

Kremen School of Education and Human Development

CCTC Standards in addition to NCATE 1-6

After a careful review of both sets of standards, the Committee on Accreditation (COA) determined that a California institution that addresses the adopted NCATE Unit Standards (2006) has adequately addressed California's Common Standards (2008) except for the four statements below. The following Common Standards (2008) are not adequately addressed by the NCATE Unit Standards (2006) and must be addressed by all California institutions responding to the NCATE Unit Standards.

Standard 1: Standard 1: Educational Leadership

1.5 The Education Unit implements and monitors a credential recommendation process that ensures that candidates recommended for a credential have met all requirements.

Standard 6: Advice and Assistance

6.1 Qualified members of the unit are assigned and available to advise applicants and candidates about their academic, professional and personal development, and to assist each candidate's professional placement.

6.2 Appropriate information is accessible to guide each candidate's attainment of all program requirements.

6.3 The institution and/or unit provide support and assistance to candidates and only retains candidates who are suited for entry or advancement in the education profession.

1.5 The Education Unit implements and monitors a credential recommendation process that ensures that candidates recommended for a credential have met all requirements.

The Unit processes all credential applications through the Credential Analyst's office. It is the Analyst's primary responsibility to review all applications and is authorized by the Program Coordinator and the Dean to recommend such candidates that have met all requirements. The Analyst utilizes the database, transcripts, TPA scores provided, and other required materials in making a decision. Candidates who do not meet the requirements receive a formal letter with the items needed from the Associate Dean.

6.1 Qualified members of the unit are assigned and available to advise applicants and candidates about their academic, professional and personal development, and to assist each candidate's professional placement.

Applicants and candidates have qualified members of the Unit to provide them with academic, professional, and personal development advice. These unit members can direct the candidates to websites, brochures, orientations, and/or personal appointments. Each candidate must be interviewed prior to entering the program. Basic credential candidates meet with the Coordinator during

orientation, with a faculty member during the interview, and have access to the Student Services Professional (Advisors – MA Counseling in Higher Education) in ED 100. (A complete description of the Education Student Services Center is below). The coordinator and faculty of the program have the knowledge and expertise to advise related to the program. University supervisors are an additional source of support and personal development for the candidates during their fieldwork. The university also has [Career Services](#) and [Psychological Services](#) that the candidates can access if services are needed.

An example of Kremen’s support for professional development and assistance in professional placement is the annual Teacher Fair in the Spring semester. Candidates, through personal advising and seminars, are provided professional development in resume writing and interviewing. The Unit invites employers to come to the Fresno Convention Center Exhibit Hall for the Teacher Fair to interview multiple candidates for positions in their districts. In 2014, 73 school districts attended the Teacher Fair and interviewed over 250 candidates.

6.2 Appropriate information is accessible to guide each candidate’s attainment of all program requirements.

As shared above Kremen has a variety of accessible information for candidates:

- Websites
- Brochures
- Orientations
- Advising
- Fieldwork Guidebook
- FAST handbook
- Admissions Technicians
- Credential Analyst
- Catalog

6.3 The institution and/or unit provide support and assistance to candidates and only retains candidates who are suited for entry or advancement in the education profession.

A process is in place for the **entry** requirements into the education profession that utilizes PeopleSoft and the Kremen database to ensure each candidate meets the requirements. If a candidate does not meet the requirements they are advised by the Admissions Technician(s) and the Coordinator of the program of their status. This is a formal letter that is emailed under the signature of the Associate Dean and these letters are also kept in a hardcopy file of the candidate. Letters indicate the needed items and some letters have timeline requirements. Advanced credential candidates are advised by the Graduate Admissions Technician and the Coordinator of the graduate program.

