CAEP Council for the Accreditation of Educator Preparation

2010 Massachusetts Avenue, NW | Suite 500
Washington, DC 20036
tel: 202.223.0077 | fax: 202.296.6620
www.caepnet.org

JUN 0 5 2013

June 3, 2013

The Honorable Michael P. Flanagan
Superintendent of Public Instruction
Michigan Department of Education
608 W. Allegan Street
Lansing, MI 48909

Dear Dr. Flanagan:

On behalf of the Council for the Accreditation of Educator Preparation (CAEP), I want to commend and congratulate Michigan for being among the first CAEP State Partners. Your leadership role in creating the first of fifty new CAEP State Partnership Agreements is important to CAEP's mission of transforming educator preparation through continuous improvement and innovation; and, ultimately in advancing P-12 student learning. The State Partnership program, by coordinating the state approval and CAEP accreditation reviews of Educator Preparation Providers, will eliminate duplication of effort and reporting and offer a cost saving benefit to providers as well as the state.

I would like to recognize the good work of Thomas Bell, Michigan's Higher Education Consultant and others in bringing the Agreement to fruition. Enclosed is the signed copy of the Michigan~CAEP State Partnership agreement which embodies both of our commitments to educator preparation and will serve as a guide for conducting the work of Michigan and CAEP.

Sincerely,

James G. Cibulka

James G. Cibulka
President

cc: Thomas Bell

JUN 0 5 2013

Partnership Agreement between the Council for the Accreditation of Educator Preparation and the Michigan Department of Education

JUN 0 5 2013

Partnership Agreement between the Council for the Accreditation of Educator Preparation and the Michigan Department of Education

As a means for ensuring that all Educator Preparation Providers (EPPs) in the State of Michigan are nationally accredited and offer state approved professional educator preparation programs and that EPPs meet state standards and performance criteria, as set forth in Michigan Teacher Certification Code R 390.1151, the Michigan Department of Education (MDE) and the Council for the Accreditation of Educator Preparation (CAEP) enter into this agreement. This agreement describes the partnership and delineates the processes and policies for national accreditation and Michigan ongoing approval for educator preparation providers, including specialty professional area programs. For purposes of this agreement, the term "educator preparation provider" includes all Michigan's educator preparation institutions inclusive of higher education institutions and alternate route providers. Additionally, the term specialized professional area program encompasses approved content/subject matter endorsements and administrator certificates/endorsements (i.e., Central Office, School Psychology, School Counselor, and Principal).

I. Standards for National Accreditation of Educator Preparation Providers

A. CAEP EPP standards must be met on the basis of sufficient and accurate evidence to merit national accreditation by CAEP.

B. State and institutional standards also may be applied in the CAEP accreditation process. The EPP must provide evidence demonstrating alignment to the appropriate state approved Michigan Interstate Teacher Assessment and Support Consortium Model Core Teaching Standards (MI-InTASC).

II. Process of National Accreditation for Educator Preparation Providers

A. The process required for national accreditation by CAEP is outlined in CAEP policies. EPPs seeking CAEP Accreditation must satisfy eligibility requirements, submit a self-study in a CAEP-approved format for formative feedback through off-site review, facilitate the posting of a call for public comment and distribution of third-party surveys to stakeholders, host a site visit, and complete an approved program review process for all programs of study leading to professional practice in a school setting.

B. Terms of accreditation shall be for a maximum of seven years. EPP accreditation status is subject to CAEP policies, including annual payment of dues and submission of an annual report as required.

C. An EPP must choose from one of three pathways for accreditation offered by CAEP: (Continuous Improvement (CI), Inquiry Brief (IB), or Transformational Initiative (TI)). An EPP will have the choice of pathway for each accreditation report submitted and may change its pathway for each accreditation visit. The EPP is responsible for

communicating the desired pathway with both the Office of Professional Preparation Services (OPPS) staff consultant and CAEP.

D. An EPP must submit and seek accreditation for all initial and advanced programs. The EPP may submit different pathway reports for each level of programs offered. The EPP must work with the OPPS staff consultant and CAEP to ensure the appropriate protocol is followed regarding initial and advanced programs seeking or continuing accreditation.

