New Program Approval Process
MICHIGAN

Institutions submit an application, including program documentation, to our office electronically. Application forms are posted at http://www.michigan.gov/documents/progapp_21902_7.doc. Specialty program standards are posted at: http://www.michigan.gov/mde/0,1607,7-140-6530_5683_6368-24835--,00.html

Four consultants, hired by the Michigan Department of Education, each have responsibility for reviewing specific specialty programs. The consultant assembles a group of content experts representing higher education, k-12 schools, and professional associations (who have been previously trained in review processes) to review submitted programs. The review is typically held in a conference format where several programs are reviewed at one time (often in a computer lab). A minimum of two reviewers is assigned to the initial review of each program, and their recommendations are discussed by the larger group before they are finalized. MDE consultants (curriculum and teacher preparation) finalize the recommendation form before the program is approved by the office director.

When the state has adopted new standards in a curricular area or added a new endorsement area, multiple programs are typically available for review at one time - and the conference approach works well. When programs come in singly (e.g. one institution decides to seek approval for a psychology program), two or three trained reviewers may be assigned to review the program, communicating by e-mail, phone, etc. without physically meeting. The MDE consultant reviews the recommendations that the reviewers submit, asks any questions, etc. before finalizing the form.

The review of new specialty programs - or those responding to new standards - is based on inputs. The periodic re-review of specialty programs will be based on outcome data, but that process is still in development.

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