



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

MICHAEL P. FLANAGAN
STATE SUPERINTENDENT

January 3, 2013

MEMORANDUM

TO: All Local and Intermediate School District Superintendents, Public School Academy Administrators, and Directors and Representatives of Teacher Education Programs

FROM: Mike Flanagan, State Superintendent 

SUBJECT: Seeking Committee of Scholars Nominees for Educator Preparation Institutions

The Michigan Department of Education (MDE) is responsible for evaluating the quality of the state's 34 Educator Preparation Institutions (EPIs). Given the critical importance of high quality programs that effectively prepare teachers and administrators to teach all students, we take these reviews very seriously and use them to determine whether the EPI programs are of high quality or need improvement. Recently, as a result of reviews finding the need for significant improvement, I placed the EPIs at Lake Superior State University (LSSU) and Olivet College (Olivet) in the third of four levels of corrective action (see attachment).

This corrective action requires the convening of a Committee of Scholars (COS) to provide professional feedback and guidance to the EPIs and work with MDE staff to recommend to me one of the following actions:

- Continue operation as an EPI with no stipulations.
- Continue operation as an EPI with stipulations.
- Remove state approval as an EPI.

I am seeking nominees to serve on two COS and work with LSSU and Olivet over a period of approximately 18 months. Additionally, I am taking this opportunity to build a bank of interested individuals to serve on future COS. While a majority of the COS work will be completed independently and most meetings will take place virtually, members will need to participate in at least two on-site visits at the expense of the EPI.

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Nominees should be knowledgeable and experienced in teacher preparation as well as have experience as higher education faculty/staff, a teacher leader within K-12 education, a K-12 school or district administrator, a state agency staff member, or a related position.

If you would like to nominate someone (including yourself), please complete the attached nomination form and submit it, along with the nominee's curriculum vitae or resume and a brief statement about their experience or knowledge related to educator preparation, to Ms. Kathy Curtis (curtisk2@mi.gov) by January 18, 2013. We will notify nominees about their selection by January 25.

If you have any questions, please contact Dr. Sarah-Kate LaVan at (517) 373-7861 or Dr. Steven Stegink at (517) 241-4945. Your participation in this effort is greatly appreciated.

Attachments

cc: Michigan Education Alliance

Committee of Scholars Nomination Form

Name: _____

Address: _____

Telephone: _____

E-Mail Address: _____

Present Position: _____

Business Address: _____

Telephone: _____

In addition to this form, applicants must submit:

A vitae or professional resume.

A one-page personal statement providing evidence of relevant experience and knowledge related to current issues involving teacher preparation, processes related to the Educator Preparation Institutions performance scores and corrective actions associated with performance scores.

**All application materials are due on or before January 18, 2013 to
Kathy Curtis at: curtisk2@mi.gov.**

MICHIGAN DEPARTMENT OF EDUCATION
CORRECTIVE ACTION STEPS for AT-RISK AND LOW-PERFORMING
EDUCATOR PREPARATION INSTITUTIONS
Effective with the August 2012 Performance Score Report

Level 1 Corrective Action: At-Risk status in the first two years of such designation, are required to:

- Notify students admitted to the educator preparation program in writing of the status of the institution and possible impact on their educational endeavor. The institution must submit a copy of the written notification to the Michigan Department of Education (MDE) within 30 days of notification of its corrective action status.
- Complete a needs assessment and educator preparation plan of improvement using the MDE's templates, within six months of announcement of at-risk status designation. Failure to submit the needs assessment and corrective action plan in a timely manner will place the institution in jeopardy of moving to Level 3 Corrective Action.
- Implement improvement plan after review and approval by the MDE.
- Report actions and progress in writing to the MDE at the conclusion of every six months of at-risk status.
- Use available technical assistance by MDE staff and Michigan Association of Colleges of Teacher Education (MACTE), Association of Independent Colleges and Universities in Michigan (AICUM), and/or other external consultants.
- Withdraw, after one academic year of less than satisfactory status, from serving as a mentor to any higher education institution seeking State Board of Education (SBE) approval to offer educator preparation; this includes informing the MDE and mentee institution in writing.
- Acknowledge ineligibility to apply for Higher Education Act Title II subpart A(3) grants; however, existing grants may be continued.
- Move to satisfactory within two years or move to low-performing status and Level 2 Corrective Action.

Level 2 Corrective Action: Low-Performing status or At-Risk status (after two years at Level 1) are required to do all required activities in Level 1 plus:

- Notify the institution's national accrediting agency in writing of its status as part of a regular annual update to the agency and provide a copy of the notification to the MDE.
- Work with a qualified external consultant to execute the improvement plan and provide the MDE with information about the consultant's qualifications.
- Develop an agreement to work with a Michigan mentor institution, in satisfactory or better standing, to function as model for structural and process improvement and to recommend educator candidates and others for certification if the need to do so occurs.
- Withdraw new programs being reviewed for initial educator preparation approval. Approved programs being reviewed for alignment to new SBE standards may continue in the review process.
- Attain satisfactory status within two years (if low-performing and Level 2 Corrective Action was the initial performance designation), otherwise move to Level 3 Corrective Action; or

- Attain satisfactory status within one year at Level 2 Corrective Action (if at-risk and Level 1 Corrective Action was the initial performance designation), otherwise move to Level 3 Corrective Action.

Level 3 Corrective Action: Institutions beginning their third year in Low-Performing status or those institutions in initial status as At-Risk now beginning second year in Low-Performing status are required to do all required activities in Levels 1 and 2 Corrective Action plus:

- Immediately stop admission to all specialty programs with Michigan Test for Teacher Certification (MTTC) test scores below 80 percent pass rate. The institution will not be eligible to apply for approval of such programs for a period of 5 years. Programs that have cumulative MTTC scores below 80 percent in Level 3 Corrective Action will not be included in the ensuing educator preparation institution performance score unless the State Superintendent (SS) has granted the educator preparation institution (EPI) an appeal to continue to offer such programs.
- Provide any requested information to the Committee of Scholars appointed by the SPI that will advise the Office of Professional Preparation Services (OPPS) senior staff on the conditions under which the institution's approval could be maintained for educator preparation or recommend a phase-out timeline if the institution's approval is rescinded. The OPPS senior staff will then make a recommendation to the SS on the continued operation or a phase-out timeline for closure of an EPI in Level 3 Corrective Action.
- Comply with the SS authority to either continue an institution's approval status for recommending educator candidates to the MDE based on the SS's determination that the institution has documented significant improvement since its original at-risk or low-performing designation or rescind the institution's approval for recommending educator candidates to the MDE.
- Assist educator preparation students to complete educator preparation at other Michigan approved institutions if the SS rescinds the institutions approval, including, but not limited to:
 - Notifying students of the timeline by which the educator preparation program will phase out at the institution.
 - Completing necessary paperwork for cost-free transfer of records, course work, and field experiences to a new Michigan institution.
 - Completing necessary paperwork for cost-free transfer of financial aid to an approved institution.
- A Michigan EPI may appeal specific activities as identified in the Level 3 Corrective Action required activities to the SS. The decision of the SS on the appeal is final.

Level 4 Corrective Action: Institutions beginning their fourth year in Low-Performing status or those institutions in initial status as At-Risk now beginning third year in Low-Performing status are required to:

- Immediately begin a phase-out timeline for the closure of the institution's educator preparation program.
- A Michigan EPI may appeal this required activity to the SS. The decision of the SS is final.