

Bilingual Authorization Program Transition Plan

The transition plan provides demonstration that each Commission approved Bilingual Authorization program understands the expectations embodied in the updated standards and performance expectations and has/is taking the steps to align the program with the new standards by the effective date of **July 1, 2023**. Further, it requires that each program consult with appropriate personnel within its own educational organization to ensure a successful transition and alignment with the standards. Finally, the transition plan allows the Commission to ensure that appropriate technical assistance is provided to assist programs in transitioning. It is expected that this document is submitted only after important conversations and planning have been done by institutional personnel about how the program will transition to the new standards. For more information about the new standards, see [PSA 22-06](#).

**Submit Signed Completed Transition Plans and URL to Accreditation@ctc.ca.gov
Submission Window– June 2022 to January 31, 2023**

- 1. Identify who has been involved in reviewing the updated standards and performance expectations and analyzing the current program to identify what will need to be modified.** *Include names and title/roles of the team that have been involved in this process. As a reminder, the Common Standards require collaboration with external stakeholders, so it is important to include stakeholder members in this process. (Add or delete rows to the table below as needed).*

Transition Team Member	Title/Role
Cathy Creasia	Director of Accreditation and Credentialing, USC
Stephanie Dewing	Coordinator of Bilingual Authorization, USC
Eugenia Mora-Flores	Associate Dean of Educator Preparation Programs, USC
Arturo Navar	Bilingual Authorization Supervisor, USC

- 2. Record of Transition Process.** *Key benchmarks are identified in the table below. Please note the dates when that benchmark has or will be addressed. You may add additional benchmarks if it is helpful to your program; blank rows have been provided. **The order of benchmarks below is not intended to determine the program's transition process; however, all programs must be aligned with the new standards by July 1, 2023, or the beginning of the 2023-24 academic year, whichever comes first.***

Record of Transition Process – Key Benchmarks	Date Benchmark Activity Began or Will Begin	Date Benchmark Completed or Anticipated Date Benchmark will be completed
Initial meeting with transition Team (#1 above) members	12/9/22	12/9/22
Meeting with BILA supervisor re: fieldwork docs	1/5/23	1/5/23
Attend BILA Transition Plan office hours (in collaboration with CABTE)	1/20/23	1/20/23
Revisions to course syllabi	12/9/22	1/31/23
Completion of course matrix aligned to BTPEs	2/1/23	2/17/23
Revisions to rubric for Spanish lesson	12/9/22	2/21/23
Review changes with team, get input, additional revisions as necessary	1/18/23	1/18/23
Meeting between BILA coordinator and BILA supervisor	1/30/23	1/30/23
Creation of BILA fieldwork log	2/6/23	2/6/23
Create one-page description of fieldwork for transition plan	2/13/23	2/15/23
Review fieldwork description with program coordinators	2/15/23	2/16/23
Pilot BILA fieldwork log with current cohort	2/6/23	5/1/23
Transition plan check-in meeting with key partners	2/2/23	2/2/23
Attend AICCU/CABTE BILA Consortium meeting	2/2/23	2/2/23
Final transition plan check-in meeting with key partners	2/16/23	2/16/23
Send signed transition plan and links to director of accreditation to get appropriate signatures	2/16/23	2/16/23
Documents added as URL to accreditation website	2/17/23	2/21/23
Orient faculty and train supervisors to revised program	5/01/23	6/15/23
First cohort to begin revised program (by beginning of 2023-24 Academic Year) Enter date institution will begin offering program under the new standards.	6/2023	
Program must be aligned with new standards	N/A	July 1, 2023, or Academic Year 2023-24 whichever comes first

Transition Plan Submission Requirements

In addition to the completion of the previous pages of this transition plan, the following must also be submitted to complete the transition plan process. It is important to note that preparation of these documents for this transition plan will assist your program during Program Review as the updated versions of these documents will be required for Program Review during your institution's regularly scheduled accreditation activities.

1. Pathway(s) for Program Completion. Include options for candidate completion (concurrent, post-credential).
2. Course Sequence. Draft course sequence that has been or will be submitted for institutional review and approval for inclusion in the course catalog.
3. Description of Fieldwork (1 page). A narrative that provides a clear description of how the program is designed to implement the fieldwork requirement (20 hours). The description should include how the program will implement fieldwork for concurrent candidates as well as candidates who are earning the Bilingual Authorization post-credential. It is expected that institutions work with post-credential candidates and partner districts/schools to provide candidates flexible options in meeting the fieldwork requirement.
4. Course Matrix with links to specific activities within the syllabi that provide documentation of Introduction (I), Practice (P), and Assessment (A) of candidate competencies. Institutions may still be in the planning process for determining the (P) practice and (A) Assessment links portion of this exhibit. It is not expected that there will be (P) practice and (A) assessment links here until the time of the institution's site visit or next Program Review submission, whichever comes first.

Bilingual Authorization Transition Plan Transmittal Page

Date of Submission of Transition Plan to Commission:

Click or tap to enter a date. Format: 02/17/2023

Identify the date by which your institution will fully transition to the updated standards beginning with the cohort that enrolls:

Enter Date: Click or tap to enter a date. Format: 05/17/2023

I hereby signify my approval to transmit this plan to transition to the California Commission on Teacher Credentialing

Program Director and Contact: Stephanie Dewing/Assistant Professor of Clinical Education and Bilingual Authorization Coordinator

Phone: 719-229-2191

Email: sdewing@usc.edu

Signature: Stephanie Dewing

Unit Lead (Dean/Superintendent): Name and Title Click or tap here to enter text.

Phone: Click or tap here to enter text.

Email: Click or tap here to enter text.

Signature: 

Transition Plans must be posted to your accreditation website and the URL submitted to accreditation@ctc.ca.gov by January 31, 2023.

Plans that do not include required signatures will not be accepted and will be considered late after January 31, 2023.

The Committee on Accreditation (COA) will be notified of Transition Plans submitted after January 31, 2023.