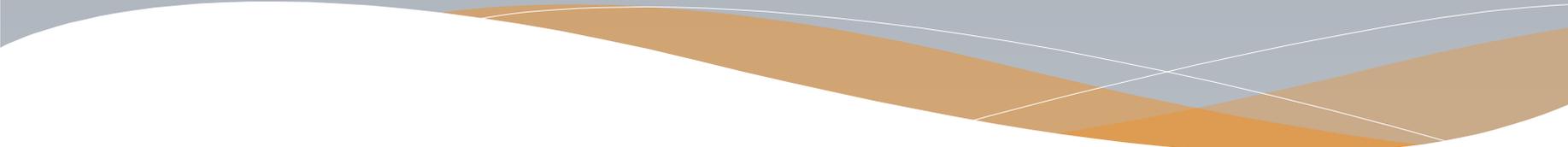


# Superintendent Preparation Program Proposal Requirements & Peer Review Guidelines

April 7, 2016

Illinois State Board of Education  
Center for Educator Effectiveness  
Educator Preparation

The bottom of the slide features a decorative graphic consisting of several overlapping, wavy lines in shades of brown and tan, creating a layered, wave-like effect against the dark blue background.

# Illinois State Educator Preparation and Licensure Board Training

- \* **Presentation Provided by Lisa Hood, PhD**
  - \* **Senior Policy Analyst & Researcher with the Center for the Study of Education Policy at Illinois State University**
- \* Information regarding the Superintendent Advisory group and stakeholders responsible for the new program design including new standards development process
- \* Review of Requirements for Program Approval

# Overview: Superintendent Preparation

- \* **Administrative Code ([Rules](#))**
- \* **NEW Program Proposal Format and Peer Review Matrix for Higher Ed**
  - \* General Program Requirements
  - \* Internship Requirements
  - \* Assessment of the Internship
  - \* Coursework Requirements
  - \* Candidate Selection

# Administrative Code

- \* **Part 33: Programs for the Preparation of Superintendents in Illinois**
- \* <https://www.isbe.net/Documents/33ARK.pdf>
- \* **Each section is specifically identified and addressed in the new Superintendent Preparation Program Proposal and Review Matrix**
- \* **Important Dates:**
  - \* All Programs must meet requirements by **September 1, 2019**
  - \* Programs may begin admitting candidates to the new programs **September 1, 2016**

# Developing a Superintendent Preparation Program

- \* New Proposal Format
- \* **Document Formatting:**
  - \* Electronic
  - \* Aligns to Rule 33
- \* Former Proposal Format

## Illinois State Board of Education

### Center for Educator Effectiveness

100 North First Street, E-310 • Springfield, IL 62777-0001

Phone: 217.782.2948 • Fax: 217.557.8392

## SUPERINTENDENT (PK-12) PROGRAM PROPOSAL

*All program proposals shall meet requirements set forth in rule at the time the proposal is submitted.*

Submit Proposals to: Henri Fonville      Emily Fox  
[hfonvill@isbe.net](mailto:hfonvill@isbe.net)      [efox@isbe.net](mailto:efox@isbe.net)  
*Please also email a copy to your ISBE consultant*

## Illinois State Board of Education

Center for Educator Effectiveness

### DEVELOPING A NEW SUPERINTENDENT PREPARATION PROGRAM

The program proposal format is to be used by institutions submitting a new program proposal to the State Educator Preparation and Licensure Board.

Document Structure:

# Developing a Superintendent Preparation Program

- \* **Additional Requirements for the new format submission:**
  - \* **Document formatting portion**
  - \* **Embed artifacts should be either JPEG or PDF documents**
  - \* **Include images at 70% of the original or smaller**
  - \* **Please remove the [examples](#) before you finalize your proposal.**
  - \* **Hard copies of the proposal are no longer required.**

# Developing a Superintendent Preparation Program

## \* **Submission Requirements**

- \* Submit an electronic copy to Kristi Reller ([kreller@isbe.net](mailto:kreller@isbe.net)) or your corresponding Prep Staff Liaison, Emily Fox ([efox@isbe.net](mailto:efox@isbe.net)) and Henri Fonville ([hfonville@isbe.net](mailto:hfonville@isbe.net))

## \* **Submission Timeline Targets**

- \* Submit programs by the first of the month for review within 30 days by the review panel.
- \* Program will be reviewed at the next available SEPLB meeting (if program wishes to proceed).
- \* Timelines are as time and volume of proposals permit.

# Program Review & Approval Process

- \* **Applications can be submitted by college and universities as well as non-profits.**
- \* **Review process**
  - \* IBHE - \*If the program is new.
  - \* The review process is mandatory. Review team uses a new review document created to mirror the new program proposal.
  - \* Or the former scoring guide if the proposal was submitted in the previous format.
  - \* Reviewers will be provided access to the secure site when the review window opens.

