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**[For distribution to the Board on January 9, 2008]**

**[01-09-08]**

PROTOCOL FOR CONDUCTING MAINE EDUCATOR PREPARATION  
PROGRAM APPROVAL and TEAC ACCREDITATION

Maine State Board of Education

As a means for ensuring that all institutions of higher education in Maine offering Maine State Board of Education (MSBE) approved educator preparation programs at the undergraduate and/or graduate level(s) are meeting the standards, as set forth by the MSBE in its rules, Title 20-A, Chapter 114, *Purpose, Standards and Procedures for the Review and Approval of Preparation Programs for Education Personnel*, programs must undergo an on-site review. The on-site review for State approval will be conducted by the Maine Department of Education (MDOE), on behalf of the Maine State Board of Education, and may be undertaken as a joint visit in collaboration with the National Council for Accreditation of Teacher Education (NCATE) or the Teacher Education Accreditation Council (TEAC). For those programs that opt to seek and ultimately gain TEAC accreditation, the following protocol outlines the requirements of a joint TEAC-MDOE review leading to MSBE program approval and to TEAC accreditation.

Standards: For the purposes of TEAC accreditation reviews, the program must claim that it satisfies the MSBE approved educator preparation program standards and elements as well as all additional TEAC accreditation principles and standards.

For MSBE program approval, if an institution selects TEAC as its accreditor, all educator preparation programs leading to initial or advanced professional educator certification offered by that institution must seek TEAC accreditation unless (a) specific program(s) have been (is/are) nationally accredited and have maintained continuing accreditation status, for a minimum of two (2) accreditation cycles, by a national programmatic accrediting agency that is recognized by the US Secretary of Education. Educator preparation programs for licensure include teacher, administrator and professional school personnel.

Notification: Institutions in Maine selecting TEAC will confirm the dates of each TEAC accreditation visit with the MDOE before submitting dates to TEAC in order to facilitate scheduling of MDOE staff and State Team members for all accreditation visits. Continuing reports will be scheduled according to TEAC's timetable for continuing accreditation visits, with the MDOE reserving the right to schedule a visit to a TEAC-accredited institution if it deems a visit necessary. Each institution will notify TEAC and MDOE of the contact person for the review.

Accreditation Options: Institutions selecting TEAC will pursue full program accreditation by TEAC (initial and/or continuing accreditation status) with the following exception. *If a teacher education program is new (meaning the institution has not had a pre-existing program at the same degree level, bachelor's or master's, that led to the initial teaching certificate or its initial professional equivalent), then the program shall follow TEAC guidelines for New Program Accreditation for the initial TEAC accreditation visit and full program accreditation for subsequent visits according to TEAC's timetable of continuing accreditation visits.*

Institutional Reports: For the purposes of initial and continuing reviews for TEAC accreditation and MSBE program approval, institutions will prepare a single report<sup>1</sup> in the format specified by TEAC and send a copy to the MDOE. The report(s) shall include evidence that adequately supports the program's claim that it meets the MSBE standards for educator preparation as identified in Title 20-A, Chapter 114 as well as federal Title II requirements, including evidence of the 80% overall institutional summary pass rate on examinations prescribed by the MSBE for licensure. The report will also include evidence that TEAC quality principles and standards for capacity have been met.

Annual reports to TEAC will be in the format prescribed by TEAC with the MDOE receiving a copy. Annual reports shall also include information specified by the MDOE, including enrollment and number of degrees granted for educator preparation programs in the preceding academic year, September 1 to August 31.

Curriculum Analysis Reports: For initial and continuing MSBE-approval of specialty programs, institutions will prepare Curriculum Analysis Reports (CARs) for each program they are approved by the MSBE to offer. The reports shall be submitted to the MDOE 90 days in advance of the TEAC accreditation visit. A CAR will not be required of (an) MSBE-approved specialty program(s) that have been (is/are) nationally accredited and have maintained continuing accreditation status, for a minimum of two (2) accreditation cycles, by (a) national programmatic accrediting agency(ies) that is/are recognized by the US Secretary of Education. In lieu of preparing a CAR, such specialty program(s) will submit copies of annual reporting documentation, as required by the programmatic accrediting agency(ies), which adequately support(s) the each program's claim that it continues to meet the MSBE standards for educator preparation as identified in

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<sup>1</sup> Institutions will be permitted to submit one document to TEAC, the *Inquiry Brief* or *Inquiry Brief Proposal*, for all licensure programs as long as they meet TEAC's three criteria to bundle program options as a single program for accreditation.  
(See <http://www.teac.org/accreditation/inquirybrief/whatisprogram.asp>)

Title 20-A, Chapter 114 - Purpose, Standards and Procedures for the Review and Approval of Educational Personnel Preparation Programs. The format for CARs can be found at <http://www.maine.gov/education/xxxxx>.