Candidates’ failing to meet requirements can also apply for Special Consideration. It is at the Unit’s discretion and programs can only accept up to 15% of candidates under these conditions. This process involves consultation with the Admissions and Standards Committee who make a recommendation to the Director of Teacher Education (Dean) or his/her designee. For example, if a candidate for the

Education Specialist credential is hired as an intern by a district the program may waive the EHD 178 Fieldwork in a general education classroom and make arrangements for the candidate to meet this standard through other means such as summer school teaching or team teaching in a general education classroom (K-12).

A process is in place for the **retention** of candidates that utilizes PeopleSoft and the Kremen database to ensure each candidate continues to meet the requirements. If a candidate does not meet the requirements they are advised by the Fieldwork Director and the Coordinator of the program of their status. This is a formal letter that is emailed under the signature of the Associate Dean and these letters are also kept in a hardcopy file of the candidate. Letters indicate the needed items and some letters have timeline requirements. Advanced credential candidates are advised by the Graduate Admissions Technician and the Coordinator of the graduate program and also have a formal letter if required. One example is if a candidate does not pass a fieldwork requirement they may be referred to the Admissions and Standards Committee who make a recommendation to the Director of Teacher Education (Dean) or his/her designee. The candidate may be allowed to repeat a fieldwork course with conditions set in a formal letter. These placements are made in a different district and with a different University Supervisor. The Program Coordinator and/or the Fieldwork Supervisor monitor the progress related to meeting standards to be retained in the program.

A process is in place for the **advancement** requirements into the education profession that utilizes PeopleSoft and the Kremen database to ensure each candidate continues to meet the requirements. These candidates are monitored by the Credential Analyst in consultation with the Program Coordinator. If a candidate does not meet the requirements he/she is advised by the Fieldwork Director and/or the Coordinator of the Program of their status. This is a formal letter that is emailed under the signature of the Associate Dean and these letters are also kept in a hardcopy file of the candidate. Letters indicate the needed items and some letters have timeline requirements. Advanced credential candidates are advised by the Graduate Admissions Technician and the Coordinator of the candidate's graduate program in consultation with the Division of Graduate Studies and they also have a formal letter if required.

Kremen SCHOOL OF EDUCATION AND HUMAN DEVELOPMENT

Education Student Services Center (ESSC)

The Education Student Services Center (ESSC) in the Kremen School of Education and Human Development (SOEHD) provides many of the advising services for students and other individuals in support of their educational programs, courses, and/or career goals and strives to be a one-stop shop for the basic credential services and advising. Advanced program advising is conducted primarily by the faculty coordinator and faculty of that program.

PURPOSE

The ESSC was established for several purposes; they are listed below:

1. To provide information pertaining to Liberal Studies degree, basic credential programs, advanced credential programs, master's degree programs, and certificate programs.
2. To maintain records which are needed in order to monitor student progress at selected intervals during their courses of study.
3. To assemble and review all pertinent documents and certify program completion.
4. To provide program and career advisement support.
5. To develop and maintain student and program databases.
6. To provide support for field placement for basic credentials.
7. To aid in the recruitment of students through workshops, orientations, and student fairs for the Liberal Studies Program.

PERSONNEL

The ESSC staffing includes office administrative, instructional administrative, technical, clerical, and student assistant positions. These positions are listed along with related job descriptions and responsibilities.

Office Administrative Positions

Director (Associate Dean)

The Director (Associate Dean) works collaboratively with the instructional faculty administrators and staff in developing procedures that support effective and efficient operations. The Director reports to the Dean (Director of Teacher Education). Special duties that are to be performed include:

- Assure periodic updating of office policies and procedures.
- Monitor the center budget.

- Conduct performance reviews of office coordinators.
- Conduct performance reviews of technical and clerical staff in consultation with the office coordinators.
- Conduct performance reviews of all office coordinators, technical and clerical staff in consultation with other coordinator/faculty members to whom they report.
- Review and approval of requests for printing, supplies, equipment and related materials as submitted by the office coordinators.
- Hold periodic staff meetings.
- Assure proper maintenance of all student records.
- Address intra-office problems and issues when referred by office coordinators.
- Provide other support as directed by the Dean.

