

New Business Item 19-12
Introduced November 15, 2019
Approved November 15, 2019

**TITLE: Approval of Association for Advancing Quality in Educator Preparation
Provider Review Process**

The Hawaii Teacher Standards Board approves the following cooperation framework for Educator Preparation Provider (EPP) review for Hawaii units seeking accreditation from AAQEP.

A Hawaii EPP unit must submit all initial licensure and added field programs to AAQEP for review, unless the programs are to be reviewed by a specialty organization approved by the HTSB.

A successful AAQEP accreditation review and decision may be submitted to the HTSB in lieu of having a state review.

This framework shall take effect on November 15, 2019, and remain in effect until the framework is revised by mutual consent of the HTSB and AAQEP.

Submitted by: Felicia Villalobos

Referred to: Teacher Education Committee

November 15, 2019

HTSB — AAQEP COOPERATION FRAMEWORK

QUALITY ASSURANCE COOPERATION AGREEMENT

between the

Hawaii Teacher Standards Board

and the

Association for Advancing Quality in Educator Preparation

This agreement establishes a framework for cooperation between the Hawaii Teacher Standards Board (HTSB) and the Association for Advancing Quality in Educator Preparation (AAQEP) with regard to quality assurance activities in support of educator preparation in the State of Hawaii. The purpose of this agreement is to support quality assurance, continuous improvement, and innovation in educator preparation by entities approved by the Hawaii Teacher Standards Board as they seek and maintain national accreditation through AAQEP.

AAQEP affirms HTSB's efforts to ensure quality preparation of educators to meet the needs of Hawaii's children, families, schools, and communities and commits to ensuring quality educator preparation by providers approved by HTSB. By entering this agreement, HTSB affirms AAQEP's mission of promoting and recognizing quality educator preparation that strengthens the education profession's ability to serve all students, schools, and communities.

1. Standards Used in Quality Assurance Reviews in Hawaii

Quality Assurance Reviews conducted by AAQEP in Hawaii will be guided by the current version of the AAQEP standards (available at www.aaqep.org) and in keeping with AAQEP policy regarding the application of those standards. In conducting reviews of programs approved by HTSB AAQEP will require that all relevant HTSB standards and Commissioner's Regulations be addressed.

In addition, providers are welcome to orient their Quality Assurance Review to other relevant professional standards (for example, those from professional associations such as the National Council for Social Studies (NCSS), the International Literacy Association (ILA), the National Council for Teachers of Mathematics (NCTM), etc.).

2. Scope of Quality Assurance Reviews in Hawaii

The scope of AAQEP accreditation sought by providers in Hawaii must include all programs registered with the HTSB that require continuous accreditation under the Commissioner's Regulations as specified in Hawaii Administrative Rules 8-54-19 through 8-54-30.

In addition to programs specified above which must be included in the Quality Assurance Review, the provider may, at its discretion, choose to include additional programs of study

leading to a degree or certificate designed for those intending to work as, or already working as, educational professionals. For such programs of study, where no state standards are available or specified, the provider shall identify any standards in addition to the AAQEP standards to which its program is aligned.

3. Quality Assurance Review Process

All Quality Assurance Reviews conducted by AAQEP will be guided by AAQEP's policies and procedures as specified in the Guide to Accreditation, available at www.aaqep.org. AAQEP's process includes an optional proposal review stage two to three years prior to a scheduled site visit. All Quality Assurance Reviews include an off-site review two months prior to each site visit, conducted virtually, which HTSB staff are welcome to attend, and an on-site visit the scope of which is determined by program size and complexity.

4. Quality Assurance Review Team Composition

AAQEP will appoint a sufficient number of Quality Assurance Review Team members to each review case to ensure that the review is carried out thoroughly and efficiently. Each AAQEP review team will include at least one educational practitioner from Hawaii nominated by the provider hosting the review; that practitioner will receive training and support from AAQEP. The local practitioner(s) will support the review team's understanding of and respect for the local and state educational context.

In addition to the AAQEP-appointed members, one or more HTSB staff member(s) may participate as observers. Other observers, including those seeking a better understanding of the AAQEP process, may participate as agreed to by AAQEP and the host institution.

5. Reviewer Preparation and Qualifications

All review team members will meet AAQEP preparation and quality requirements. Reviewer training and professional learning opportunities will be made available to HTSB staff at no cost (The provider is responsible for travel expenses of one HTSB observer for the duration of the onsite visit); HTSB observers need not have participated in the training as a condition for joining review teams as observers.

6. Relation of Accreditation to Program Approval

[AAQEP review and accreditation may be presented to the HTSB for consideration of state approval of programs leading to recommendation for state licensure.

7. Accreditation Decisions

AAQEP accreditation decisions are made by the AAQEP Accreditation Commission. Accreditation statuses and terms are detailed in AAQEP's Guide and policy documents, available at www.aaqep.org. Full accreditation is for a term of 7 years. Observers from HTSB are welcome to attend meetings of the Accreditation Commission at which cases of Hawaii providers are considered (meetings are typically conducted via video conference). Accreditation decisions, including the reports on which decisions are based and the Accreditation Commission's rationale for each decision, will be shared with the designated

office at HTSB, which for purposes of this agreement is:

By email to the HTSB Executive Director

8. Communication and Logistics of Collaboration

Providers seeking AAQEP accreditation will ensure that HTSB is apprised of the schedule of accreditation activities, particularly of target site visit dates; providers will also send electronically a final copy of or links to the final version of their Quality Assurance Report (the self-study) to HTSB at the same time they provide it to AAQEP.

AAQEP will communicate scheduled times of off-site and on-site reviews with HTSB staff and schedules for such events at least three weeks in advance. AAQEP will also apprise designated HTSB staff of the schedule of Accreditation Commission meetings at which cases from Hawaii institutions will be considered. In addition, AAQEP will provide designated HTSB staff with copies of all reports or official letters for Hawaii providers generated by the review team and by the Accreditation Commission.

9. AAQEP Capacity Review and Formative Support Options

AAQEP will make available to Hawaii providers, in cooperation with and at the discretion of HTSB, two additional services:

- At HTSB's request, AAQEP will conduct capacity reviews of entities seeking first-time approval as an educator preparation provider. Such reviews will be conducted prior to the operation of the program to provide HTSB with a third-party review to inform a program approval decision. Such reviews will be designed and conducted in partnership with HTSB using the AAQEP standards as the framework.
- AAQEP also facilitates program and provider improvement for entities that have identified specific shortcomings in their work, including cases where shortcomings have been identified through external evaluations such as state or accreditation reviews. AAQEP will enter into an agreement with the provider and HTSB to establish a timeline, priorities, and outcomes for such reviews.

10. Membership

AAQEP views cooperation among accreditors, educator preparation providers, and SEAs as essential to effective quality assurance. It enters into this agreement with the intent of supporting both HTSB and providers authorized by it in ensuring the preparation of excellent and effective teachers and other professional educator. Hawaii agrees to join AAQEP as a state member at no cost in support of these goals.

In support of shared goals, AAQEP will provide supportive services including workshops and webinars to providers in Hawaii at reasonable cost. HTSB staff may participate in any AAQEP activities offered within Hawaii at no cost (AAQEP cannot cover travel expenses, meals, or lodging). AAQEP will also provide one HTSB staff member with a no-cost registration to its Annual Quality Assurance Symposium and provide any additional HTSB staff registration at the reduced member rate. In addition, HTSB staff may participate in AAQEP professional learning events, including reviewer training, at no cost (travel, etc., excepted, as above).

Mark LaCelle-Peterson

Date

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Lynn Hammonds

Date

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