

VSBEPE Agenda Item 4(PAC)

DATE: October 11, 2019

ITEM: Shall the VSBEPE conduct a first reading of proposed POLICY N24 for the purpose of possibly adopting the policy, or some iteration of it, at the second reading of POLICY N24 to occur at its next meeting?

AGENCY RECOMMENDED ACTION: The VSBEPE conduct a first reading of the proposed POLICY N24

BACKGROUND: In 2016 the ROPA Consultant Position became a full time AOE staff position housed in the EQ Division on the Pre-Service Team. Prior to that, the ROPA Coordinator had been a contracted service. The Peer Review Coordinator is also housed in the EQ Division on the Pre-Service Team. ROPA reviews Peer Review so that the VSBEPE may grant it authority to recommend licensure. The purpose of this policy is to alleviate any possible conflict of interest, or appearance of a conflict of interest, in the ROPA review process of Peer Review. It is also the result of conversations by the 2018 ROPA Review Team and that reviewed Peer Review and EQ staff to improve the procedures. Also, this policy has been reviewed the Agency's Council.

RATIONALE FOR RECOMMENDATION: There is unanimous agreement among the EQ staff that the process that was used when ROPA last reviewed Peer Review should change. Members of the last ROPA team to review Peer Review also discussed the issue. There was mention of the issue at a VSBEPE meeting after the Peer Review ROPA report was submitted to the VSBEPE. POLICY N24 is an attempt to address that issue. Before the VSBEPE may adopt a policy, per VSBEPE policy, it must conduct an initial reading.

ADDITIONAL DOCUMENTATION: Proposed POLICY N24

ROPA Review Procedures for Peer Review

Purpose

In 2016 the ROPA Consultant Position became a full time AOE staff position housed in the EQ Division on the Pre-Service Team. Prior to that, the ROPA Coordinator had been a contracted service. The Peer Review Coordinator is also housed in the EQ Division on the Pre-Service Team. ROPA reviews Peer Review so that the VSBPE may grant it authority to recommend licensure. The purpose of this policy is to alleviate any possible conflict of interest, or appearance of a conflict of interest, in the ROPA review process of Peer Review.

Purpose of ROPA and Peer Review

Vermont offers an "alternate route to licensure" for those who have not completed a traditional educator preparation program at a college or university. Vermont's alternate route is License by Evaluation or "Peer Review." Every Peer Review candidate completes a portfolio, which is reviewed by experienced teachers culminating in an interview.

Result's Oriented Program Approval (ROPA) is a performance- based approach to the review of educator preparation programs in Vermont. All programs that wish to recommend educators for licensure in Vermont must seek approval through this state program or an approved national alternative. The Vermont Standards Board for Professional Educators oversees the ROPA approval process and determines approval status.

Formation of Special Subcommittee

One year prior to Peer Review's next full ROPA review, the VSBPE forms a Special Subcommittee to assist with the review. The Special Subcommittee shall consist of three sitting members of the VSBPE and shall be Chaired by the Program Approval Committee Chairperson. The Special Subcommittee functions as a surrogate for the ROPA Coordinator as needed.

Responsibilities of the Special Subcommittee

- Engage in three Technical Assistance Trainings conducted by the ROPA Consultant
- Compile and present a list of eligible review team members with assistance from EQ personnel outside of the Pre-Service team

- Solicits participation of eligible team members
- Proposes a review team to the Program Approval Committee
- Assist Program Approval Committee as needed pertaining to the ROPA review of Peer Review

Review Team Selection

In the normal ROPA process, the ROPA Coordinator proposes a ROPA Review Team for VSBPE approval. When ROPA Reviews Peer Review, the VSBPE Program Approval Committee, with assistance from the Special Subcommittee, proposes the team to the full Board for approval.

Review Team Members

The ROPA review team to review Peer Review will consist of:

- A Co-Chair with Alternate Route experience who has program review experience
- A Co-Chair who is the Chair of the VSBPE Program Approval Committee
- A team of no smaller than 7 members any of whom may meet more than one of the team member requirements listed herein
- At least 5 members with ROPA experience
- At least two members who have experience in programs leading toward licensure i.e. faculty or administrators in approved programs
- At least two, Level II teachers
- At least one member who completed an alternate route program.

Role of the Co-Chairs

- Review the Peer Review Institutional Portfolio (IP)
- Formulate and send initial feedback pertaining to the IP
- Conduct team training
- Facilitate the on-site review
- Responsible for communications with Peer Review Coordinator pertaining to logistics
- Present the Exit Report
- Write the final Report

Role of the ROPA Consultant

- Provide training agenda and materials to Co-Chairs
- Provide Technical Assistance about the ROPA review process to the Co-Chairs and members of the Special Subcommittee

Follow-up Site Visit

There will be no follow-up site visit. A recommendation from the Program Approval Committee that no follow-up visit will occur is not required. If Peer Review must submit a One-Year Report or Two-Year Report, it is submitted to the Chair of the Special Subcommittee.

Adopted: MM/DD/YYYY Active until rescinded