

**Program Review Memorandum of Understanding
School of Education
Summer 2013**

Plan for Improvement: Recommendations from the Program Review:

List the recommendations that emerged from the program review that will be pursued to improve the programs housed in the academic unit.

1. Ensure that clinical practice for all candidates in the Special Education mild/moderate and moderate/severe credential programs is sufficiently extensive and intensive for candidates to develop and demonstrate proficiencies in the professional roles for which they are preparing.
2. Address the inconsistency reported in the Education Specialist Program regarding the need for field experiences to be in a broad range of service delivery options.
3. Implement the closure of the Inland Empire Regional Center due to declining enrollments and lack of a sufficient market for our current programs.
4. Review and realign the administrative structure of the SOE to ensure appropriate efficiency and oversight of the quality of program offerings.
5. Review the location and frequency of course offerings in order to find opportunities for greater efficiencies through strategic scheduling and possible use of technology mediated delivery methods.

Action Steps for Implementing Improvements:

Indicate the actions steps and timeline that will be followed to implement the recommendations being pursued. Note – not all recommendations listed need to be implemented.

1. In order to address recommendations #1 and 2, the following will be done:
 - a. Annually review the placement criteria and alignment of recommendation of credentials to ensure our practices reflect the most current standards for each program.
 - b. The fieldwork coordination and clinical practice of all programs offered in the SOE will undergo a major review and revision to ensure an alignment of fieldwork practice to course content in all programs.
2. During the 2013-14 academic year, develop and implement a teach-out plan for the Inland Empire Regional Center to ensure all currently active students have a reasonable path for completion of their program.
3. Review and realign the administrative structure of the SOE during the 2013-14 academic year.
4. Connected with recommendations #3 and 4, identify ways to streamline course offerings and enable students at different regional centers in in courses with small enrolments to be combined through the use of technology mediated delivery methods.

Assessment Measures:

What assessments will be done to determine if the recommendations are leading towards the desired improvements? How will we know if we have been successful?

The fieldwork and clinical practice placements will be monitored closely to ensure every candidate has a substantial experience with a co-teacher holding an appropriate credential in the area of the candidate's course of study. In addition, all placements will be analyzed to ensure that candidates are placed in a school where common core standards are utilized, best practices in instructional methodology are used, and that candidates are able to successfully complete their assignments in a supportive environment.

In addition, the placements of the special education candidates will be analyzed to ensure every candidate has had a successful clinical practice placement of at least sixteen weeks in the initial credential and a substantial clinical practice placement of at least 120 hours in the second credential and have participated in a broad range of service delivery options.

1. Students registered at the Inland Empire Region Center will be given a path to completion and will be monitored by advisors until their completion plans are finished.
2. The administrative restructure of the SOE will be assessed via a cost analysis of the revised structure based on the number of units assigned for administrative oversight.
3. The course offerings review will be assessed by comparing the average class sizes and number of sections offered pre- and post- review. The assessment will be normalized to enrolment.

Financial Implications of the Action Steps:

Are there any financial implications associated with the actions steps coming from the program review recommendations? If so, what is the timeline and estimated scope of each need listed?

1. It is expected that there will be cost savings that occur due to the administrative restructure and alignment as well as the course offering review.
2. Given the current context is one of low demand for SOE programs, the realignment should be conducted with scalability in mind so that should demand increase, resources needed to scale to accommodate the increased demand will be clear.

Areas of Accountability:

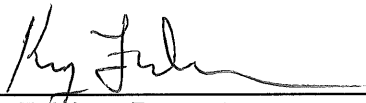
Are there areas identified by the administration that need particular attention during the next review cycle period? If so, indicate what they are and how and when they will be addressed.

1. It is expected that the SOE will work to become "right sized" regarding its administrative structure and staffing for programs and maintain that balance in a scalable manner as enrolments fluctuate up or down.
2. It is expected that the SOE will continue to pursue a strong internal and external reputation through the offering of quality education programs and productive community engagements and relationships.
3. It is expected that the SOE will place an increased emphasis on scholarly work and the development of a graduate culture that will enhance their reputation both internally and externally.

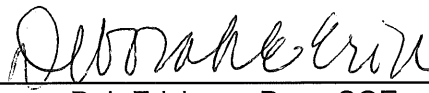
Agreement:

The Provost and the Dean School of Education mutually agree to pursue these recommendations for the School of Education. The Provost will provide material and administrative support for the actions taken as the result of the recommendations provided that the School of Education makes satisfactory annual progress on the initiatives. The Dean of the School of Education will carry out these actions and submit annual report of progress.

Signed:



Kerry Fulcher, Provost



Deb Erickson, Dean SOE