

Focused Program Review Process

Implementation date:

- Expected: This is the date identified on the new program proposal or major modification request as the date the new program or major modification is expected to be effective.
- Confirmed: This is the date identified by the Educator Preparation Provider (EPP) as the actual implementation date. It is the EPP's responsibility to notify TSPC if a new program or major modification is implemented at a time other than that listed on the new program or major modification request.

Focused Program Review process start date:

- This is the date identified by the EPP that two cycles of data will be available after implementation of a new program or major modification, as identified on the new program proposal or major modification request.

Focused Program Review report date:

- Focused Program Review reports are due three months after the Focused Program Review process start date. EPPs complete and submit the Focused Program Review template to the TSPC Liaison to Higher Education.

Focused program review process:

- TSPC will select two EPP representatives from the Program Review Team Member pool to complete a focused program review, using a tool similar to the review instrument used by program review team members.
- One member will be identified as the focused review lead. Both members determine how to divide the work of the review.
- A focused program review training will be provided. At the training, timelines for the remaining steps of the review will be determined and two conference calls will be scheduled.
- Reviewers complete the review using the review tool and return the completed tool to the TSPC staff lead, who compiles the two reports into a single report and identifies areas of disagreement and where Partially Met or Not Met were selected. Those items form the basis of the conference call discussion items.
- On the first conference call, the above items are discussed until agreement is reached and reviewers determine if they need to reach out to the EPP to request clarifying information.
- If needed, the lead reviewer contacts the EPP to ask clarifying questions. The EPP is allowed to submit additional information as an appendix.
- A second conference call is conducted, if needed.
- The lead reviewer drafts a Focused Program Review report and provides it to the other reviewer for input.
- Once reviewers are in agreement, the draft report is provided to the EPP.
- The draft review team report is due to the EPP three months after the Focused Program Review report is submitted to TSPC.
- The EPP is provided 2-3 days to note factual corrections.
- The reviewers are given 2-3 days to incorporate any needed changes based on information received from the EPP.

- The EPP has approximately two weeks to submit an optional Institutional Rejoinder to the TSPC Executive Director.
- The Executive Director makes a recommendation to the Commission.

Focused Program Report Recognition:

- This is the date the focused review goes to the Commission for consideration of approval.
- The Executive Director's recommendation is due to the Commission approximately two months after the Focused Program Review report is provided to the EPP. Commission meetings occur at irregular intervals throughout the year so only an approximate timeline is provided.