III. Standards and Processes for Specialized Professional Area Program Reviews (Endorsement Programs and Certificate Programs)

A. The EPP may choose from among the three review options for specialized professional area programs listed in III (D) below. EPPs may choose to use the same or multiple review options for their approved specialized professional area programs. For each specialized professional area program, the EPP will submit program reports following the guidelines set forth by CAEP for the review option selected. Specialized professional area programs the EPP chooses not to submit for ongoing review may be subject to loss of state approval status.

B. The OPPS, on behalf of the State Superintendent, has responsibility for initial and ongoing specialized professional area program approval. The OPPS will utilize information generated from the three specialized professional area programs review options to make decisions or recommendations to the State Superintendent or his designee regarding ongoing approval of specialized professional area programs.

C. As evidence of quality, CAEP accepts the decisions of national accrediting organizations for specialized professional program areas that are recognized by the U.S. Department of Education (USED) or the Council for Higher Education Accreditation. Proper documentation of current accreditation must be presented by the EPP.

D. For purposes of ongoing state review and approval of specialized professional area programs the State of Michigan recognizes the following three review options:

1. **CAEP Program Review with SPA Standards**:
   An EPP may choose CAEP Program Review by one of the Specialized Professional Associations (SPA). This process will result in the EPP being reviewed against the SPA standards and may result in national recognition. The OPPS staff consultant will review the program review report from the SPA and will make a recommendation to the State Superintendent or his designee regarding ongoing state approval status. Websites of CAEP and of particular SPAs provide additional information. All programs being submitted for SPA review must meet CAEP timeline requirements and reports will be due three years prior to the accreditation visit.

2. **CAEP Program Review with Evaluative Feedback**:
An EPP may choose CAEP Program Review with Evaluative Feedback for review of any specialized professional area programs. This process will provide information to the EPP and the state and national accreditation teams. The OPPS staff consultant will review the evaluative feedback and make a recommendation to the State Superintendent regarding continued state approval status based on the feedback provided. The EPP will utilize the MI-InTASC standards and the appropriate State Board of Education (SBE) approved standards for the specialized professional area programs being reviewed as the basis for review. The OPPS staff consultant will assist CAEP in identifying reviewers to participate in training and review activities. Program clusters will be reviewed by trained CAEP reviewers identified by the OPPS, National Education Association (NEA), American Federation of Teachers (AFT), National Board for Professional Teaching Standards (NBPTS), American Association of Colleges for Teacher Education (AACTE), Association of Teacher Educators (ATE), and other sources. Please visit www.caepsite.org for more information.

3. **State Review by the OPPS on behalf of the State Superintendent:**
State Review by the OPPS on behalf of the State Superintendent is only available for EPPs that have specialized professional area programs that have been approved within two years prior to the accreditation visit date. The OPPS staff consultant will review the ongoing progress of specialized professional area programs that have been approved within two years prior to the visit date to determine appropriate program status at the time of accreditation.

IV. Accreditation Review Teams

A. All members of the Accreditation Review Team will be appointed according to CAEP guidelines.

1. The OPPS will appoint one OPPS staff consultant to serve as a non-voting, non-writing member. Notwithstanding (or apart from voting and writing), the OPPS staff consultant will participate fully in all accreditation visits (offsite, onsite, and pre-visit). Additionally, the OPPS staff consultant will serve as the official contact during all aspects of the accreditation process. The OPPS staff consultant may participate in interviews and discussions regarding outcome. The OPPS staff consultant will provide state context for the accreditation team. Further, the EPP Dean/Chair/Accreditation lead will work with the OPPS staff consultant throughout the preparation of the accreditation visit and during the visit.

2. Team members will be trained for accreditation review team duties.

3. The OPPS staff consultant, as a member of the accreditation team, will be trained for accreditation review team duties. The OPPS staff consultant may use one of the following trainings:
   a. CAEP Board of Examiner Training
   b. CAEP Auditor Training

B. The onsite team activities will be conducted according to CAEP Policy.

C. The state will work with associations that represent P-12 educators (NEA, AFT, NBPTS), educator preparation providers, and education administrators to establish credit toward continuing education units or professional development requirements at the local district level in return for P-12 educators contributions to the accreditation process as visiting team members or program reviewers.

D. To assure educator preparation providers and the public that CAEP reviews are impartial and objective, to avoid conflicts of interest, and to promote equity and high ethical standards in the accreditation system, Accreditation Review Team members will adhere to CAEP's Code of Conduct.

