

MACTE COMMISSION ON ACCREDITATION

Abbreviated Minutes

November 9-11, 2009 Meeting

Nominating Committee Report

Gulsevin Kayihan was elected to serve a three-year term on the Commission. Gulsevin serves as Academic Director and Instructor/Teacher at Spring Valley Montessori Teacher Education Program and School in Federal Way, Washington. Susan Sweet was elected to serve a three-year term on the Commission as a Public Member. Susan is Director of Institutional Planning, Outcomes and Accreditation at Edward Via Virginia College of Osteopathic Medicine. Prior to that, she held a managerial position with the Commission on American Osteopathic College Accreditation in Chicago, Illinois in the Division of Predoctoral Education; this division provided the oversight for the osteopathic college accreditation processes.

Chairperson's Report

Chairperson Pamela Trumble reported that since the May, 2009 MACTE Commission meeting, approximately 80 percent of her time had been spent working on the corporate reorganization between MACTE and IAME. The other 20 percent of her time was spent performing other duties, including participating in the pilot of the rolling review process; reviewing OSET composition with the Executive Director; consulting monthly with the Executive Director regarding accreditation and internal matters.

Executive Director's Report

Dr. Gretchen Warner reported that MACTE's expansion of scope to include distance education in its scope of recognition was approved by the Secretary of Education in August 2009.

Dr. Warner's work over the past few months has also included implementing the pilot rolling review process with two Commission subcommittees, and working with staff members to refine the MACTE database and web functions. Staff members are also working on revising the MACTE Handbook appendices so that they can be placed online. Once Annual Report data are complete for all institutions, Dr. Warner plans to publish a MACTE Annual Report online which will include enrollment, graduation and employment data. She stated that with improved instructions and more experience, institutions have produced more complete and accurate Annual and Interim Reports.

As the number of accredited international institutions increases, Dr. Warner has asked staff members to develop more guidance for institutions and OSETs concerning international operations. Dr. Warner was an invited panelist at the ASPA Spring 2009 meeting on the topic of international accreditation.

Dr. Warner also gave a synopsis of the timeline and results of the negotiated rulemaking process between USDE and accrediting agency representatives; and implementation of the Higher Education Opportunity Act of 2008 (HEOA). The major issues appearing in the new HEOA regulations that will affect MACTE are as follows:

- **Distance education:** it is vital that accrediting agencies develop policies and procedures for ensuring that the student who registers in a distance education

program is the same student who participates in and completes the program, and receives the academic credit;

- **Enrollment increases:** growth of programs at institutions experiencing significant enrollment increases must be carefully monitored;
- **Transfer of credit policies** must be developed and published by all institutions and must include a statement of the criteria used to evaluate credit earned at another institution of higher education;
- **Due process policies and procedures** of accrediting agencies must include several new elements.

The National Advisory Committee for Institutional Quality and Integrity (the body which meets twice annually and advises the Secretary concerning recognition of accrediting agencies) is in the process of being reconstituted. Instead of all members being appointed by the Secretary, one-third of the members will now be appointed by the House of Representatives, one-third by the Senate, and one-third by the Secretary. As a result, there have been no meetings held for the past year.

Standards/Bylaw/Policy Committee Report

The following report was presented by Dr. Marlene Barron, Chairperson:

1. **Standard 4 Field Supervisor requirements** (formerly Criterion 4.2; now 4.3):

The requirement for a field supervisor to have five years experience after completion of Montessori certification was agreed upon in 2005.

NEW TEXT, 4.3.3.

A minimum of five (5) years of experience after completion of Montessori certification, in a Montessori classroom with children at the age level of certification. The "after completion of Montessori certification" requirement will be effective in 2014.

NOTE: Dr. Warner will research whether real-time classroom video-observation with a qualified Field Supervisor can be used in lieu of a live visit.

2. **Standard 3 and 6 changes** (out for public comment since November 2008):

a. **Criterion 3.15, Transfer of Credit Policy:**

Dr. Warner reported that she revised the wording based on USDE's new requirements:

"The institution must publish a transfer of credit policy. The policy must include a statement of the ~~institution's~~ criteria regarding the transfer of credit earned at another institution, and must describe the ~~institution's~~ policies and procedures for assessing prior learning and incorporating students into the appropriate portion(s) of the certification course."

