

State Educator Preparation and Licensure Board (SEPLB) Training

Fiscal Year 2025

SEPLB Meeting Details

- **Meeting Location:**
Illinois State Board of Education
100 North First Street
Springfield, Illinois 62777
Fourth Floor, Board Room
- Please enter the building on the south side (closest to the Capitol building).
- You must have your ISBE badge or sign in at the guard desk as a guest.
- Metered parking is available outside the building along the streets.

Agenda

Meeting Details

Program
Review Information

Attendance Policy &
Travel Information

SEPLB Meeting Details contd.

- **Meetings: first Friday of every other month.**
 - June meeting proposed to be held in May.
 - Hold every first Friday, in case.
- **Prior to each meeting, agendas are posted on the secure SEPLB site.**
- **Scheduled for 10:30 a.m. unless otherwise noted on the final agenda.**
 - Lunch will be provided only when meetings are planned to last longer than 5 hours (when in person).
- **If planning on presenting during public comment, you must sign in prior to the beginning of the meeting. A sign-in sheet will be posted at the door to the board room.**

Considerations as a SEPLB Member

- As a seated SEPLB Member, you represent ISBE and the State of Illinois.
 - You do not represent:
 - Your school or district
 - Your professional affiliations
 - Your college or university
 - Your union

All of these represent personal biases that must be set aside when recommending preparation programs for approval. Approval or denial must be based on a program's alignment to requirements set forth in the School Code or state regulations.



Program Review

ISBE & SEPLB Collaboration



ISBE's Role

Verify all components of Illinois School Code and Illinois Administrative Code are met for each program

Share this verification with SEPLB



SEPLB Role

Recommend program approval or denial to ISBE

Serve as thought partners/collaborative colleagues to preparation programs

Offer feedback, ideas for improvement, and considerations for contemplation

Program Approval vs. Reauthorization

- Program approval is the program's plan for operation.
- SEPLB offers ideas for consideration; provides feedback, recommends approval
- ISBE approves or denies program
- Program quality and effectiveness will be assessed yearly via data collection (APR).
- Data will determine program reauthorization. Program approval is the program's plan for operation.

Program Review Process

Institution sends program proposal to ISBE

ISBE team will complete program review within 30 days

ISBE recommendations sent to institution to make changes in areas “not met”

Institution submits final proposal for SEPLB or requests second review

SEPLB
Meeting

What to expect during Program Review:

Institution presents key aspects of the program & Answer questions from initial review and discussion.

SEPLB evaluates for program requirements based on Rule & engages institution, as needed, to clarify requirements. SEPLB may flag ethical or logical issues in program design.

SEPLB votes on program requirements.

Institution has final opportunity to engage SEPLB for peer feedback & suggestions for continuous improvement

Institution presents
key aspects of the
program & Answer
questions
from initial review
and discussion.

Program should
demonstrate need
for the program
and capacity to
operate

Program will
answer questions
relevant to
requirements for
operation

What to expect during Program Review:

Institution presents key aspects of the program & Answer questions from initial review and discussion.

SEPLB evaluates for program requirements based on Rule & engages institution, as needed, to clarify requirements. SEPLB may flag ethical or logical issues in program design.

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SEPLB Program Review Items

- All proposals must meet requirements set forth in rule at the time the proposal is submitted.
- Formatted proposals can be found on the College and Universities site, under Educator Licensure.
- Proposals consist of the following standard requirements, but may include more sections due to the endorsement area and program type:
 - Program Components
 - Admission Criteria
 - Faculty
 - Course of Study
 - Field Experiences & Clinical Practice
 - Program Assessments
 - Standards Alignment
 - Assurances

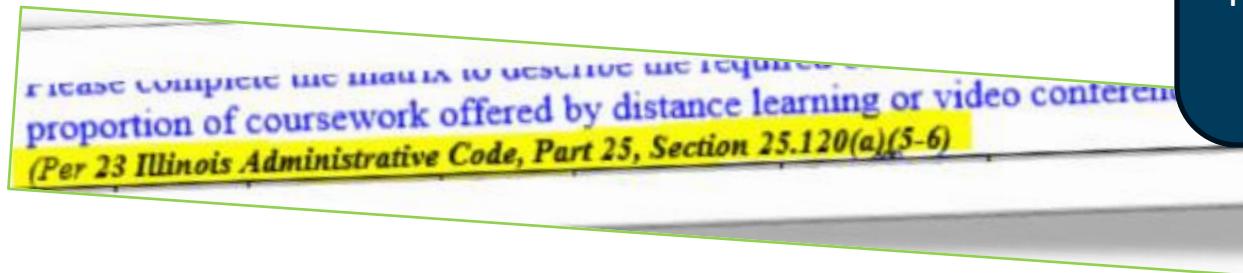
Review Documents

- You will see two matrices with every proposal:
 - **Completed ISBE Review Matrix:** ISBE staff have evaluated the proposal for alignment to standards and verified whether School Code and Administrative Code requirements have been met.
 - **Blank Review Matrix:** to be utilized along with ISBE's matrix; members are encouraged to add feedback, suggestions for improvement, and acknowledgements on innovative approaches/well written areas of proposal

