

# **Credential Program Procedures**

**Proposals of Intent to Offer New Credentials**

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# Credential Program Procedures

## Proposals of Intent to Offer New Credentials

A letter of intent as well as any supporting documents required by the California Commission on Teacher Credentialing should be forwarded by the dean of the college concerned to the Provost for review. Once approved, the request will be sent over the President's signature to the Commission.

## New Credentials

Proposals for implementation of new credential programs are to be processed by local screening committees as outlined on pages 27-29 of the *Curriculum Guide* before being forwarded to the California Commission on Teacher Credentialing.

The proposal submitted for local review should follow the format outlined on pages 78-90 of the *Curriculum Guide* for new degree major programs. In addition, one copy of the document prepared for the commission should be forwarded to Curriculum Services for use by the university-wide curricular review committees.

## Revision of Existing Credential Programs

Proposals to revise an existing credential program are to be submitted to Curriculum Services via CurricUNET for university-wide processing.

All local review must be completed *before* the proposal is submitted to the Commission for review.

Once a revision to an existing credential has been approved by the local screening committees, it is the responsibility of the department initiating the proposal to forward the formal request plus a cover memo to the Provost for review and forwarding to the Commission.

## Single Subject Waiver Programs

The policy and procedures for securing approval for single subject teaching credentials as outlined in Title 5, *California Code of Regulations*, is as follows:

### **80085. Programs of Academic Preparation.**

In accordance with the requirements of Sections 44310, 44311, and 44312 of the Education Code, the Commission shall evaluate a subject matter program submitted to it as adequate and appropriate for the purpose of waiving the respective subject matter examination, and shall grant such subject matter program waiver status upon fulfillment of the general requirements as specified in Section 80085.1 and the specific requirements as specified in Section 80086, by the institution requesting approval of such programs of academic preparation. In addition to fulfilling the requirements of Section 80085.1 and Section 80086, the following requirements shall be addressed by programs seeking Commission approval:

(a) The head of the institution shall submit a written statement assuring that the Dean or Director of Teacher Education was consulted as to the appropriateness of the proposed coursework during the institutional review of the submitted program(s).

(b) For purposes of clarification, an institution shall submit a matrix which indicates the relationship of each course, in the required  $\frac{2}{3}$ , to the subjects listed in Title 5 Regulations Section 80086.

**80085.1. Programs of Academic Preparation; General Requirement.**

To receive Commission approval, programs of academic preparation, other than foreign languages and mathematics, must contain a basic core of courses (a minimum of 30 semester units, or their quarter unit equivalent), not less than  $\frac{2}{3}$  of the total, which relate directly to those subjects "commonly taught" in the public schools. A listing and catalog description of courses clearly identifying which of the courses constitutes the  $\frac{2}{3}$  basic core must be provided. The remaining third (a minimum of 15 semester units or their quarter unit equivalent) shall include courses that provide breadth and perspective to supplement the essential basic core.

Institutions shall have the flexibility to define their program (both the required  $\frac{2}{3}$  core and remaining  $\frac{1}{3}$ ) in terms of specifically required coursework or in terms of electives within each area.

Institutions shall have the flexibility to determine whether their programs offer a specific course or courses for each subject "commonly taught," or provide a course or courses offering multiple coverage across subjects "commonly taught," as listed in Title 5 Regulations, Section 80086.

Programs of mathematics shall consist of a minimum of 30 semester units, or their quarter unit equivalent, plus 15 units of closely related subjects.

Programs of academic preparation for foreign languages shall consist of a minimum of 30 upper division semester units or their equivalent. This regulation is not intended to inhibit or unnecessarily restrict college or university curricula.

**80086. Programs of Academic Preparation; Specific Requirements.**

- (a) Agriculture: To include required courses in, or directly related to, ornamental horticulture, agriculture mechanics, animal science, plant science, forestry/horticulture, farm management/agriculture economics;
- (b) Art: To include required courses in, or directly related to, art (general), crafts, ceramics, painting/drawing, art history, design;
- (c) Business: To include required courses in, or directly related to, office services and related technologies (courses or demonstrated proficiency) accounting/computer literacy, economics and consumer business education, marketing/distribution;
- (d) English: To include required courses in, or directly related to, composition, literature, linguistics;
- (e) Government: To include required courses in, or directly related to, U.S. government/civics, introduction to law, emerging nations, comparative political systems;
- (f) Health Science: To include required courses in, or directly related to, personal health, family health, community health, drug use and abuse, accident prevention and safety;
- (g) History: To include required courses in, or directly related to, U.S. history, world history, history of Western civilization, history of California, history of modern Europe, history of the non-Western world;
- (h) Home Economics: To include required courses in, or directly related to, consumer education, food and nutrition, family living and parenthood education, child development and guidance, housing and home management, clothing and textiles;
- (i) Industrial and Technology Education: To include required courses in, or directly related to, construction, electronics, energy and power, manufacturing, visual communications, and related technologies;
- (j) Languages: To include required courses in, or directly related to, language, culture, linguistics, literature;
- (k) Life Science: To include required courses in, or directly related to, biology, physiology, ecology, zoology, botany, marine biology;
- (l) Mathematics: To include required courses in, or directly related to, first and second year algebra (or demonstrated proficiency); first and second year calculus, geometry, statistics, probability, computer programming, history of mathematics, number theory;
- (m) Music: To include required courses in, or directly related to theoretical and historical background of music, instrumental, vocal;
- (n) Physical Education: To include required courses in, or directly related to, dance, basic movement, sports and games, aquatics, gymnastics;
- (o) Physical Science: To include required courses in, or directly related to, chemistry, physics, earth science;
- (p) Social Science: To include required courses in, or directly related to U.S. history, history of California, U.S. government, world history, world geography.

**80087. Institutional Procedures and Standards.**

The responsible head of the institution, following regular review by procedures appropriate to the institution, in consultation with the Dean or Director of Teacher Education, shall report to the Commission the subject matter programs of academic preparation the institution has selected as meeting the general and specific requirements cited in Sections 80085, 80085.1, and 80086.

**80088. Approval of Programs of Academic Preparation.**

(a) The institution shall submit seven (7) copies of the program of academic preparation and the letter from the responsible head of the institution, as cited in Section 80085 and Section 80087;

(b) Commission staff will review the proposed program of academic preparation in terms of the general requirements, as stipulated in Section 80085.1;

(c) The Commission shall appoint panels to review the programs of academic preparation for each of the statutory single subjects, in terms of the specific requirements as stipulated in Section 80086, and breadth and perspective to supplement the essential core. The panels shall also evaluate each program in terms of its adequacy and appropriateness as a waiver from the subject matter examination in terms of the requirements of Section 80085.1. Each panel shall be comprised of a minimum of three members, representing at least one each of the following: secondary teachers of the subject, college/university teachers of the subject, and supplemented by one public school specialist in curriculum or school administration;

(d) Candidates initially enrolled in a subject matter program after June 30, 1984 shall be so enrolled in a Commission approved program that meets the requirements described in Title 5 Regulation Sections 80085.1 and 80086;

(e) Subject matter programs approved under regulations that existed on March 31, 1982 shall retain their approved status until June 30, 1984;

(f) Candidates initially enrolled prior to June 1, 1984 in a Commission approved single subject matter waiver program approved under regulations that existed on March 31, 1982, shall have until June 30, 1988 to complete such program, or equivalent program, and apply for the appropriate single subject credential.

*(Includes revisions through August 26, 1989.)*