The MSBE will accept specialty program accreditation from the following organizations in lieu of submission of a CAR for continuing program approval.

- American Psychological Association (APA)
- American Speech-Language-Hearing Association (ASHA)
- Council for Accreditation of Counseling and Related Educational Programs (CACREP)
- National Association of Schools of Art and Design (NASAD)
- National Association of Schools of Music (NASM)

Team Composition: Both TEAC auditors and MSBE approved State Team members will comprise the site-visit team. One MDOE representative shall serve as a consultant point-of-contact to TEAC as well as a non-voting State Team member during the TEAC audit visit. Additional MDOE representatives may be added to any TEAC audit visit as observers and/or consultants. In addition, MDOE representative may provide program and Maine contextual information during the audit process. The TEAC auditors will verify the evidence used to support the claims made in the institution's Inquiry Brief. State Team members will assess the educator preparation program's compliance with the MSBE-approved standards as identified in Title 20-A, Chapter 114 - Purpose, Standards and Procedures for the Review and Approval of Educational Personnel Preparation Programs. MDOE representatives may attend the training of TEAC auditors and/or the training of the institution's staff, with no training expense charged to the MDOE. The MDOE will be responsible for the travel expenses of its representative(s) for such training.

Team Expenses: The institution shall cover all travel and maintenance expenses for the TEAC auditors and MSBE approved State Team members. The MDOE will cover all travel and maintenance expenses for the MDOE representative(s). When an MSBE member participates as an observer, the MSBE will cover all travel and maintenance expenses for the MSBE member.

TEAC Audit Report: The TEAC auditors will verify the evidence used to support the program's claims that it has met the appropriate MSBE-adopted standards in addition to verifying other evidence that pertains to TEAC's quality principles and standards. The TEAC auditors will determine if the institution's Inquiry Brief receives a clean, qualified, adverse or disclaimer option based upon TEAC guidelines and submit an Audit Report to the institution and the MDOE.

The State Team will prepare a State Team report of findings regarding the institution's compliance with the MSBE-approved standards as well as any specialty area program(s) that have not been (is/are) not nationally accredited and/or have not maintained continuing accreditation status, for a minimum of

two (2) accreditation cycles, by a national programmatic accrediting agency that is recognized by the US Secretary of Education. Any additional issues deemed to be necessary will be examined by the State Team during the visit.

TEAC Determinations Regarding Program Quality: TEAC will forward the Audit Report, any responses to the Audit Report from program faculty, reports from any consulting reviewers, and the TEAC Staff Analysis to the institution and to the MDOE after the accreditation visit. ~~and at least two weeks before the meeting of the TEAC Accreditation Panel.~~ The Staff Analysis, ~~informed by the Accreditation Panel members' assessments of the Inquiry Brief,~~ will examine whether the evidence, as verified by the auditors, ~~is sufficient regarding~~ supports or does not support the MSBE's adopted standards and TEAC's quality principles and standards, and whether there are credible alternative hypotheses to the institution's claims that it meets the MSBE standards and TEAC's quality principles and standards.

MSBE Program Approval: The MDOE will notify TEAC of program approval actions taken by the MSBE in respect to educator preparation programs approved by the MSBE and accredited by TEAC. TEAC will be notified when the institutions are notified. TEAC will notify the MDOE of a change in accreditation status or additional reporting requirements for any Maine institution that is accredited by TEAC.

Partnership Agreement: The partnership agreement shall be for an initial period of two years (February 13, 2008 through January 14, 2010) and may be modified by the two parties during that time, if deemed to be necessary. The intention of this agreement is to have an ongoing partnership with TEAC.

The terms of this agreement have been reached by mutual consent and have been read and understood by the persons whose signatures appear below. The parties agree to comply with the terms and conditions of the plan as set forth herein.

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Frank B. Murray  
President, Teacher Education Accreditation Council

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Date

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Susan A. Gendron  
Commissioner of Education  
Maine Department of Education

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Date