# Review Protocol

- \* Reviewers will be able to access our secure site and reviewing will begin on April 11<sup>th</sup>.
- \* The timeline for review is approximately 3 weeks.
- \* During those 3 weeks, team members will review the proposal individually and submit their review matrix.
- \* Following individual review, we will determine a date and time for review teams to discuss our final reviews for that institution. (via conference call)
- \* Please note that all suggestions should be non-biased.

# Program Review & Approval Process

- \* As a result of the review, institutions can:
  - \* Make the changes per the review teams recommendations
    - \* If you plan a change in your proposal, use an alternative font color or highlighting to indicate the changes made to the proposal. (Per the request of SEPLB Review)
  - \* Submit the program proposal to the prep staff for SEPLB review.
  - \* Withdraw the request for approval by notifying the State Superintendent no later than 15 days of the review panel's recommendation.

# SEPLB Review

- \* The SEPLB Review Team evaluates the full application and supporting material provided by the institution.
- \* SEPLB review will utilize the same review document used by the peer review.
- \* SEPLB Review Team will consider recommendations from the review panel.
- \* Institutions will present their proposal at the SEPLB meeting (held the first Friday of each month).
- \* SEPLB approves or rejects applicants and submits recommendation to the State Board of Education.

# Review Matrix

- \* Follow the guide when preparing the proposal.
  - \* Please note that the proposal document should guide the process, but the review matrix will also assist as a checklist for preparing institutions.
- \* The new review matrix mirrors the proposal document
- \* It is designed to provide useful feedback to programs prior to the final review by SEPLB.

# Old v. New

Traditional Scoring Guide	Revised Review Matrix
Section 1: General Program Requirements	Section 1: General Program Requirements
Section 2: Internship Requirements	Section 2: Internship Requirements (including Assessments of the Internship)
Section 3: Assessment of the Internship	Section 3: Coursework Requirements
Section 4: Coursework Requirements	Section 4: Candidate Selection
Section 5: Candidate Selection Requirements	Appendix Appendix A: Syllabi Appendix B: Proposed Plan of Study
Supporting Documents	

# Review Matrix

**Illinois State Board of Education**  
**Center for Educator Effectiveness**  
 100 North First Street, E-310 • Springfield, IL 62777-0001  
 Phone: 217.782.2948 • Fax: 217.557.8392

## **SUPERINTENDENT (PK-12) REVIEW MATRIX**

<b>INSTITUTION</b>	
<b>PROGRAM</b>	
<b>REVIEWER</b>	
<b>REVIEW DATE</b>	

<b>PROGRAM REQUIREMENTS</b>		
<i>Please see Program Proposal for Rule reference.</i>		
<b>COVER PAGE</b>		
<b>The cover page includes:</b>	<b>MET</b>	<b>NOTMET</b>
— Institution Name		

# Former Review Format

Scoring Guide 1

## Illinois Superintendent Preparation Program Proposal Scoring Guide

for the Superintendent Preparation Review Panel and the State Educator Preparation Licensure Board

Institution: \_\_\_\_\_ Date: \_\_\_\_\_

Recommendation: \_\_\_\_\_

### Operating Principles for Use of the Scoring Guide

- 1 The fundamental purpose of the Scoring Guide is to support the efforts of Illinois superintendent preparation programs to ensure the preparation of school leaders who lead the improvement of student learning in our schools.
- 2 The application of the Scoring Guide is designed to provide useful feedback to preparation programs, assisting them in their efforts to move the field forward in producing high quality school leaders.

# Using the scoring guides..

- \* **Ask yourself...**
- \* Is this a yes or no question in terms of the evidence required? (Compliance)
- \* Does the scoring guide require you to use professional judgment in evaluating whether the evidence is meaningful? (Quality)
- \* Does the quantity of the evidence presented also demonstrate quality? (Quantity vs. Quality) Don't get caught up in the volume – the focus must be on quality.

# Q&A

Question	Answer
<b>How can we access the PowerPoint used today?</b>	The PowerPoint slideshow will be available on the Higher Education or the Licensure ISBE webpage.
<b>Do public IHE's being with the Superintendent Review Panel-not with IBHE?</b>	All programs must have operation approval from IBHE. (Many have this approval) This will be an additional step for non-profits just beginning Superintendent programs.
<b>Are there any minimum requirements for the percentage of fill-time staff teacher the Supt. program?</b>	There are no staff requirements identified by the state. Please reference the NCATE/CAEP guidelines for faculty qualifications.
<b>May we copy the presentation to share with our university faculty?</b>	Yes, please visit the ISBE website for the slideshow.
<b>When referring to the September 1, 2016 date, are you really referring to the fall semester since most universities start their semesters in late August?</b>	Yes. The intent of the Rules was for programs to begin admitting candidates for the 2016-2017 school year. If your institution's fall 2016 semester begins in August, you may admit candidates at this time.
<b>What reciprocal agreements will be made for out-of-state candidates?</b>	At this time, there are no reciprocal agreements for out-of-state candidates.