

**Commission on Teacher Credentialing
Common Standards Preliminary Report of Findings**

Institution	Westmont College
Date of Review	March 14, 2024

Please prepare an addendum that addresses those areas below that were deemed to require more information by reviewers during the Common Standards review and where specific evidence is requested for the site visit. Brief narrative (less than 75 words) is allowable but response must include links to evidence that address the issue identified by the reviewers.

Posting the Addendum

Information from the addendum must be posted on the institution’s accreditation website at least 60 days before the site visit, along with the original Common Standards document and feedback from the program reviewers. Please do not resubmit your response the items below, responses need only be added to your institution’s accreditation website in preparation for the 2024-25 Site Visit.

Standards Found to be Preliminarily Aligned	1, 2, 4, and 5
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General Comments: (Delete if none):

Standards Requiring More Information	More Information Needed: Part(s) of the standards for which more information is needed	Additional Specific Evidence Needed for the Site Visit	Response from Program (Addendum)
Standard 1: Institutional Infrastructure to Support Educator Preparation	Preliminarily Aligned	Site visit team will need to interview constituents on how the Vision and Goals of the Department are implemented in coursework and field experiences.	We will provide evidence of decisions based on collaborator feedback during the visit. Here some initial sources of evidence to consider: <ul style="list-style-type: none"> • Summary of Annual Advisory Board Discussion Questions and Action Items

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		Site visit team needs to ask for evidence or examples of decisions that were made based on collaborator feedback.	<ul style="list-style-type: none"> • Sample Annual Report demonstrating response to institutional feedback on our program.
Standard 2: Candidate Recruitment and Support	Preliminarily Aligned		
Standard 3: Course of Study, Fieldwork, and Clinical Practice.	More evidence is need on how “site-based supervisors are trained in supervision, oriented to the supervisory role, evaluated and recognized in a systematic manner”. The narrative states that training is provided. Site-based supervisors are provided with at least ten hours of training in supervision and oriented to the role in an initial orientation meeting. Regular training is also provided. But information is needed on the content of the training.	Please provide more information on 10 hours of training. When/how does it occur? What are site-based supervisors learning?	<p>Our initial training for new cooperating teachers statement outlines multiple options for meeting the 10-hour training expectation. This description was refined during the 2024-2025 academic year and implemented fully during the 2025-2026 academic year. Initial training is systematically recorded in the Initial Training Log.</p> <p>All university supervisors piloted an online mentor training in 2024-25 and all new university supervisors will now be required to complete the PD4MT training. Cooperating teachers may opt to complete the online training.</p>

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			<ul style="list-style-type: none"> ● Sample Certificate of Completion ● Overview of PD4MT content <p>In-person trainings for site-based supervisors occur once a month at a school site. Each session requires at least 1 hour of on-site training content and discussion as well as 1 hour of outside reading and reflection.</p> <ul style="list-style-type: none"> ● In-Person Training Sessions ● Topics covered in each session <p>All mentors (including returning) also receive ongoing support and professional development.</p>
Standard 4: Continuous Improvement	Preliminarily Aligned		
Standard 5: Program Impact	Preliminarily Aligned	Mentor surveys are missing data, please provide data at the site visit.	We will provide copies of the mentor surveys during the site visit.