Illinois Administrative Rule

- Administrative rules are the guidelines by which all sections of program proposals are evaluated.
- You will find them threaded throughout the program proposal documents below each question.
- It is essential to familiarize yourself with each question's applicable rules and ask yourself, "Does this proposal's language fulfill the rule?"
- Both current and proposed rules can be found on the [ISBE website](#).
- Rules Currently in Effect-[Part 25](#) (Educator Licensure)
- Proposed Rules and Amendments

Hint: To help find what you are looking for in rule, use Ctrl + F to search the topic



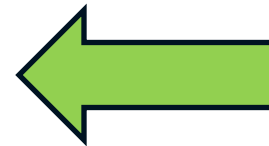
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SEPLB votes on program requirements.

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Voting

If all review matrix items/licensure requirements are present, the program meets approval requirements.

Quality of programs is consistently evaluated by ISBE through data reporting and entitlement audits.

The recommendation to approve or deny is made on the program proposal's alignment to current Administrative Code and School Code and demonstration of an ethical and logical program design

While reviewing proposals and making decisions, personal biases cannot play a part in your recommendation to approve or deny a proposal.

Conflict of Interest & Abstentions



Conflicts of interest arise when you cannot make an unbiased decision because of a personal or professional connection to an Institution of Higher Education (IHE) or their program.



If this is the case when a vote comes before the board, that would be the proper time to abstain from voting.



Conflicts of interest are noted on the annotated agenda beside each agenda item.



Abstaining from a vote is something you should only do in cases of a conflict of interest. You should vote on a program proposal according to current rule and its fulfillment of all requirements not based on personal program preferences.

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SEPLB votes on program requirements.

Institution has final opportunity to engage SEPLB for peer feedback & suggestions for continuous improvement



Peer Feedback & Thought Partners

- **Serve as thought partners to educator preparation program leaders and allow for continuous improvement questions from program faculty**
- **Offer suggestions and considerations for program improvement**
 - "Have you thought about..." or
 - "You may wish to consider...."
- **Ask thought-provoking questions to drive your feedback**
 - "Why did you choose to combine these two topics into one course rather than offering two stand-alone courses?"
 - "Tell us about your decision to implement these requirements for admission into your program."



Attendance Policy & Travel Information

Attendance

- Attendance is calculated within the Fiscal Year
 - Current Fiscal Year- FY- 7/1/2024 - 6/30/2025
- Members are allotted 2 missed meetings per Fiscal Year
 - If a member misses more than 2 meetings per Fiscal Year, members' continued service will be reviewed by the Illinois State Board of Education Board (not ISBE staff), and the Board will vote to retain or revoke the member's appointment.
- You can expect to receive an email from the preparation team confirming attendance and that a quorum will be present about one month prior to the meeting.
- SEPLB follows protocol outlined in the Open Meetings Act for special circumstances related to meeting attendance.
 - If you have additional requests regarding attendance, you can email amosely@isbe.net

Reimbursement for Travel Expenses



As a SEPLB Member, your travel expenses could be eligible for reimbursement.



Billing direct to ISBE is NOT an option – you must pay up front and then request reimbursement.



Receipts are required for any transportation, lodging, or miscellaneous expenses greater than \$10. No exceptions will be granted for lost receipts. *(Not required for personal car travel or meals.)*



Bring your receipts with you to the meeting or email ISBE liaison immediately following the meeting.