Office Coordinators

The Office Coordinator (faculty position) will be responsible to oversee the day-to-day operations of the Center and will report to the Associate Dean. They include: 1) Multiple Subject, Liberal Studies, and Liberal Studies/Basic Credential Admissions and Records and (2) the Office Coordinator for Certification, Student Teaching, Single Subject Advising, Education Data, and Advanced Credential/Master's Degree Admissions and Records.

1. Office Coordinator for Liberal Studies, and Liberal Studies/Basic Credential Admissions and Records; Certification, Advising, Education Data, and Advanced Credential/Master's Degree Admissions and Records

Responsibilities include the following:

- Periodically review and revise office policies and procedures.
- Manage the office budget.
- Conduct preliminary performance review of technical and clerical staff.
- Hold staff meetings as needed.
- Address intra-office problems and issues.
- Assure program/operations information is current.
- Maintain a calendar of events and disseminate information to all center personnel.
- Organize and conduct staff training.
- Maintain appropriate levels of supplies and request equipment as needed.
- Monitor and submit attendance reports as needed.
- Secure, assign, and evaluate student assistants.

Instructional Faculty Administration Positions

The ESSC houses instructional faculty administrator positions that are essential in attaining goals that are consistent with the School's vision and mission. While instructional faculty administrators in this unit report to appropriate chairs or the Associate Dean, they are expected to work closely with the Office Coordinator and support decisions pertaining to day-to-day office operations, policies, and procedures.

Faculty positions in the ESSC and related to services and advising are listed by room as follows:

Liberal Studies Coordinator (.20)

Provides direction for advising support for Liberal Studies programs. Supports the initial advisement sessions, program orientations, and other advisement related functions in consultation with the Student Services Professionals (Advisors).

Multiple Subject Coordinator (.50)

Provides coordination of all Multiple Subject programs; provides orientations and advises students on program requirements; conducts interviews; meets with Partnership Coordinator and district administrators; works with districts and the Fieldwork Director for placements, monitoring and evaluation of students enrolled in student teaching; and advises related to TPA requirements (FAST).

Single Subject Coordinator (.50)

Provides coordination of all Single Subject programs; provides orientations and advises students on program requirements; conducts interviews; meets with academic area advisors; meets with the Partnership Coordinator and district administrators; works with districts and the Fieldwork Director for placements, monitoring and evaluation of students enrolled in student teaching and coordinates Single Subject Student Teaching that involves academic department faculty; and advises related to TPA requirements (FAST).

Education Specialist Coordinator (.50)

Provides coordination of all Education Specialist programs; provides orientations and advises students on program requirements; conducts interviews; meets with the Partnership Coordinator and district administrators; works with districts and the Fieldwork Director for placements, monitoring and evaluation of students enrolled in student teaching and coordinates Education Specialist Student Teaching.

Director of Field Experiences (1.0)

Provides coordination of all KSOEHD basic credential field placement activities; responsible for working with districts to select and secure appropriate placements for fieldwork; monitoring and evaluation of student teachers; with the Department Chairs

monitoring and evaluation of university supervisors; responsible for staffing and inservice of basic credential faculty and field supervisors.

Staff Positions

The remaining staff positions are categorized as technical and clerical. All technical positions report to the appropriate Office Coordinator. Clerical positions which provide support for instructional faculty administrators report to the Office Coordinator. While clerical staff have primary work assignments, their assignments may vary depending upon the time of year and immediate support needs.

1. *Technical Positions*

Student Services Professional II (2.0)

Responsible for Liberal Studies and basic credential advisement and other program-related support functions. These advisors hold MAs in Counseling for Higher Education and have been trained in the undergraduate requirements for the Liberal Studies degree and the three basic credential program requirements.

