

**NCATE/State Partnership Protocol
for
INITIAL/CONTINUING/PROBATION REVIEWS
of Professional Education Units in the State of Michigan**

Team Composition: NCATE

Program Review: State for initial, NCATE for continuing, State for continuing in areas where there is no NCATE SPA.

Effective: Jan. 2007 – Dec. 2013

Original Partnership Agreement Date: 1992

**I. Standards II. Team III. Preparation IV. On-Site Review
V. After On-Site Review VI. On-Going Responsibilities**

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| I. Standards | | |
| A. Unit Standards | <p>NCATE unit standards apply to the professional education unit.</p> <p>Specific State criteria, as determined by the State Agency, and institutional criteria as determined by the institution or higher education commission, may also be applied to units and/or programs being reviewed by NCATE and the State.</p> | <p>NCATE unit standards apply to the professional education unit. In addition, institutions must provide documentation of compliance with Title II data reporting and any State surveys developed by the Michigan Department of Education (MDE).</p> |
| B. NCATE Program Standards | <p>NCATE coordinates program reviews by specialized professional associations (SPAs) with program standards that have been approved by the Specialty Areas Studies Board.</p> <p>NCATE accepts the decisions of applicable institutional accrediting agencies recognized by the U.S. Department of Education and the Council for Higher Education Accreditation as evidence of program content quality.</p> | <p>Except as noted*, Michigan accepts the NCATE specialty program standards as a basis for ongoing SPA review for NCATE-accredited institutions. All specialty programs must receive initial approval against State standards.</p> <p>* Because Michigan's certification structure varies from most other states, an MDE consultant will work with NCATE staff to facilitate SPA understanding of Michigan requirements and SPA review of specialty programs from Michigan institutions.</p> |
| B. State Program Standards | <p>NCATE defers to the State's review of the unit's programs if the</p> | <p>NCATE-accredited Michigan institutions will be required to</p> |

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| | <p>teacher education program standards or licensing standards and the State's review processes are sufficiently similar to NCATE's, as determined by the State Partnership Board (SPB).</p> | <p>submit their programs to NCATE SPAs* for ongoing approval.</p> <p>Michigan does not seek authority for State program approval to be accepted for national recognition.</p> <p>* The State will continue to review programs that SPAs are unwilling or unable to consider. The same SPA reporting format and data expectations will be used for State review of those programs.</p> |
| II. Team | | |
| <p>A. Team Composition: NCATE only</p> | <p>A team is selected from NCATE's Board of Examiners (BOE). The team includes representatives from organizations of teacher educators, teachers, education specialists and/or policy makers. Non-voting members of the team include the State Consultant (usually the NCATE State Partnership Contact, or his/her designee), and a representative from the state affiliate of NEA and/or AFT. Team assignments are systematically made to ensure that conflicts of interest are avoided.</p> | <p>A State consultant will be a non-voting member of each BOE team.</p> |
| <p>B. Training Expectations: NCATE only</p> | <p>NCATE team members must participate in the NCATE-sponsored BOE training.</p> | <p>The State consultant must participate in NCATE-sponsored BOE training.</p> |
| <p>C. Team Size: NCATE only</p> | <p>For first, continuing, and probation visits, the BOE Team will include 5-8 members depending on several factors, including the number of candidates, faculty, and the unit's programs. Additional team members may be added to visit off-campus sites.</p> <p>For focused visits, the team will include 2-3 BOE members.</p> | |
| <p>D. Chair Responsibilities: NCATE only</p> | <p>An NCATE BOE team member is appointed chair. The chair has overall responsibility for planning and conducting the visit.</p> | <p>The MDE consultant will participate in the previsit.</p> |

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| | <p>The chair conducts a previsit approximately 60 days before the visit to plan interviews and finalize the logistics for the visit. The State Consultant should participate in the previsit.</p> <p>The chair assigns roles and responsibilities to BOE team members.</p> | |
| E. Consults/Other Participants | <p>NCATE invites the State education agencies to appoint a "State Consultant" to advise the team on State requirements, nomenclature, and special circumstances. The State Consultant's expenses are covered by the respective agency. The State Consultant facilitates an orientation to the State Partnership at a team meeting prior to the review activities. The consultant is usually the State Partnership Contact, but may be his/her designee, and is a non-voting member of the BOE team. The State Consultant may serve as a voting member of the State team, if so designated by the State. A few states (e.g., SC and FL) may have consultants from two agencies.</p> | <p>The NCATE State Partnership consultant will advise the team on State requirements, nomenclature, and special circumstances. The State Consultant's expenses are covered by the institution. The State Consultant facilitates an orientation to the State Partnership at a team meeting prior to the review activities. The consultant is the State Partnership Contact, or designee, and is a non-voting member of the BOE team.</p> <p>If the State elects to send a second consultant, his/her expenses will be covered by the State Department of Education.</p> |
| F. NEA/AFT Representatives | <p>NCATE invites the State affiliates of the NEA and AFT to appoint observers for the on-site visit in partnership States. The participants' respective agencies are responsible for their travel and maintenance expenses.</p> <p>These observers can assist the BOE team with the collection of data, interviews, and the editing of the team report. However, they should not be assigned a primary writing assignment. Observers are non-voting members of the BOE team.</p> | <p>Any NEA or AFT observers are expected to have completed some training in the BOE review process. This training may be provided by NCATE, NEA, or AFT.</p> |

