



Commission on Teacher Credentialing

1900 Capitol Avenue Sacramento, CA 95811 (916) 324-8002 Fax (916) 324-8927 www.ctc.ca.gov
Professional Services Division

January 4, 2012

Dr. Rosco Vaughn
CSU, Fresno
Kremen School of Education and Human Development
5005 N. Maple Avenue
Fresno, CA 93740

Dear Dr. Vaughn:

Thank you for the submission of your Program Assessment Document for the Agriculture Specialist program. You will find an attachment containing the Preliminary Report of Findings from the initial review of your document with feedback and the standards' status shown in **blue**.

During the review, the Program Assessment Readers were looking for the following information:

1. Does the narrative response to the standard describe "how" the standard is being met?
2. Does the response address the language of the standard?
3. Does the documentation support the narrative response and align with the standard?
4. Are the assessments that are used to develop the biennial report included with appropriate explanation?

For assistance in understanding what Program Assessment requires, please see Chapter six of the Accreditation Handbook which is posted at <http://www.ctc.ca.gov/educator-prep/accred-handbook.html>. In addition, the Program Assessment webpage has updated guidance posted at <http://www.ctc.ca.gov/educator-prep/program-accred-assessment.html>.

For each program standard, the readers have identified whether the narrative and documentation provided adequate information for the readers to determine whether program standards are preliminarily aligned or if additional information is needed. Reviewers attempted to provide as much guidance as possible on how the program might respond to the request for more information. It is important to note that the Preliminary Report of Findings does not imply that any of the Commission's Program Standards are met. The decision whether each standard is met or not is the responsibility of the site visit team.

The process of Program Assessment allows each program to respond to questions asked by the readers and provide additional information. Review [PSA 10-12](#) for the *required* method of submitting new information by amending your original document. Do not submit additional information outside of the document, as all of the new information and documentation will need to be included in your final document for the site review team. Additionally, please keep in mind resubmissions are emailed out to the readers. Please make every effort possible to send your resubmission in via email. If you are unable to email it to us please mail in two flash drives

with the document so they can be mailed out to the readers (keep in mind this second option will delay the turnaround time for feedback from the readers).

You will find the attached Preliminary Report of Findings with each program standard listed. Below each standard is the status the readers have selected at this time. In this first review, the options for standard status are “Preliminarily Aligned” or “More Information Needed.” Readers have provided you with specifics in the Questions, Comments, Additional Information Needed section. If there is additional information needed, you may submit the information and readers will review it. If the additional information provided addresses the questions or concern noted, then the standard will be deemed Preliminarily Aligned through the Program Assessment process. The site visit will gather evidence to confirm the preliminary findings from the Program Assessment process.

To facilitate a timely review process, and to keep the information fresh in the readers’ minds, we strongly encourage you to submit the requested information within the next month. (*If you anticipate it taking longer than one month please provide us with an approximate date of your response.*) This information will be forwarded to the original readers for their review. After the review, you will be notified again whether the additional information was sufficient to respond to all outstanding questions. This feedback cycle or professional dialogue will continue throughout the majority of 2012.

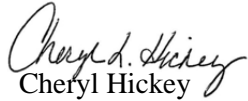
The Committee on Accreditation (COA) will need to receive a report from the Program Assessment readers to configure the site team and to determine whether there are any programs that require an in-depth review during the site visit which is scheduled for the 2012-13 year. The Preliminary Report of Findings for each program will be provided to the institution and shared with the Site Visit team as they prepare for your 2012-13 site visit. It is expected that all Preliminary Reports of Findings will be finalized approximately six months before your scheduled site visit. Programs that have not been determined to be preliminarily aligned by readers may end up with an [in-depth site visit review, rather than program sampling](#).

Please return your amended document electronically as a word or PDF document in an e-mail attachment to ProgramAssessment@ctc.ca.gov within four weeks from receipt of the readers’ feedback. **Documents MUST be formatted to allow for sending via email.** Please note that we cannot accept email attachments that are zipped or larger than 10MB. If necessary you may send multiple emails to include all of the files (please include the number of emails we should expect in the first one and indicate the last one). **You will receive a confirmation email when your resubmission has been received. If you do not receive a confirmation within 5 business days, then your resubmission has not been received. Please contact us directly at the email above if this happens.**

Please note that some of the information needed to determine that Program Standards are met will be reviewed at the site visit and is indicated as such on the Preliminary Report of Findings form. There is no need to send that information, but have it available at the site visit.

Should you have questions about the information contained in this report, the Program Assessment process, or how to submit additional information, please send an e-mail to ProgramAssessment@ctc.ca.gov and a staff member will respond to you promptly.

