

**VSBPE**

**Date: January 10, 2019**

**Item: ROPA Handbook Revision of 'Substantive Changes' Section**

**ITEM: Shall the VSBPE revise the 'Substantive Changes' section of the ROPA Handbook?**

**AGENCY RECOMMENDED ACTION:**

**That the Vermont Standards Board for Professional Educators review the 'Substantive Changes' of the ROPA Handbook and determine if it should be revised.**

**BACKGROUND:** The VSBPE last discussed what constitutes a 'substantive change' that an approved Educator Preparation Program would be required to report to the VSBPE in February of 2015 (see attachment). At the last PAC meeting, it was decided that another example of a substantive change was a change to an EPP's regional or national accreditation status. At that meeting, the PAC also discussed having a follow-up conversation about this topic, and if more clarification was needed about what changes should be reported.

The section currently states:

**Substantive Changes**

Once a program is approved, it is the expectation of the VSBPE that no significant changes will alter the course of the preparation of its students. The VSBPE will need to be notified in writing of any substantive changes to the practices or policies of the educator preparation program and/or the institution. Such changes may include substantially changing a program's design, significantly altering field experiences, etc. (Already approved addition to the list of examples of changes: a change to an EPP's regional or national accreditation status)

**RATIONALE:** The rationale for this proposed discussion was a request for it at the last PAC meeting.

Attached:

- 2015 PAC Item for Discussion sheet

**TO:** Program Approval Committee

**SUBMITTED BY:** Shannon Miller, ROPA  
Coordinator

**3 (PAC)  
February 11, 2015**

**ITEM FOR DISCUSSION:** Substantive Changes

**BACKGROUND INFORMATION:**

Current understanding/practice:

There will be occasions when an educator preparation program needs to make changes to its program. When these changes reach the level of “substantive”, VSBPE approval will be required.

The following is the language from Rules Governing the Licensing of Educators and Preparation of Educational Professionals:

*5933 An institution or educational organization shall notify the Standards Board in advance if it intends to significantly alter or discontinue a currently approved program...*

“Significantly alter” *could* represent any number of changes. More clarity around what constitutes acceptable changes under this definition would be helpful for institutions, PAC, and the AOE. Some examples may be:

- \*Change in Program Level (undergraduate, post –baccalaureate, etc.)
- \*Change in program design
- \*Change in Delivery Model (on-campus, online or hybrid)
- \*Change in governance structure
- \*Change in instructional level of existing endorsements

Potential Additional Language for Institutions:

If you have any questions as to whether a proposed change reaches the level of “significantly alter”, you should contact a ROPA Consultant at the AOE.

Once you have determined that your change is significant, you are required to submit your proposed change – the details of the change, the rational and potential impact, along with any requested documentation (syllabi, etc.)- in writing to the chair of the Program Approval Committee of the VSBPE. This document should be submitted at least three weeks prior to a scheduled VSBPE meeting.

We may also want to include a section detailing examples of these changes, along with this procedure, in the updated ROPA manual.