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| G. Decision-making | Decisions are usually made through consensus-driving discussions of whether standards are met. When consensus cannot be reached, a vote may be taken. | |
| H. Writing the Report: NCATE only | <p>The NCATE chair assigns writing responsibilities to each team member. The BOE report includes the BOE team's responses to the 6 unit standards at both the initial teacher preparation and advanced levels as appropriate. If the State or institution has additional requirements, the report should have the BOE team's responses to the State/Institution requirements attached as a Report Addendum. The final report is compiled by the BOE chair.</p> <p>The draft of the BOE report should be completed by the end of the on-site visit.</p> <p>The BOE draft report should be sent to NCATE and the team members for editing, and to the unit for correction of factual errors.</p> <p>The BOE team chair e-mails one copy of the final report to the NCATE office and a copy to each member of the NCATE team within 30 days following the visit.</p> | <p>The State consultant may contribute interview findings to the BOE, but will not have responsibility for writing any sections of the BOE report.</p> <p>The State consultant ensures that the BOE report contains accurate information regarding State Rule/Law/Policy.</p> |
| I. Evaluations | Following the on-site visit, the performance of BOE members is evaluated electronically by the unit, the other national and State BOE members, and State consultants who served on the same visiting team. The evaluations are used by NCATE and the State to determine who should continue BOE service and to identify potential team chairs. | |
| J. Expenses | During the semester of the visit, the unit will pay NCATE a | |

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| | Periodic Evaluation Fee of \$1,000 per NCATE BOE team member participating in the on-site visit. | |
| III. Preparation | | |
| A. Units' Intent-to-Seek request | For initial accreditation, at least two years before hosting an on-site visit, the unit should indicate its interest in seeking accreditation. The request should include the semester and year in which the unit plans to host the on-site review. | |
| B. NCATE materials | <p>In response to interest request, NCATE provides weblinks to the following materials:</p> <ul style="list-style-type: none"> • Professional Standards for the Accreditation of Schools, Colleges, and Departments of Education; • Handbook for Accreditation Visits; • "Intent to Seek NCATE Accreditation" form – TO BE SUBMITTED 2 YEARS BEFORE THE VISIT; • Timeline for semester and year of visit; • List of NCATE partnership States; and • Other accreditation information | |
| C. Preconditions | <p>For first visits, the unit responds to the preconditions found on the NCATE website. The preconditions report must be submitted to the NCATE office at least eighteen months prior to the on-site visit.</p> <p>All accredited units <i>must continue to meet the preconditions</i> for continued NCATE accreditation. Annually, NCATE reviews Title II test data and will request additional information from the unit that no longer meets the required State pass rate.</p> | The institution sends one copy of the preconditions report to the state consultant. |

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| <p>D. Program Reports</p> | <p>If the Partnership Agreement requires the unit to submit program reports, it must submit them by February 1 or September 15, two or three semesters before the continuing visit.</p> <p>For a continuing visit, NCATE requests the unit to verify online their “Status of Program Reviews,” approximately two years before the visit. This information will indicate which program reports to submit.</p> <p>For specific information on the preparation of program reports visit the NCATE website.</p> | <p>The State requires NCATE-accredited institutions to have all specialty programs initially approved by the State of Michigan. All programs must be reviewed and approved by the State when new state specialty programs standards are adopted by the State Board of Education. Specialty programs will not receive full State approval until all program standards and requirements are met.</p> <p>For the ongoing, re-approval of programs, institutions are required to submit specialty programs to SPAs for review. Institutions are instructed to include in their SPA reports outcome data for majors, minors, and graduate programs that lead to endorsements on both elementary and secondary certificates. SPA review would not be required if the specialty program received full State approval fewer than two years before the BOE visit. This will allow the institution time to collect outcome data on the State-approved program.</p> <p>The institution will provide the State Consultant with copies of all correspondence with SPAs regarding specialty programs submitted for review.</p> <p>If a SPA will not review a minor or an elementary (K-8) specialty program, the State will review that part of the SPA report. The State will encourage SPAs to consider “elementary” programs as middle level programs for purposes of program review. Most SPAs will review middle level programs; Michigan has no middle level certificate; in Michigan, elementary specialty programs result in 6-8 grade level endorsements.</p> <p>For program areas for which there is no NCATE SPA (e.g. journalism,</p> |

