



Commission on Teacher Credentialing

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Professional Services Division

June 20, 2012

Dr. Beverly Miller
School Nurse Program Coordinator
CSU Fresno
5005 N. Maple Avenue
Fresno, CA 93740

Dear Dr. Miller:

Thank you for the submission of your Program Assessment Document for the School Nurse 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.

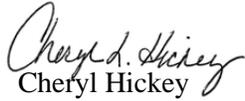
The Committee on Accreditation (COA) will need to receive a report from the Program Assessment readers to configure the site team and to determine whether there are any programs that require an in-depth review during the site visit. The Preliminary Report of Findings for each program will be provided to the institution and shared with the Site Visit team as they prepare for your 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**

Health Services: School Nurse Credential Program Standards (2007)

Institution CSU Fresno

Date of initial review June 2012

Subsequent dates of review

General Comments: The entire standard needs to be addressed, not just the portions separated as “criterion.” Frequent use of “should” and “are expected to” does not adequately address how the program aligns with the standards. Multiple page numbers, or lack of numbers, make tracking of documents difficult. For program assessment only blank copies of assessment tools are needed. Please remove anything with student data and the analysis of that data (this belongs in the biennial report). Some hyperlinks do not work.

*Status	Standard
More information needed	<p>1: Program Design <i>Questions, Comments, Additional Information Needed:</i> The “opportunities” & content of classes are listed; how do candidates use this information to provide school nursing services that optimize student learning? As candidates are prepared to understand contemporary conditions of schools & society, how are they prepared to address changing conditions? (School Nurse Competencies is addressed following Standard 9)</p> <p>Evidence to be reviewed at the site visit:</p>
More information needed	<p>2: Collaboration in Implementing the Program <i>Questions, Comments, Additional Information Needed:</i> Please explain how the collaborative arrangements “contribute substantively to the quality and effectiveness of the design and implementation of candidate preparation.”</p> <p>The narrative indicates that most preparation and collaboration are between the candidate and the preceptor with less LEA or instructor ongoing involvement. How is the quality/effectiveness/implementation of the candidate’s preparation validated/monitored/redirected by your program, during the semester?</p> <p>Some supporting documents are vague as to what is actually required or accomplished with statements like: “entries should be reviewed,” “they should discuss,” “should be ongoing communication,” and “choices should lead to a rounded experience.” Specific activities/accomplishments describing how the standard is preliminarily aligned (roles, responsibilities, relationships) need to be clearly stated.</p> <p>Standard 8 narrative states: “Candidates are <u>provided</u> with a preceptor for mentoring and supervision; a phone conference with the clinical instructor orientates the preceptor to their</p>

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	<p>roles & responsibilities.” Standard 2 narrative states: “as a start, candidates are asked to speak with - - - in their area for assistance in locating a qualified school nurse preceptor, then the preceptor is screened & qualified. Candidates are expected to review the course syllabus with their preceptors & give them insight into the objectives, assignment expectations & deadlines.’ Please clarify these different views as to how the preceptor is provided.</p>
	<p>Evidence to be reviewed at the site visit:</p>
Preliminarily Aligned	<p>3: Relationships Between Theory, Research and Practice <i>Questions, Comments, Additional Information Needed:</i></p>
	<p>Evidence to be reviewed at the site visit: While the standard is preliminarily aligned, it reads as very fragmented. Readers recommend that the standard be revised in narrative prior to the site visit to create a more cohesive response. All of the required documentation was found, however.</p>
Preliminarily Aligned	<p>4: Preparation to Promote Student Health and Wellness <i>Questions, Comments, Additional Information Needed:</i></p>
	<p>Evidence to be reviewed at the site visit:</p>
Preliminarily Aligned	<p>5: The Sociocultural Context of School Nursing <i>Questions, Comments, Additional Information Needed:</i></p>
	<p>Evidence to be reviewed at the site visit:</p>
More Information Needed	<p>6: Legal and Ethical Aspects of School Nursing <i>Questions, Comments, Additional Information Needed:</i> Please present the standard in its entirety, respond to all content and describe how your program is aligned with this standard. Comments of “exposed to,” “expected to follow,” “enjoy discussing,” and “learn about” do not address the candidates’ competence in the legal and ethical aspects of school nursing. Please add “how” candidates can apply their competence regarding legal and ethical aspects in their school nurse practice.</p>
	<p>Evidence to be reviewed at the site visit:</p>
More Information Needed	<p>7: Preparation for Health Management Responsibilities Within the School Setting <i>Questions, Comments, Additional Information Needed:</i> The numerous activities & assignments of your 11 criteria are presented; please identify how you progressively monitor and validate your candidates’ competencies in these areas. How, specifically, are barriers to student learning being resolved or reduced? Please print standard in its entirety.</p>
	<p>Evidence to be reviewed at the site visit:</p>
Preliminarily Aligned	<p>8: Field Work Experience <i>Questions, Comments, Additional Information Needed</i></p>
	<p>Evidence to be reviewed at the site visit:</p>
Preliminarily Aligned	<p>9: Assessment of Candidate Competency <i>Questions, Comments, Additional Information Needed:</i></p>
	<p>Evidence to be reviewed at the site visit: Check off documents leading to the Exit Clearance Form</p>

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