

VSBPE

Date: May 8, 2019

Item: ROPA Handbook Update: Process for Determining What Constitutes a Substantive Change

ITEM: Shall the VSBPE accept the proposed changes to the ROPA Handbook regarding substantive changes?

AGENCY RECOMMENDED ACTION:

That the VSBPE accepts the proposed change to the ROPA Handbook regarding substantive changes.

BACKGROUND:

The ROPA Handbook states that:

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.

There have been several discussions over the years of what constitutes a Substantive Change. Recently, the PAC discussed instituting a process for approved programs to follow when determining whether a change should be considered substantive enough to report to the VSBPE.

RATIONALE:

The rationale for updating the Handbook is to clarify the ROPA reporting requirements for the field.

PROPOSED HANDBOOK TEXT:

When determining if changes to their approved programs should be reported to the VSBPE, Licensure Officers and other stakeholders should consider if the changes being

considered will affect the students in the program, and also if they relate to the ROPA standards and indicators. If the answer is yes to either of these questions, the change should be submitted to the AOE ROPA Consultant, either as part of the Annual Report if within one month of that being submitted, or separately if not. If a program is unsure if the change is considered substantive, they should submit it to the AOE ROPA Consultant, who will review it with the Pre-Service Coordinator and, if any questions remain, the Division Director. The Office will then let the program know if the change is substantive enough to report to the Board. If the change is determined to be substantive, the Office and the Board will review the change to ensure that the program still meets the requirements for approval under the ROPA standards.