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| | | <p>speech, anthropology, environmental studies), the institution is required to submit those specialty programs to the State for ongoing review, following NCATE review guidelines and expectations for outcome data.</p> <p>The State will review such specialty programs in any given area (e.g. speech) at least once every seven years. The documentation of program outcomes, according to approved State processes, is subject to a comprehensive review by panels of content experts. Review panels will include content experts from higher education faculty, and K-12 schools.</p> <p>The current status of State specialty program review will be provided to NCATE BOE teams as a part of onsite visits.</p> |
| E. Institutional Report | <p>The professional education unit is required to write and submit an Institutional Report (IR) that describes the unit's conceptual framework and evidence that demonstrates that the 6 standards are met. In continuing accreditation visits, the IR also serves as a primary documentation of the unit's growth and development since the last accreditation visit.</p> <p>The unit sends one copy of the IR and related links to undergraduate and graduate (if applicable) catalogs to each NCATE BOE team member, State consultant, and NEA/AFT observers. Either an electronic copy of the Institutional Report is sent to NCATE, or the unit may send two paper copies.</p> | <p>The State may use data from the institutional report when reporting to the public on evidence of institutional outcomes.</p> |
| F. Dates of On-Site Visit | <p>NCATE requests units to submit its preferred visit date to NCATE at least 1 year prior to the on-site visit. Units in Partnership States</p> | |

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| | <p>must have the date approved by the State Agency prior to submitting its request to NCATE.</p> <p>The State Agency must first agree to requests for a delay in the visit, before submitting the delay request to NCATE.</p> <p>Visits are scheduled from Saturday through Wednesday except in special circumstances.</p> | |
| F. Previsit | <p>The previsit should be scheduled about 60 days before the on-site visit. See the <i>Handbook for Accreditation Visits</i> for further details.</p> <p>The State Consultant, BOE chair, head of the unit, and NCATE coordinator should be present. If the visit is joint or concurrent, the State team chair should also participate in the previsit.</p> | The State Consultant, BOE chair, head of the unit, and NCATE coordinator will all participate in the pre-visit. |
| H. 3rd Party Testimony | <p>Six months before the on-site review, the unit must publish a “Call for Comment” inviting 3rd party testimony related to the upcoming NCATE visit to be sent to NCATE.</p> <p>Two to three months before the on-site review, NCATE sends copies of any third-party testimony it received to the unit for comment and to the BOE team chair.</p> | |
| IV. On-Site Review | | |
| A. Orientation to State Process/ Protocol | If the visit is being conducted jointly or concurrently, the State Consultant (or his/her designee) will facilitate an orientation to the State process and Protocol. | The State Consultant (or his/her designee) will facilitate an orientation to the State process and Protocol. |
| B. Conducting the On-Site Review | The NCATE template for on-site visits guides the conduct of the visit as outlined in the <i>NCATE Handbook for Accreditation Visits</i> and on the NCATE website. | |

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| <p>C. Evidence/Exhibit Room</p> | <p>Electronic exhibit rooms are encouraged. Access NCATE's electronic exhibit room guidelines.</p> <p>Performance-based evidence that demonstrates what candidates know and are able to do must be included in the exhibit room. Units must provide data from: 1) assessments at admissions; 2) State licensure tests; 3) internship assessments; and 4) follow-up studies. For other assessment data examples, see "Assessing Education Candidate Performance: A Look at Changing Practices."</p> | |
| <p>D. BOE Report</p> | <p>The BOE report includes the BOE team's responses to the 6 unit standards at both the initial teacher preparation and advanced levels as appropriate. If the State/Institution has additional requirements, the report should have the BOE team's responses to the State requirements attached as a State Addendum. The final report is compiled by the BOE chair.</p> <p>The BOE team chair e-mails one copy of the final BOE Report to the NCATE office and a copy to each member of the NCATE team within 30 days following the visit.</p> | <p>The BOE team chair copies the State Consultant on all messages to the BOE team.</p> |
| <p>E. Exit Conference</p> | <p>An exit conference is conducted before the team departs Wednesday. It is conducted by the NCATE team chair and State Consultant. The unit is represented by the unit head and coordinator of the NCATE review; the president and/or provost may also attend.</p> | <p>An exit conference is conducted by the NCATE team chair and State Consultant.</p> |
| <p>V. After the On-Site Review</p> | | |
| <p>A. BOE report sent from NCATE</p> | <p>NCATE mails two copies of the report to the unit and one copy to the appropriate State Agencies.</p> | |

