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VSBPE

DATE: October 31, 2019

ITEM: Shall the VSBPE conduct a second reading of and adopt POLICY N24?

AGENCY RECOMMENDED ACTION: The VSBPE conduct a second reading and adopt 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 Consultant had been a contracted service. The Peer Review Consultant 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. 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. At the October 2019 VSBPE meeting, the Program Approval Committee conducted a first reading of the proposed policy and provided input instructing the Office regarding revisions.

RATIONALE FOR RECOMMENDATION: At the October 2019 first reading of proposed POLICY N24 the Program Approval Committee indicated there is a need for the policy. The second draft reflects changes in the policy suggested by the Program Approval Committee.

ADDITIONAL DOCUMENTATION: Proposed POLICY N24 second draft

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 Consultant had been a contracted service. The Peer Review Consultant 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 the Chair of the Program Approval Committee and one other sitting member of the VSBPE. The Special Committee shall be chaired by the Chair of the Program Approval Committee. The Special Subcommittee functions as a surrogate for the ROPA Consultant as needed.

Responsibilities of the Special Subcommittee include:

- Engage in three Technical Assistance Trainings conducted by the ROPA Consultant
- Solicits participation of team members
- Compile and present a list of eligible team members to the Program Approval Committee

Review Team Members

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

- A team of no smaller than 5 members any of whom may meet more than one of the team member requirements listed herein
 - A Co-Chair who is the Chair of the VSBPE Program Approval Committee
 - A Co-Chair with Alternate Route experience who has program review experience
 - At least 1 member with ROPA experience
 - At least 1 member who has experience in programs leading toward licensure i.e. faculty or administrators in approved programs
 - At least 1 Level II teacher
 - At least 1 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 Consultant pertaining to logistics, scheduling and administrative support
- Present the Exit Report
- Write the final Report

Role of the ROPA Consultant

- Provide training agenda and materials to Co-Chairs
- Provide Technical Assistance with the ROPA review process to the Co-Chairs and members of the Special Subcommittee
- To provide scheduling, logistics and administrative support

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