Agreed as edited.

Documentation – unchanged.

Available for On-Site Evaluation Team - unchanged.

b. Criterion 3.16, “Outsourcing” Courses to Other Institutions:

New text will read:

“When the outsourcing of certification course curricula is initiated by an accredited institution, the director must ensure that the outsourced curricula meet applicable MACTE competencies standards...” (Rest of sentence to be revised by Dr. Warner)

Agreed as edited.

Criterion 3.16 will have to be re-sent out for public comment.

c. Criterion 6.3, Supervised Teaching:

6.3.2: Delete the word ‘projected’ preceding ‘sites.’ The sentence will now read:

2. *“The institution provides an annual listing of ~~projected~~ sites, supervising teachers, and field supervisors.”*

Agreed as edited. **This information will be collected in the annual report.**

d. Two new Glossary Listings were developed:

Field Supervisor: *adult appointed by a teacher education institution to observe and mentor a student's progress through the practicum in a Montessori environment.*

Supervising Teacher: *the classroom teacher-mentor for the candidate completing practicum student teaching. The supervising teacher or credentialed designee must be present in the environment on all days for which the student teacher is present.*

e. Criterion 6.3.4, text will read: *The institution has monthly contact (via e-mail, telephone, etc.) beyond the three (3) on-site visits with student teachers.*

Agreed as edited.

3. Section 1.5.1, Annual Fees for Mobile Sites (p.13)

Wording will be revised.

Mobile sites:

- *Zero sites: pay the annual institutional fee per accredited level.*
- *One site: pay the annual institutional fee per accredited level.*
- *Two or more sites: pay the annual institutional fee per accredited level for one site plus the additional location fee per accredited level for each additional site.*

4. Section 4.8 (4), Establishment of a Mobile Site (p.61)

The following changes in paragraph 2 were agreed upon:

“If the mobile institution intends to offer the same certification course at the same mobile site within one year following the end of the last MACTE approved contract, the mobile institution needs only to submit a new contract to the MACTE office with any changes. Administrative action by the Executive Director of MACTE is necessary for approval. However, if the institution offers the same certification course at the same mobile site, at a date later than one year following the end of the last MACTE approved contract, and during the period of accreditation of the mobile institution, a Substantive Change application form and fees must be submitted to the MACTE office.”

5. Section 4.11, Renewal of Accreditation (p.62)

“A mobile institution will use one of its active teaching locations as the site for renewal of accreditation. The mobile institution will fill out the Application/Self-Study using its current site as its renewal location. If the current site is a new site, the Application/Self-Study can

be submitted if the new site can be visited within six (6) months. If not, a Substantive Change form must be submitted for the new site”.

6. Criterion 3.14, Advertising and Promotion (p.26)

Policy Proposal for Repeated Violations in Advertising:

Delete the words ‘repeated,’ and replace the word ‘will’ with the word ‘may’ in second sentence in second paragraph of Dr. Warner’s proposed wording.

“Misrepresentation is a violation of Essential Standard 3, Criterion 3.14. Violations may result in the following penalties, even if the violations are publically corrected: for the first offense, a written warning; second offense, placement on Administrative Probationary Accreditation; third offense, placement on Accreditation with Stipulations/Probation; and fourth offense, revocation of accreditation.”

Agreed as edited.

7. Criterion 6.1: Clock hours for certification courses that are offered in one language and translated into a second language.

REVISED TEXT: *200 academic contact hours, excluding translation time.*

This text will be included throughout the MACTE Handbook.

8. Future Items

1. Define *on-site director/consultant*, including responsibilities.
2. Review or create a policy/procedure for OSETs and activities, re: gifts and receptions.
3. Review the section on Evaluation of Standards relating to competencies to ensure that all items are outcomes-driven.
4. Reconsideration hearings: develop more detailed due process policy with timeframes.
5. Define: co-teacher
6. Work with Distance Education Task Force on: 120 residency hours as a minimum requirement; on-site director/consultant be on-site; training for faculty to learn to teach online.

Quality Improvement Committee Report

Anita Wolberd, Chairperson, reported that the mission of the Quality Improvement Committee is to support continuing improvement of the accreditation process, from receipt of application through the motion for accreditation, by communication between the Executive Director and Commission.

