

**TITLE: State Approval of University of Hawaii at Hilo’s Teacher Leader Program**

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The Hawaii Teacher Standards Board grants continuing state approval for the University of Hawaii at Hilo’s Teacher Leader Program. This program will be incorporated into UH Hilo’s annual reports and next accreditation cycle, January 1, 2022-June 30, 2028.

<b>Degree or Certificate granted by the institution or organization</b>	<b>State Certificate, License, Endorsement, or Other Credential</b>
Master of Education Degree (M.Ed.)	Added Field: Teacher Leader

**Rationale/Background:**

The University of Hawaii at Hilo’s Teacher Leader Program was approved by the Board on November 16, 2018, [NBI 18-12](#). The Board’s approval gave UH Hilo’s Teacher Leader Program provisional approval effective November 16, 2018, through December 31, 2022.

On September 17, 2021, the Board approved [NBI 21-06](#). This NBI grants the University of Hawaii at Hilo Educator Preparation Unit and Programs continuing state approval by the Association for Advancing Quality in Educator Preparation (AAQEP) from January 1, 2022-June 30, 2028.

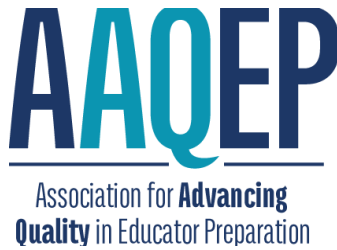
UH Hilo’s Teacher Leader Program was not included in AAQEP’s review for continuing state approval. In order for this program to be in compliance with HTSB’s administrative rules §8-54-24 and §8-54-25, this program submitted a Substantive Change Request to AAQEP for review. AAQEP completed a thorough review of this program and granted approval for this program to be incorporated into UH Hilo’s next accreditation cycle: January 1, 2022-June 30, 2028.

This NBI will be sent to the provider on behalf of the Board to communicate this decision.

AAQEP’s Substantive Change Report is attached to this NBI.

**Submitted by:** Branden Kawazoe

**Referred to:** Teacher Education Committee



**Substantive Change: AAQEP Response**  
**Provider Name: University of Hawaii at Hilo**

**Substantive Change Submission Date:** July 11, 2022

**Provider Primary Contact:** Jan Ray, Director, School of Education

**AAQEP Staff Respondent(s):** Sungti Hsu, Chief Relations Officer & Karen Lowenstein, Director of Member Services

Dear AAQEP Member,

Thank you for notifying AAQEP of program changes via the Substantive Change form. AAQEP recognizes that programs evolve and that preparation leaders and faculty continually make decisions about program modifications including but not limited to program content, delivery mode, program additions, branch campuses, and program removals. AAQEP has a responsibility to review changes that occur between the time of program reviews to assure the public that all aspects of the program continue to meet AAQEP standards for quality.

This response form acknowledges the changes to your program, provides a brief response based on AAQEP's review of those changes, and indicates any next steps (if required).

Thank you for your continued commitment to quality, improvement, and innovation.

Mark LaCelle-Peterson  
President and CEO

**2021 Substantive Change: Overall Response**

Complete and no further action required. The provider's program quality is maintained and the change falls within the provider's current scope of AAQEP accreditation.

*This response is checked when the provider has submitted notification of the change and any documentation required to support that change. This response also means that no further assessment of program quality is warranted. The change will be incorporated into the provider's annual reports and next accreditation cycle.*

Complete with response required (see final section of this response form)

*This response is checked when the provider has submitted notification of the change and additional documentation is required (e.g., approval letters from state regulatory agencies). This response also means that no further assessment of program quality is warranted. The change will be incorporated into the provider's annual reports and next accreditation cycle.*

\_\_\_ Additional information requested (see final section of this response form)

*This response is checked when AAQEP staff is unclear about the content or scope of the change or the review suggests that an assessment of program quality may be warranted.*

### **Substantive change**

Category of change as noted by Provider in the google form

*Program addition, adding the Teacher Leader program to the scope of AAQEP accreditation.*

Brief acknowledge of description of change as articulated by Provider in the google form

*The Teacher Leader program at the University of Hawaii at Hilo was not included in the original scope of accreditation since it was approved by the HTSB separately in 2018 and was not included in the approval of all other initial programs. The Teacher Leader program was provisionally approved for 2 years. Per State Administrative Code, the provider along with all the teacher licensure programs must be nationally accredited in order to receive HTSB's continuing state approval status. The provider desires to include the Teacher Leader Program as part of the scope of AAQEP accreditation so that the Teacher Leader Program could be continued approved.*

### **Documentation submitted by the provider (if required)**

- M.Ed. Program Review FINAL. 11.15.16
- More Detailed Explanation of MED Assessment Checkpoints
- NBI-18-12 UHH-Teacher-Leader
- Details Related to the 2018 Master of Education Forum with Cohort 10
- M.Ed. Assessment Data and Grad Student Performance
- ED610 Scoresheet
- Scoring Rubric for Forum Expended

### **Review of change including any submitted documentation**

*The addition of the Teacher Leader program, as substantiated by the state approval letter (New Business Item (NBI) 18-12), has been documented with AAQEP. This addition falls within Member's current accreditation cycle.*

### **Next steps regarding notification of substantive change (if any)**

Questions:

- Grading rubric for the professional development workshop

- Provided and examined
- The grading rubric for the professional development workshop? Appendix A included in the NBI has the description of the assignment but no grading rubric,
  - Grading rubrics are provided subsequently.
- Data from each assignment (Appendix A to F) to demonstrate candidate performance.
  - Data is provided. Candidates from the one cohort performed successfully, above 90%, for each of the assessments given during the program.
- The information about the Master of Education Forum provides details of the 3 expectations. However, it is not a scoring rubric.
  - The scoring rubric is provided subsequently.

**Assessments:**

- Only one cohort has been completed since the approval of the program in 2018.
- There are a total of 11 program completers from the 2018 cohort.
- There are 8 candidates currently enrolled in the program's 2nd cohort.
- The program's curriculum and assessments have not been modified since their approval in 2018.
- Narrative and numerical descriptions of data provided in the "Details Related to the 2018 Master of Education Forum with Cohort 10" and "More Detailed Explanation of MED Assessment Checkpoints" indicate that all candidates performed well while attending the program.
- Limited follow up data was available from program graduates.
- No program completers have applied for the Teacher Leader License.
- The program, while different from other initial teacher preparation programs at University of Hawaii Hilo, shares the governance structure.

**Next steps regarding accreditation**

*Please include this new program in your annual report. In addition, this new program will be incorporated into the next accreditation cycle.*