

# New Hampshire Department of Education Council for Teacher Education

## Request to Conduct a New Program Review

Narrative for New Program Report should include the following:

1. A statement explaining the rationale and statement of purpose on which the proposed program is based.
2. A clearly formulated statement of the knowledge, skills and dispositions that are required by the program including the degree of expertise necessary for a beginning educator, with reference to the State of NH content, specialist or administrator certification standards for the program (see applicable program standards in Ed 612, Ed 613 or Ed 614).
3. Designation of an appropriate division, school, college, department and contact person to administer and act on all matters relating to the program (see Ed 602.03).
4. A description of the curriculum and how it aligns with the New Hampshire certification requirements for the content, specialist or administrative area in which the new program is sought (include a matrix with standards and courses where standards will be met) (see applicable program standards in Ed 610, Ed 612, Ed 613 or Ed 614).
5. A brief description of all courses and clinical experiences for the newly proposed program. Include references to candidate and program assessment systems.
6. A brief description of how the new program is supported by appropriate institutional resources sufficient to allow a candidate to attain the degree of expertise necessary for a beginning educator in the program (see Ed 605).
7. A schedule which sets forth the proposed beginning dates for the program and the anticipated first state approval on-site review, including:
  - Sequence of activities.
  - Anticipated schedule of evaluative checkpoints.
8. A letter from a Principal Administrator indicating institutional support for the new program.
9. A concise description regarding how the institution's proposed new program addresses one or more of the following criteria, in response to priorities identified by the State Board of Education:
  - Innovation: Is the program innovative in some noteworthy way?
  - Rigor: Does the program bring new rigor to the selection for admission, preparation and/or IHE standards the candidates must meet to be recommended by the IHE for certification?

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- Critical Shortages: Does the proposed program address one or more of the critical shortage areas?
- Responsiveness to P12 data: Will the program utilize data with regard to P12 student learning opportunities, engagement and/or results, and/or P12 educator effectiveness in a noteworthy way?

10. A concise description regarding how the institution envisions implementing a data-driven decision-making system for the following:

- Assessing candidate preparedness so that the institution is confident a candidate has mastered the competencies required for certification when recommending the candidate for certification.
- Assessing and continuously improving the proposed new program.

Return completed request to Lisa Kaim, at [Lisa.Kaim@doe.nh.gov](mailto:Lisa.Kaim@doe.nh.gov) or New Hampshire Department of Education, Division of Program Support, 101 Pleasant Street, Concord, NH, 03301.

Questions, contact Lisa Kaim at (603) 271-8049