Accomplishments:

1. This has been a very busy cycle with 40 applications (see productivity analysis).
2. Pamela Trumble and Dr. Gretchen Warner continue to present OSET trainings at the IAME and AMS conferences. A regional training session will be held in Columbus, Ohio in December 2009. Dr. Warner will present a session during the MEPI annual conference in February, 2010.
3. The MACTE office has nearly completed a new application form and checklist for reviewers that uses the exact language of the standards as written in the current handbook.
4. During the past six months, Commission reviewers began an experimental rolling review process of some applications. The positive outcomes included a more efficient

accreditation experience for most institutions that were reviewed. Applications that required further study and/or documentation waited for consideration until the Commission meeting.

5. The MACTE office has provided a cell phone number that can be called if needed during OSET visits.
6. The MACTE office has designed a database for keeping track of qualified OSET evaluators. They anticipate using this information to more efficiently construct OSET teams and to ensure that team members are current in their training.
7. The first official pre-visit was organized by the office. This visit brought together a volunteer consultant with an institution that needed help preparing for its on-site visit. Both the consultant and director reported being satisfied that this was a helpful process. The office is also developing a list of individuals who are interested in providing consultation for a fee.
8. The process of Commission oversight in the selection of on-site evaluation team members is continuing and working well.
9. Staff has developed a list of procedures to assist future OSET members make their travel plans for international visits.

Distance Education Task Force Report

Dr. Kecia Ray, Chairperson, reported on the task force's recommendations:

1. Field supervisions performed via video

Dr. Warner will verify whether this method is acceptable to USDE. The task force can develop training sessions to offer as webinars to introduce the concept of using Skype or other videoconferencing applications for video-based field supervisions.

2. Residential hours

The task force recommends that MACTE establish 120 face-to-face residential hours as the minimum requirement in any distance education program.

3. Assessment of distance education programs

The task force will review the documentation submitted this year from distance education pilot programs as soon as it becomes available. A recommendation will be made at the May meeting as to whether or not this data should continue to be collected. The task force feels that it will be necessary to visit sites for each additional location within a distance delivery program to assure that students' needs are being met. The OSET should occur during the residential component of the program.

4. Transition of OSET to online format

The task force will develop online tools this year. A training and transition plan will also be designed.

6. On-site director/consultant

The task force feels it should be required for each alternative delivery cohort to have an on-site consultant with credentials equivalent to those of a director.

7. Faculty for online/distance education courses should be required to participate in

training to prepare for teaching online. This training should be recognized by SREB or USDLA. It is recommended that MACTE begin sharing DE 101 content at other Montessori conferences.

State/National/International Recognition Task Force

Barb Jens, Chairperson, reported that the legislative proposal to recognize MACTE certificates passed in South Carolina on November 9 (the proposal can be seen on the MACTE website, www.MACTE.org). Dr. Ginny Riga will present details of this legislation during the IAME conference. Dr. Warner sent out a letter to all accrediting and state agencies (see attached document) to inform them of the need for MACTE Montessori credentialed teachers in Montessori classrooms.

Marketing/International Committee

Paula Glasgow, Chairperson, presented the International Committee mission, which is to:

- Develop and maintain a collaborative relationship with the international Montessori community;
- Mentor international programs through the MACTE accreditation process;
- Promote an awareness of the importance of cultural diversity;
- Expand the MACTE constituency to recruit more international training centers.

Dr. Marlene Barron has continued to promote MACTE throughout Asia. Paula Glasgow promoted MACTE at an international conference in Beijing in May, 2009. Kathy Price and Paula Glasgow promoted MACTE by distributing the international brochures at the World Forum on Early Child Care and Education in Belfast in June, 2009. Arrangements are progressing to translate the international brochure into Chinese, Korean, Spanish, and Arabic.

The annual Montessori Europe conference was held in October, 2009 in Poland. Montessori Asia has been formed. The first Montessori Asia Conference will be held in Taiwan, 2009, followed by conferences in Korea in 2010 and Beijing in 2011.

Recognitions

Commemorative plaques for years of service to the Commission were presented to Barbara Grillo and Dr. Kate Kinslow, outgoing Commissioners.

Public Comments

Pamela Crisman, Kym Elder, and Elizabeth Stone were speakers.