

The Faculty Senate recommends the following revisions to Council on the Preparation of School Personnel (CPSP) Policy FSC00050.htm:

- 1) *Update the policy to reflect the current structure of the College of education and the current accrediting bodies and associated acronyms;*
- 2) *Revise the policy to comply with university policy related to ex officio membership;*
- 3) *Insert language related to the credential unit's conceptual framework and associated forms;*
- 4) *Revise the policy to clarify CPSP's role related to accreditation documents and program review reports; and,*
- 5) *Revise the membership to ensure representation and communication across the university's credential and subject matter programs.*

I. DEFINITIONS

"Subject Matter Program" refers to a planned body of courses and experiences developed in consultation with the community and approved by the University and by the California Commission on Teacher Credentialing (CTC), that meet CTC Standards for subject matter preparation for the California basic teaching credentials in Multiple Subject, Single Subject, and Education Specialist in Special Education. A Subject Matter Program may stand apart from Professional Preparation Programs leading to basic teaching credentials or it may be "blended" with a basic teaching credential program, if the blended option has been approved by the University and by the CTC as meeting separate CTC Standards for Blended Programs.

"Professional Preparation Program" refers to a planned body of courses and experiences, developed in consultation with the community and approved by the University and by CTC, that prepare candidates for basic teaching credentials, specialist credentials, and/or service credentials and certificates. Such programs prepare certificated personnel for work in a variety of professional roles in California's schools. As noted above, Professional Preparation Programs leading to basic teaching credentials may be articulated with Subject Matter Programs and seek University and CTC approval as Blended Programs.

II. AUTHORITY

The Council On the Preparation Of School Personnel (CPSP) is a permanent subcommittee of the Curriculum Policies Committee (CPC). The Council shall:

- A. Review all Subject Matter Programs and Professional Preparation Programs for compliance with the University's academic policies and regulations and for compliance with the CTC policies and guidelines, as well as the alignment with the unit's conceptual framework, and compliance with the guidelines of other bodies that have granted program accreditation. Review should follow procedures established by the University.

It should also adhere to accreditation guidelines established by the CTC and other relevant accrediting bodies.

- B. Review policies and programs pertaining to the Subject Matter Programs and Professional Education Programs. (Access information about the university's accreditation programs here: http://edweb.csus.edu/accreditation/cctc/program_assessment/biennial_reports.html.)
- C. Recommend, as appropriate, revisions of course work or programs in the Subject Matter and/or Professional Preparation Programs.

III. CHARGE

- A. Stimulate and model cooperation among all areas concerned with Subject Matter and Professional Preparation Programs. In particular, streamline the sharing of information about Subject Matter and Professional Preparation Programs, especially as this pertains to advising of and support to students and candidates.
- B. Identify and define issues related to the effective implementation of Subject Matter and Professional Preparation Programs, particularly as they relate to the Sacramento State Strategic Plan and the unit's conceptual framework.
- C. Organize and direct a response to defined problems.
- D. Review, study, and make recommendations concerning Subject Matter Programs, Blended Programs, and all aspects of the Professional Preparation Programs.
- E. Recommend policy concerning curricular aspects of the Subject Matter and Professional Preparation Programs.
- F. Be apprised of findings and recommendations contained in all Program Review Reports for Subject Matter Programs and CTC Accreditation Reports (e.g., Biennial Reports, Program Assessment Reports) for Professional Preparation Programs. If programs have accreditations in addition to CTC accreditation, be informed of findings and recommendations from these bodies. As appropriate, review and respond to findings and recommendations.

IV. PROCEDURES AND IMPLEMENTATION

- A. Course change proposals, program change proposals, new course proposals and/or new program proposals for Subject Matter and Professional Preparation Programs must be prepared, reviewed and approved by the appropriate program.

NOTE. The University-level curriculum approval process is specified in the University Manual and all proposal forms and associated materials are also specified in the University Manual. These items are accessible from the University's Webpage. All University procedures apply except for review and approval by the Curriculum Subcommittee.

