Policy Recommendation:
Granting of a-g Course List "Program Status"

Approved by BOARS: January 20, 2004

Background:

Over the years, UC has established agreements with various programs or organizations to accept their courses to meet the "a-g" subject area requirements in any of the California high schools they serve. These agreements have been established with organizations such as Advanced Placement (AP), International Baccalaureate (IB), UC College Prep (UCCP) Initiative, and several others.

In 2002, UC formalized and publicized the list of programs or organizations with which agreements have been made by adding "program course lists" to their public a-g course list search site (at www.ucop.edu/doorways/list). The addition of these program course lists to the a-g course list web site allows schools served by these programs to more easily add the pre-approved courses to their own schools' a-g course lists.

All of these programs have standardized curriculum that is available to a large number of schools within the state.

Current Programs:

The following programs currently maintain "program course lists":
- o Advanced Placement (AP)
- o Advancement Via Individualized Determination (AVID)
- o California Department of Education's Agricultural Education Unit (AgEd)
- o Center for Advanced Research and Technology (CART)
- o International Baccalaureate (IB)
- o Portable Assisted Student Sequence (PASS) Migrant Education Program, Fresno Co Office of Educ
- o Project Lead the Way (PLTW)
- o Regional Occupational Programs (77 regional centers/programs)
- o UC College Prep (UCCP) Initiative

Advantages:

There are several advantages to formalizing this "program" structure:

- o The course review process is streamlined for UC, allowing a single review of curriculum, rather than duplicative (and potentially inconsistent) reviews.

- o The process for a school to add a program's course to their course list is streamlined, allowing the school to simply submit the cover page, rather than the entire course outline/description

- o There is a reduced chance of inconsistent results when reviewing the same course submitted by various schools over several years

Criteria for being recognized as a "program":

In order for a program or organization to be granted "program" status, the organization or program must meet all of the following criteria:

- o Be a school district, county office of education, state department of education, public or private college or university, a 501(c)(3) non-profit organization, a 403(b) for-profit organization, or a private company.

- o Have as an organizational goal to prepare students for college and university.

- o As evidence of this goal, the program must maintain UC-approval of <u>one or more a-g courses</u>
- o Have <u>standardized course curriculum</u> that is taught consistently from one educational site to another
- o Provide <u>professional development</u> for instructors to adequately prepare them to teach the standardized curriculum
- o Have an established <u>structure and criteria</u> to determine and define <u>participating school sites</u>, whether it is through a membership structure, a memorandum of understanding (MOU), a joint partnership agreement (JPA), or another structure that appropriately defines the relationship between and responsibilities of the curriculum provider and the school sites at which the curriculum is utilized.
- o Have <u>regular interaction and communication</u> with participating schools, whether through regular meetings, site visits, conferences, advisory groups, e-mail distribution lists, newsletters, etc.
- o Have in place a <u>program evaluation</u> process to monitor program quality in participating schools and, as requested, provide program evaluation process and results information to UC
- o Provide to UC annually a <u>list of participating/member schools</u> that meet program quality review standards, including any program evaluation notes that may be valuable to UC
- o Participating high schools must <u>teach</u> the course(s) <u>on site</u>[1] or, if courses are offered online, the school must provide on site mentors/supervisors
- o Undergo <u>periodic program review</u> and re-certification by UC (approximately every 5 years)
- o Sign an <u>agreement</u> that indicates that all of the above criteria are currently and will continue to be met

Any exceptions to the above criteria must be justified and approved.

Procedures:

Prior to granting "program" status to any organization or program, UCOP staff will:

a. Review program information (from attached survey, program web site, printed materials, etc.);

b. Establish a working relationship with organizational leaders;

c. Gain confidence that the quality, longevity, and integrity of the organization are sound;

d. Ensure that all of the above program criteria are met;

e. Work with program staff to ensure that the course descriptions are written according to UC guidelines and contain sufficient detail;

f. Present comprehensive information about each program to BOARS (or a designated sub-committee of BOARS) for formal faculty approval of program status; and

g. Engage BOARS members (or other designated faculty members) in the review of program curriculum such that no standardized curriculum offered by an approved program is approved throughout the state without BOARS approval.

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[1] The term "on-site" will be defined more specifically at a later date by the BOARS High School Sub-committee.

Policy Implementation:

To implement this policy, UCOP staff would complete the following:

- o Create/distribute a survey to be completed by each current and prospective program to gather information pertaining to the above criteria (i.e., membership structure, professional development offered, manner of evaluating program quality, list of partner/member schools, etc.)

- o Create a program evaluation protocol that UC would use to evaluate and re-certify existing programs every five years

- o Establish a schedule for evaluating existing programs and new programs (as they are approved by BOARS)

- o Using the evaluation protocol and schedule, evaluate current programs to determine if they meet the above criteria

- o Compare each list of current program partners/members with schools currently listing program courses on their a-g course lists

- o Present results of program evaluation to BOARS along with recommendation to maintain or terminate program status for current programs

- o Collect survey and comprehensive information about prospective programs for presentation to BOARS

- o Follow the above "procedures" to establish program status for prospective programs