Sincerely,

A handwritten signature in cursive script that reads "Cheryl Hickey".

Cheryl Hickey
Administrator of Accreditation

cc: Dr. Paul Beare, Dean
Dr. Jim Marshall, Associate Dean

**Commission on Teacher Credentialing
Program Assessment Feedback**

Agricultural Specialist Standards (2006)

Institution- California State University, Fresno

Date of initial review November/December 2011

Subsequent dates of review

General Comments: A matrix with Standards AND Required Elements on one axis and courses on the other would provide a quick reference for readers looking for documentation of the narrative. In addition, readers could more easily identify whether elements are met (or not) if the writer/s would address each Required Element individually rather than a general narrative of the standard. Readers had difficulty identifying which of the narrative met which element.

*Status	Standard
Preliminarily Aligned	1: Program Design <i>Questions, Comments, Additional Information Needed:</i>
	Evidence to be reviewed at the site visit:
More information needed	2: Career and Technical Education <i>Questions, Comments, Additional Information Needed:</i> Please provide documentation that candidates are exposed to current and emerging trends that affect career and technical education.
	Evidence to be reviewed at the site visit:
Preliminarily Aligned	3: Program Management <i>Questions, Comments, Additional Information Needed:</i>
	Evidence to be reviewed at the site visit: Examine the Agriculture Specialist checklist to determine that management competencies are verified by the cooperating master teacher and the university supervisor during final student teaching.
More information needed	4: Coordination of Supervised Agricultural Experience (SAE) Programs <i>Questions, Comments, Additional Information Needed:</i> Documentation was not found in the EHD 155B course syllabus or other materials that assures that candidates must develop the skills required to conduct successful project site visits, including home, school farm, and employer visits.
	Evidence to be reviewed at the site visit: Assess the candidates competency to conduct SAE experiences including, but not limited to, conducting, home, school farm, and work experience visits, and to assist students in identifying and establishing appropriate project selection, placement, planning, managing

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*Status	Standard
More information needed	<p>and marketing of SAE projects.</p> <p>5: Coordination of Future Farmers of America (FFA) Programs <i>Questions, Comments, Additional Information Needed:</i> Provide documentation that candidates are expected to conduct experiences in full-time student teaching that allow for the management and supervision of FFA activities.</p> <p>Evidence to be reviewed at the site visit:</p>
More information needed	<p>6: Area of Specialization <i>Questions, Comments, Additional Information Needed:</i> Beyond taking coursework (i.e. 15 units of a specialization), explain what other measures are in place to determine a candidate’s technical area of expertise or specialization.</p> <p>Evidence to be reviewed at the site visit:</p>
More information needed	<p>7: Teaching Methods in Agricultural Systems Technology <i>Questions, Comments, Additional Information Needed:</i> Please provide documentation of how candidates are determined to be knowledgeable in safety practices and managing student behavior in shop environments. Are there specific projects/assignments that candidates do to assure their abilities to properly manage students in a shop environment, and properly maintain an effective facility?</p> <p>Evidence to be reviewed at the site visit:</p>
More information needed	<p>8: Teaching in Non-traditional Learning Environments <i>Questions, Comments, Additional Information Needed:</i> Provide specific examples of where candidates practice teach in non-traditional learning environments during their on-campus coursework. Please show the locations (i.e. the specific agricultural unit) if necessary. This may be presented in course schedules, etc.</p> <p>Evidence to be reviewed at the site visit:</p>
More information needed	<p>9: Career Planning and Preparation <i>Questions, Comments, Additional Information Needed:</i> Provide documentation of how candidates work to advise students on topics related to career planning (i.e. Student Data Sheet).</p> <p>How are candidates informed of emerging occupations in the agriculture industry or the needs of employers who hire high school student graduates?</p> <p>Evidence to be reviewed at the site visit:</p>
More information needed	<p>10: Field Experiences <i>Questions, Comments, Additional Information Needed:</i> Provide documentation of how candidates assist in the selection and planning of supervised agricultural experiences for students, supervise students with work experience projects, and assist students in preparing award applications during the field experience.</p>

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*Status	Standard
	Provide documentation for the expectation that at least one field experience placement include experience in non-traditional learning environments as defined in Standard 8.
	Evidence to be reviewed at the site visit:
Preliminarily Aligned	11: Occupational Experience <i>Questions, Comments, Additional Information Needed:</i>
	Evidence to be reviewed at the site visit:
Preliminarily Aligned	12: Assessment of Candidate Competence <i>Questions, Comments, Additional Information Needed:</i>
	Evidence to be reviewed at the site visit:

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