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| B. Rejoinder | The unit submits to NCATE and the State an electronic copy, or five hard copies, of its rejoinder to the BOE report within 30 days after receipt of the BOE Report. | |
| C. Accreditation & Approval | <p>NCATE's Unit Accreditation Board (UAB) is responsible for determining the accreditation status of professional education units, during meetings twice a year. In most cases, accreditation decisions are rendered at the UAB meeting in the semester that follows the BOE review.</p> <p>NCATE provides written notice of all accreditation decisions to the U.S. Department of Education, the appropriate state licensing or authorizing agency, all institutional accrediting agencies recognized by the U.S. Department of Education and the Council for Higher Education Accreditation, and the public (via the NCATE website)</p> <p>More information about reporting accreditation decisions may be found in NCATE's Policies on Dissemination of Information. Definitions of NCATE accreditation decisions can also be found on NCATE's website, or in the Handbook for Accreditation Visits.</p> | |
| D. Final Action Report | Within 30 days after NCATE's Unit Accreditation Board takes action on the accreditation of the unit, NCATE sends the chief executive officer and head of the professional education unit a letter that indicates the official action. | NCATE copies the State Consultant on all messages to the institution. |
| E. Appeal Procedure | Units may appeal any of the following Unit Accreditation Board decisions: Provisional Accreditation, Accreditation with Conditions, Revocation of Accreditation, and Probation. See | |

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| | NCATE's website at for specific policies and procedures related to the appeals process . | |
| VI. On-Going Responsibilities | | |
| A. Protocol Distribution | NCATE will post the State Partnership Protocol on its website; it is also available in hard copy upon request. States will distribute the protocol to all units following the creation/renewal of a Partnership or after either party makes revisions. | |
| B. Accreditation Cycle | <p>Units that receive accreditation for the first time will be scheduled for their next visit five years from the semester in which their visit occurred.</p> <p>Units that receive continuing accreditation will be scheduled for their next visit seven years from the semester in which their visit occurred. The seven-year cycle of visits apply only if the State has agreed to a seven-year cycle.</p> <p>Units may host a probationary or focused visit as a result of conditional, or provisional accreditation; visits will be within 2 years of the UAB's decision.</p> | <p>The State of Michigan will match its accreditation cycle for NCATE-accredited institutions to the NCATE cycle.</p> <p>The State consultant will participate in probationary, conditional, and provisional reviews.</p> |
| C. Code of Conduct | <p>To assure units and the public that NCATE reviews are impartial and objective, to avoid conflicts of interest, and to promote equity and high ethical standards in the accreditation system, BOE members, board members, program reviewers, and staff shall follow NCATE's Code of Conduct, in the Handbook for Accreditation Visits and on NCATE's website.</p> <p>Violation of any part of the Code of Conduct could result in the board member's removal from the board.</p> | |

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| D. Annual Reviews | | |
| 1. Regional Accreditation | Units must maintain regional accreditation in order to continue their NCATE accreditation. | |
| 2. Change in State Status | <p>The State will provide to NCATE its policy leading to a “Change in State Status.”</p> <p>The State will notify NCATE within thirty days of action taken that an NCATE unit has had a Change in State Status.</p> <p>Notification of an NCATE accredited unit’s Change in State Status by the State will initiate a review by NCATE’s <i>Annual Report and Preconditions Audit Committee</i>.</p> <p>The NCATE president will notify the unit that the State has informed NCATE of a change in their state status and require the unit to submit a special report within 90 days.</p> | |
| 7 3. Precondition | The unit’s programs are approved by the appropriate State agency or agencies, and, in States with educator licensing examinations and required pass rates, the unit’s summary pass rate meets or exceeds the required State pass rate. | <p>Michigan teacher candidates must pass the required portions of the Michigan Test for Teacher Certification (MTTC). See http://www.mttc.nesinc.com/index.asp</p> <p>Michigan will NOT be required to participate in NCATE’s benchmarking project related to state teacher licensing examinations during the period of this partnership agreement. Michigan’s rights as a state to have program standards and teacher tests that reflect those standards will be honored by NCATE.</p> |
| 4. Annual Report | Submission of the Annual Report is a requirement for all units that are accredited by NCATE or are candidates or precandidates for NCATE accreditation. Annual Reports | Institutions should also provide annual reports electronically to the State consultant. |

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| | are due October 1st and should be submitted electronically. | |