

Educator Preparation Program Review and Development Information Update • March 29, 2013

Redesigned Program Submission Process

To begin the transition to online program submission using the Curricunet technology, OBR has developed an online submission process for program review and approval for all new and continuing educator preparation programs.

Forms A through E are no longer in use. Using the online submission process institutions will answer questions, provide information, and upload files, e.g. curriculum vitae, syllabi, programs/courses of study.

To begin the process, institutions will submit an Initial Inquiry, which asks a brief set of questions designed to help OBR assign an institutional mentor that will guide the institution through the program submission process. The [Initial Inquiry](#) is now active and online.

Once an [Initial Inquiry](#) has been submitted, OBR will confirm receipt of the submission and assign an institutional mentor within seven business days of receipt of the [Initial Inquiry](#). The institutional mentor will contact the institution's primary contact within 14 business days of the [Initial Inquiry](#) submission to discuss the forms, process, and fees (if applicable) necessary to complete the review.

Seeking Program Reviewers

OBR is seeking faculty members to serve as OBR consultants to conduct program reviews. If you have faculty who would be interested in serving in this consultant role, please forward their names and contact information to Madeline Smith at educator_prep@regents.state.oh.us.

Special Program Review Cycle: Reading Endorsement and Teacher Leader Endorsement

OBR has created a special Program Review Cycle for Reading Endorsement programs at the graduate level and Teacher Leader Endorsement programs at the post-master's level.

The deadline for those submissions is April 26, 2013. Responses to the submissions will be complete by May 17, 2013.

Delivery of Endorsement Programs

As we discussed with SUED and OACTE at OCTEO, in order to assure consistency in the delivery of programs throughout Ohio, Endorsement Programs in general are required to be delivered at the graduate level, and optimally are delivered subsequent to the initial licensure program.

The requisite levels for Endorsement Program delivery are included in this online resource:

- [Table of License Types and Field Codes](#)

For institutions that currently provide approved programs at a level other than the requisite level, OBR will provide guidance on the teach-out timeline as we move forward.

Please note that while the Early Childhood Generalist (Grades 4-5), Language Arts/Reading Generalist (Grades 4-6), Mathematics Generalist (Grades 4-6), Science Generalist (Grades 4-6) and Social Studies Generalist (Grades 4-6) requisite level is listed as Graduate on the spreadsheet, OBR and ODE are in

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discussions at this time related to these specific programs. We will provide updated guidance as determinations are finalized. For the time being, please continue to deliver these programs at the current level for which your institution holds approval.

Online Information Resources

Recently added information resources available online:

- [Fee Schedule for Non-Public Institutions](#)
 - [Licensure Code Reference List](#)
 - [Table of License Types and Field Codes](#)
 - [Guidance Document for Reading Endorsement](#)
 - [Guidance Document for Teacher Leader Endorsement](#)
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Program Review and Development Staff and Contact Information

Shannon Morrison, Assistant Director, Educator Preparation Program Review and Development

Phone: 614-728-8081

Email: smorrison@regents.state.oh.us

Key Responsibilities Related to Educator Preparation Program Review and Approval

1. Serve as Institutional Mentor for Educator Preparation Programs
 - a. Guide IHEs through Submission Process Following Initial Inquiry
 - b. Recommend IHE Engagement of External Consultants, As Needed
2. Serve as State Representative for Accreditation Site Visits to Educator Preparation Program Units/Colleges
3. Lead Site Visit Teams for State Review of Educator Preparation Programs
4. Develop Guidance Documents for Educator Preparation Programs
5. Represent Chancellor/OBR at External Meetings, Including SUED, OAPCTE, and Educator Standards Board
6. Lead Statewide Development of CAEP Clinical Educator Preparation
7. Assure Currency and Accuracy of Information on OBR Educator Preparation Program Web Pages
 - a. Work with OBR Communications Staff to Amend, As Needed
8. Respond to Questions from Educator Preparation Programs

Shannon comes to the Board of Regents from the Office of Educator Licensure at the Ohio Department of Education. She is currently pursuing her Ph.D. at The Ohio State University in Philosophy of Education.

Madeline Smith, Administrator, Program Review and Development

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Email: msmith@regents.state.oh.us

Key Responsibilities Related to Educator Preparation Program Review and Development

1. Communicate Initial Inquiries for All Programs to Program Review Staff
2. Maintain Log of Programs in Review Status
3. Maintain Currency and Accuracy of Program Finder Data for Educator Preparation Programs
4. Maintain Roster of Qualified Program Reviewers with Current Contact Information
 - a. Engage Reviewers for Educator Preparation Program Biannual Program Review and Develop Specific Scope of Work and Deliverables for Contracts
 - b. Coordinate Logistics for Biannual Program Review of Educator Preparation Programs
5. Communicate Outcomes of Educator Preparation Program Reviews to IHEs
6. Respond to Questions from Educator Preparation Programs

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A lifelong resident of Columbus, Ohio, Madeline completed her undergraduate studies at The Ohio State University. Prior to joining the Ohio Board of Regents, she served as a legislative assistant in state government. In addition to her work with the OBR, Madeline is a graduate student at Ohio University, currently pursuing the M.Ed. in Higher Education.

Daia Hatchett-Jackson – Administrative Assistant, Academic Programs

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Key Responsibilities Related to Educator Preparation Program Review and Development

1. Complete Program Reviewer Contract Process
2. Post Background Documents for Educator Preparation Programs Following Approval by Vice Chancellor
3. Process Deposits, Institution and Consultant Invoices, and Contract Fulfillment

Daia has served the Ohio Board of Regents since 2008 in a support role with Academic Affairs and Program Review. She formerly served as an Associate Producer and Writer in television news, has taught Criminal Justice and Career Development in Ohio, Pennsylvania, and Michigan and has led professional development initiatives in career and student services. Daia's interests are in policy administration and management.

Daia completed her baccalaureate in Communication at The Ohio State University, her master's degree in Criminal Justice and Justice Administration at Tiffin University, and her doctorate in Educational Leadership and Management from Capella University.

Rebecca Watts, Associate Vice Chancellor for P-16 Initiatives

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Key Responsibilities Related to Educator Preparation Program Review and Development

1. Administrative responsibility for assurance of fulfillment of all above responsibilities and direct engagement in activities as needed.