Basic Credentials Admissions Technician (1.0)

Responsible for student admissions into KSOEHD basic teacher education programs. This includes maintenance of records, preparation of office publications, student advisement, and correspondence with students regarding admission deficiencies, and related clerical work. Serves as a program resource person. Serves as support staff for the Admissions and Standards Committee.

Credential Analyst II (1.0)

Responsible for review, analysis, evaluation, of all university teacher credential applications which, when in order, are then sent to the California Commission on Teacher Credentialing for issuance of the credential. Disseminates information pertaining to Credentialing. Serves as liaison with KSOEHD staff, Commission on Teacher Credentialing, county schools and public schools in the State of California. Evaluates out-of-state credentials and participates in workshops regarding credentialing matters.

Graduate Admissions Technician (1.0)

Responsible for the review, analysis, evaluation, and processing of applications to all KSOEHD Graduate degree and advanced credential programs. Responsible for organizing materials needed for graduate student appeals, classification of students, and clearing students for graduation. Advises the Kremen Graduate Committee. This position works closely with the university's Division of Graduate Studies.

Administrative Analyst (1.0)

Responsible for advising the Dean related to the budget of the Kremen School. This includes budget requirements related to services and advising.

2. Clerical Positions

Receptionist (1.0) – Temporary

Primarily responsible for initial phone and face-to-face contacts with all who come into contact with the office. Provides additional clerical support as assigned.

Field Experience Clerical – Administrative Support Assistant (1.0)

Primarily responsible for providing clerical support for the Director of Field Services. Provides additional clerical support as assigned.

Administrative Analyst (1.0)

Provides support in the Associate Dean's Office. Responsible for Kremen website changes as provided by the program coordinator or administrators that provides advising information.

3. Student Positions

Student Assistants

Students will provide support for all day-to-day office personnel as directed by the Office Coordinators. Student assignments will vary depending on need.

OPERATIONS

Budget Management

The Office Coordinators will be responsible for management of their budgets. Included here are the following:

1. Review and approval of requests for supplies, printing, and equipment.
2. Review and approval of development/in-service activities that require additional funding support.
3. Development of annual budgeting requests in consultation with the office instructional faculty administrators and staff.

Evaluations

Annual Performance Appraisals

The Office Coordinator is responsible for developing an initial performance appraisal of all technical and clerical staff members of his/her unit. In preparing an initial performance appraisal, the Office Coordinator will consult with appropriate faculty administrators. The

Director (Associate Dean) as designated by the Dean is responsible for performance appraisals of technical staff and clerical staff.

Day-to-day Appraisals

Office Coordinators are responsible for day-to-day monitoring of performance of clerical and technical staff.

Office Hours

The ESSC (ED 100) is open for student access in accordance with the following guidelines:

1. Office Hours
 - Regular office hours will be as follows:
MTWTHF 8:00 a.m. - 5:00 p.m.
 - The office will be staffed from noon to 1:00 with existing technical and clerical staff in accordance with a plan developed by the Office Coordinator. In order to accommodate late afternoon/evening student and related needs, additional adjustments to this schedule will be made on an “as needed basis”.

Staff Development

1. Staff development activities are encouraged. Development activities (workshops, etc.) are expected to be consistent with existing professional improvement plans developed at the time of individual performance appraisal or training activities that are considered essential to enhance individual performance related to position needs.
2. Staff members will be expected to participate in training/cross-training activities when deemed appropriate by the Office Coordinator/Associate Dean/Dean. The Credential Analyst attends CCTC advisor/analyst meetings held across the year and shares their Bulletins with appropriate staff and faculty. The Liberal Studies Coordinator attends the CSU system meetings for this major.

Student Assistants

- Employment

Student assistants will be interviewed, employed, trained and evaluated by the Office Coordinator or his/her designee.

- Assignments

Office unit needs for student assistant support are expected to vary from week to week and in some cases, day to day. Because of this, a pool of student assistants will be available for support of total office operations. Student assistant assignments are made by the Office Coordinator on an “as needed” basis.