V. Logistics and Expenses

A. EPPs will submit preferred visit dates to the OPPS staff consultant and CAEP staff at least one year prior to the onsite visit. Proposed dates must be approved by OPPS staff consultant prior to submission to CAEP. The OPPS, on behalf of the State Superintendent, will consult with CAEP regarding any delays requested by providers.

B. Six months before the onsite review, the EPP must publish a "Call for Comment" inviting third party testimony. The call for comment will be implemented electronically on the CAEP website. Please visit www.caepsite.org for more information.

C. Three months before the onsite review, the EPP must provide CAEP with email addresses for program candidates, EPP faculty, mentors, cooperating teachers, and other P-12 collaborators per CAEP policy. CAEP will survey these individuals regarding candidate performance and program features.

D. The EPP will work with the OPPS staff consultant and accreditation team chair to determine all pre-visit needs and the meeting date.

E. The EPP will be responsible for fees associated with participation of the OPPS staff consultant (including travel, lodging, and meals). Additional state representatives may be added to any CAEP review team as observers and/or consultants. The MDE, however, will be responsible for covering the cost of these participants.

F. The EPP is responsible for the expenses of the Accreditation Review Team, including travel, lodging, and meals.

G. Michigan state affiliates of the NEA and AFT may appoint observers for the onsite visit. Expenses for these observers will be borne by the NEA or AFT.

H. Following the onsite visit, evaluations of the performance of team members will be conducted by CAEP.

I. The EPP will pay accreditation site-visit fees (for the CAEP accreditation team and the OPPS staff consultant), including pre-visitor fees and other fees, as specified in CAEP policies.

VI. On-going Responsibilities

A. The EPP will submit annual reports to CAEP and the State Superintendent in the format prescribed by CAEP. Please visit www.caepsite.org for more information.

B. EPPs must maintain regional accreditation or institutional accreditation by a USED or the Council for Higher Education Accreditation (CHEA) recognized agency in order to continue their CAEP accreditation.

C. The state will notify CAEP within thirty days of action taken when a CAEP accredited EPP has had a change in state approval status as a result of a decision on specialized professional area programs status by the State Superintendent.

VII. Other Terms and Conditions

A. EPPs will pursue accreditation and specialized professional area program approval according to CAEP's policies, procedures, timelines, and terms. Please visit www.caepsite.org for more information.

B. The OPPS staff will collaborate with CAEP staff to plan, design and implement a variety of training opportunities for reviewers. As part of this agreement, OPPS representatives may participate in web training and on-site conferences and training events for no registration fee. In addition, registration fees and participation expenses will be provided by CAEP for the OPPS staff consultant to attend CAEP's annual State Partnership Clinic. Additional OPPS staff may attend the Clinic for no fee, though CAEP will not reimburse travel expenses (travel, lodging, meals).

C. Training events may be arranged, including events in Michigan, on a cost-recovery basis with arrangements negotiated according to CAEP's policies regarding fees and expenses for training.

D. The OPPS, on behalf of the State Superintendent, will receive copies of

all pertinent accreditation and specialized program area approval documents and reports. OPPS staff will have access through the Accreditation Information Management Service and will be supplied with login information, passwords, and technical support.

E. Membership fees will be paid annually by the OPPS.

F. Responses to the final reports by the EPP will follow procedures and timelines established in CAEP policy. Please visit www.caepsite.org for more information.

G. Final accreditation decisions are posted on CAEP's website. CAEP sends the Chief Executive Officer of the higher education institution and the designated contact for EPP a letter reporting the official accreditation decision. Additionally, CAEP provides written notice of all accreditation decisions to the State Superintendent, Director of the OPPS, USED, the appropriate state licensing or authorizing agency, all accrediting agencies recognized by the USED and CHEA, and the public (via the CAEP website). Please visit www.caepsite.org for more information.

This Partnership Agreement and Implementation Protocol shall be for an initial period of seven years (June 1, 2013 through June 1, 2020) and may be modified by the two parties during that time. The intention of this agreement is to have an ongoing partnership between CAEP and the MDE.

The terms of this agreement have been reached by mutual consent and have been read and understood by the persons whose signatures appear below. The parties agree to comply with the terms and conditions of the plan as set forth herein.

James G. Cibulka 5/28/13

James G. Cibulka, President
Council for the Accreditation of Educator Preparation

Date

Michael P. Flanagan 5-17-13

Michael P. Flanagan, State Superintendent
Michigan Department of Education

Date