1. For course change specifications go to <http://www.csus.edu/acaf/univmanual/crspsl.htm>.
 2. For program changes go to <http://www.csus.edu/acaf/univmanual/mdftnprg.htm>.
 3. For new programs go to <http://www.csus.edu/acaf/univmanual/newdegpro.htm>.
 4. All course proposals routed to CPSP must also use the Form A cover sheet. (forthcoming online)
- B. Program approved proposals must be forwarded to the College Academic Council for review and recommendation.
- C. College Academic Council approved proposals must then be forwarded to Academic Affairs. The Associate Vice President for Undergraduate Programs or designee is then responsible for moving the proposals to CPSP for review and recommendation.
- D. CPSP approved proposals must then be forwarded to the Senate for final approval.
- E. Accreditation documents for Subject Matter and Professional Preparation Programs are maintained at the program level and should reflect changes due to adopted course and program proposals, changes in program standards, and changes occurring because of other policies and policy changes. These accreditation documents must be reviewed and approved at the appropriate program, department and college levels. They should be reviewed by CPSP as informational items prior to submission to any accreditation agency.
- F. For course and program approvals sought by approved subject matter programs, approval requests must be routed through the appropriate university committees (e.g., GE policies). CPSP shall receive these course and program proposals after these bodies have completed their reviews.
An informational review by CPSP is also strongly recommended for programs that operate as subject matter programs but are not currently approved by CTC as such (e.g., Liberal Studies, Child Development pre-credential, etc.).
- G. In addition to the process as specified above, copies of the agenda and minutes of each CPSP meeting should be forwarded to the Curriculum Policies Subcommittee.
- H. Election of the chair will occur in the first meeting of the fall semester.
- I. A simple majority of the voting members will constitute a quorum.
- J. Academic Affairs shall provide for the clerical support, including but not limited to notice and establishing meeting dates, taking and disseminating meeting minutes, circulating printed materials, general correspondence and the preparation of draft and final reports, posting of information on a WEB page, etc.

V. MEMBERSHIP

There shall be 16 voting members. The Faculty Senate will seek nominations from the College Deans for new term appointments during Spring semester for terms beginning in the following academic year and to fill any vacancies. Having been nominated by the respective College Deans, committee members will be confirmed by the Curriculum Policies Committee, or, absent

a timely meeting of the Curriculum Policy Committee, by the Faculty Senate Executive Committee.

- A. Seven members from the College of Education:
- 5 members at large (1 from the Undergraduate Studies Department, 1 from the Graduate Programs and Professional Studies in Education Department, and 3 from the Teaching Credentials Department)
 - 1 member, Chair of Teaching Credentials
 - 1 additional faculty member with expertise in the area of Teacher Credentialing who is also a Faculty Senator
- B. Nine members from other Colleges involved with the preparation of school personnel. Members should represent subject matter programs that lead to a Single and/or Multiple Subject credential. Membership should include:
- Two members from the College of Arts and Letters
 - Two members from the College of Social Sciences and Interdisciplinary Studies
 - Two members from the College of Health and Human Services (one member representing Kinesiology and Health Science and one member representing School Nursing, School Social Work or Speech Pathology)
 - Two members from the College of Natural Sciences and Mathematics
 - One member from the College of Continuing Education
- C. Ex officio (non-voting) members:
- Liaison from Faculty Senate Curriculum Policies Committee.
 - 1 member, College of Education Credential Analyst
 - Associate Deans from the Colleges of Education, Arts and Letters, Natural Sciences and Mathematics, Health and Human Services, and Social Sciences and Interdisciplinary Studies or designee
 - Dean, Office of Graduate Studies or designee
 - ASI Director of Education or designee
- D. Terms of membership:
1. A student term is one year with the possibility of reappointment.
 2. Terms served by members other than students will be three years, with the possibility of reappointment. The exception is the member who is also a Faculty Senator whose term of office is one year, with the possibility of reappointment.

Appointments will be staggered in order to insure, as far as possible, that approximately one-third of the members are appointed each year.

Carried.