program review, it will be forwarded to the Program Accreditation Committee and the Commission for final approval.

9. If approved by the Commission, the approval decision becomes effective the next semester, and the State Department of Education is notified of the certification's status so that candidate credentials may be appropriately issued.
10. At program midpoint, the chair of the Program Review Advisory Board, the corresponding subject area representative from the advisory board, and a trained reviewer designated by the OCTP director of accreditation will undertake an Intermediate Focus Review (IFR). When possible, the team will be composed of the same persons who served on the initial review. The review will examine the institution's collection and analysis of data to ensure that the original assessment plan has been effectively implemented.
11. If the review committee finds the results of the Intermediate Focus Review acceptable, the program will be given permission to continue. If the committee finds that the program is not meeting the intent of its original report, the program will be given one semester to initiate recommended changes.
12. At the program terminal point identified in the program's initial report, a Final Focus Review (FFR) will be conducted by a committee again composed of the chair of the Program Review Advisory Board, the corresponding subject area representative from the advisory board, and a trained reviewer designated by the OCTP director of accreditation. When possible, the personnel of this team should be the same as those who conducted the initial and intermediate reviews.
13. An acceptable FFR will result a recommendation to the Program Accreditation Committee and the Commission for approval to continue the program until the unit's next regularly scheduled date for submission of program reviews.

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