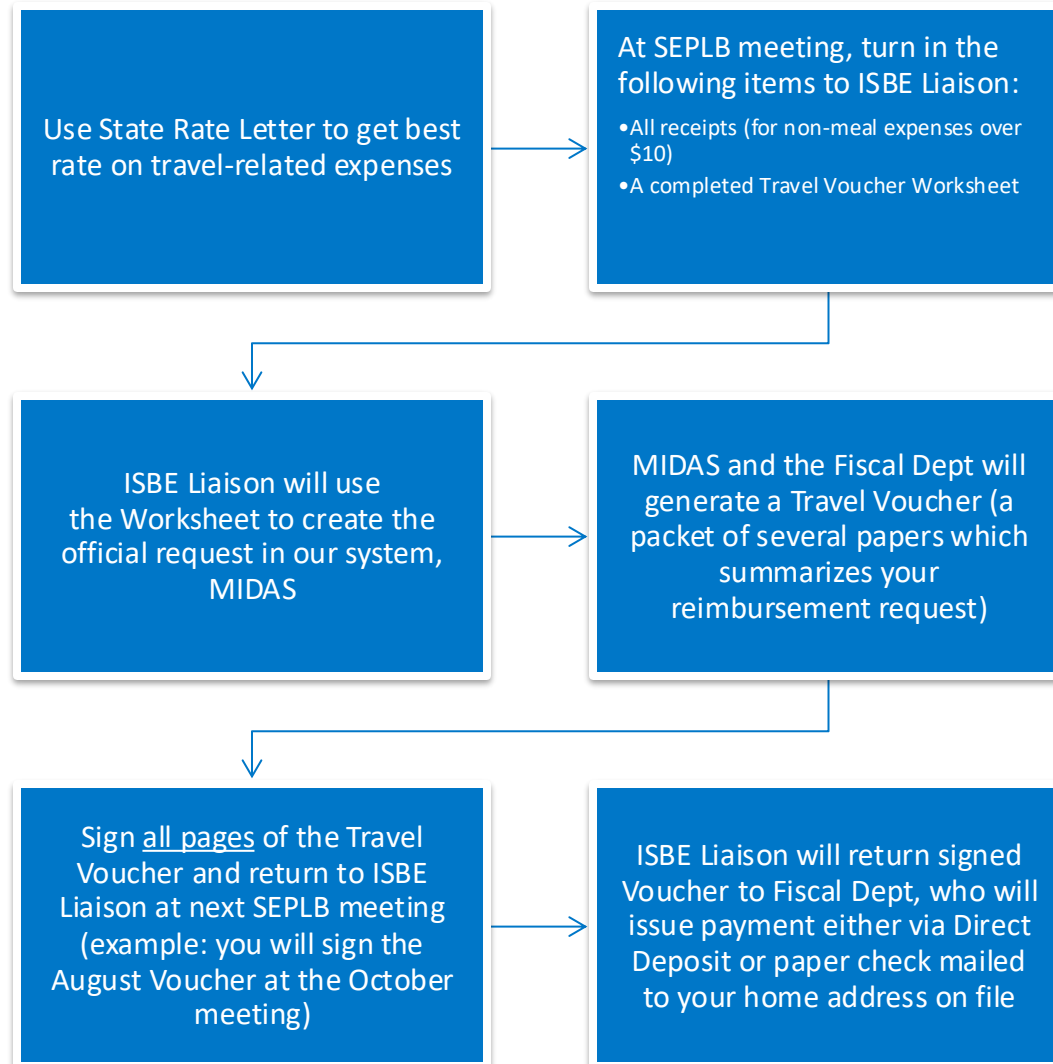


Must fill out the I-9 form with ISBE Fiscal Department



May opt for Direct Deposit (form was emailed to you). There is a small processing fee for the issuance of paper checks.

Travel Reimbursement Process



ILLINOIS STATE BOARD OF EDUCATION
Fiscal Support Services Department
TRAVEL VOUCHER WORKSHEET

INSTRUCTIONS ON BACK

1. TRAVELER SIGNATURE AND DATE Talor Mourning 08/04/2023	2. SOCIAL SECURITY NUMBER 123-45-6789	ZIP CODE 62333
2. TRAVELER NAME AND ADDRESS Talor Mourning 1234 Home Address Dr, Chicago, IL	HEADQUARTERS <input type="checkbox"/> Springfield <input type="checkbox"/> Chicago <input type="checkbox"/> Home Based	RESIDENCE 1234 Home Address Dr, Chicago, IL 62333

6. Date	7. Departed From		8. Arrived At		9. Auto Mileage @ .655	10. Auto Reimbursement			11. Trans.		12. Lodging		13. Meals Or Per Diem		14. Other Expenses		15.	
	Place	Time	Place	Time											Item	Amount	Line Totals	
8/4/2023	Residence	8:00 AM	Chicago Amtrak	8:30 AM	15	9	8	3									9	83
8/4/2023	Chicago Amtrak	8:30 AM	Springfield Amtrak	10:15 AM					2	4							24	00
8/4/2023	Springfield Amtrak	10:15 AM	Springfield ISBE	10:30 AM														
8/4/2023	Springfield ISBE	2:30 PM	Springfield Amtrak	2:45 PM														
8/4/2023	Springfield Amtrak	2:45 PM	Chicago Amtrak	5:00 PM					2	4							24	00
8/4/2023	Chicago Amtrak	5:00 PM	Residence	5:30 PM	15	9	8	3									9	83
																	67	66

Confirm Training Completion

- Use [this link](#) to certify completion of the training

Or

- Scan the QR code



Thank you