

San Diego Christian College  
Department of Education  
**PRECONDITIONS**  
2020-21

Ricardo R Ramos, Dean of Online Studies

April 8, 2021

# GENERAL PRECONDITIONS

## Precondition 1: Institutions of Higher Education

- a) Accreditation and Academic Credit

Link to WSCUC accreditation status: [https://sdcc.edu/wp-content/uploads/2020/12/2020\\_WASC-Commission-Letter-Off-Probation.pdf](https://sdcc.edu/wp-content/uploads/2020/12/2020_WASC-Commission-Letter-Off-Probation.pdf)

Link to 2020 Special Visit Team Report: <https://sdcc.edu/wp-content/uploads/2020/12/Final-Draft-SDCC-Special-Visit-Team-Report-10.05.20.pdf>

## Precondition 2: Enrollment and Completion

San Diego Christian College's Dean of Online Studies (Unit Head- Ricardo R Ramos) assures that San Diego Christian College understands that once it has enrolled candidates, candidates will be able to complete the program even if the program plans to close, **unless the candidate completes the program, withdraws from the program, is dropped from the program, or is admitted to another program to complete the degree requirements.** San Diego Christian College has entered into a Memo of Understanding with Hope International University to ensure our students will be able to complete their program, without disruption should the program at SDCC close. That Memo of Understanding is included in this document, with all specifics addressed.

Link to Teach-Out Memorandum of Understanding between San Diego Christian College and Hope International University:

[https://internal.sdcc.edu/sites/default/files/CTC/Hope\\_SDCC\\_MOU.pdf](https://internal.sdcc.edu/sites/default/files/CTC/Hope_SDCC_MOU.pdf)

## Precondition 3: Responsibility and Authority

Link to Organization Chart:

[https://internal.sdcc.edu/sites/default/files/CTC/Org\\_Chart\\_2020\\_21.pdf](https://internal.sdcc.edu/sites/default/files/CTC/Org_Chart_2020_21.pdf)

The San Diego Christian College Department of Education assures the following: that no one other than the employees of San Diego Christian College will submit credential recommendations to the Commission. Any individual that is recommending will always be a current employee of San Diego Christian College. Employee responsible for submission of all recommendations is the credential analyst and is identified on the Organizational Chart. In the absence or vacancy of the credential analyst, the Dean of Online Studies is responsible for submission of all recommendations and is identified on the Organizational Chart. **The Education Department Chair is responsible for oversight of all educator preparation programs. Ultimate responsibility lies with Vice President of Academic Affairs.**

Link to SDCC Credential Recommendation Policy:

[https://internal.sdcc.edu/sites/default/files/CTC/SDCC\\_Credential\\_Recommendation\\_Policy.pdf](https://internal.sdcc.edu/sites/default/files/CTC/SDCC_Credential_Recommendation_Policy.pdf)

## Precondition 4: Lawful Practices

San Diego Christian College is committed to the policy of non-discrimination in its employment. This assurance is provided in the Faculty and Staff Handbook.

A copy of the Faculty Handbook is provided here:

<https://internal.sdcc.edu/sites/default/files/CTC/SDCC-FacultyManual-FINAL-07.2020.pdf>

A copy of the Staff Handbook is provided here:

[https://internal.sdcc.edu/sites/default/files/CTC/SDCC-EmployeeHandbook\\_final\\_4.2021.pdf](https://internal.sdcc.edu/sites/default/files/CTC/SDCC-EmployeeHandbook_final_4.2021.pdf)

Assurance to program candidates: San Diego Christian College does not discriminate on the basis of race, color, national origin, ethnic group identification, sex, age, or physical or mental disability. This assurance is provided to program candidates here:

Page 13 of the SDCC Title IX Policy & Procedures:

[https://internal.sdcc.edu/sites/default/files/Student%20Life/Health%20and%20Wellness/SDCC Title\\_IX\\_Policy.pdf](https://internal.sdcc.edu/sites/default/files/Student%20Life/Health%20and%20Wellness/SDCC_Title_IX_Policy.pdf)

At the bottom of all SDCC website pages: <https://sdcc.edu>

On the Diversity Webpage of the SDCC Website: <https://sdcc.edu/antidiscrimination>

### **Precondition 5: Commission Assurances**

The San Diego Christian College Department of Education assures the following: that (a) all of the applicable standards of program quality and effectiveness that have been adopted by the Commission will be fulfilled, (b) all candidates participating in public school-based field activities hold a Certificate of **Clearance** from the Commission; (c) we will cooperate in an evaluation of the program by an external team or a monitoring of program by a Commission staff member, and (d) that we will participate fully in the Commission's accreditation system, including timely submission of documents required for accreditation.

### **Precondition 6: Request for Data**

The San Diego Christian College Department of Education assures that we understand it is our responsibility to check the contact information listed on the Commission's approved programs page and will make any necessary updates at least on an annual basis.

San Diego Christian College Department of Education contact information:

Ricardo R Ramos, Dean of Online Studies

[ricardo.ramos@sdcc.edu](mailto:ricardo.ramos@sdcc.edu)

Link to CTC Website: <https://www.ctc.ca.gov/commission/reports/data/approved-institutions-and-programs>

### **Precondition 7: Veracity in all Claims and Documents Submitted**

The San Diego Christian College Department of Education affirms the veracity of all statements and documents, and information provided to the Commission is accurate and truthful. Link to document is provided here: [https://internal.sdcc.edu/sites/default/files/CTC/Precondition\\_7.pdf](https://internal.sdcc.edu/sites/default/files/CTC/Precondition_7.pdf)

### **Precondition 8: Grievance Process**

Link to San Diego Christian College Course Catalog/grievance process outlined on page 32-34 of 2020-21 course catalog: <https://sdcc.edu/wp-content/uploads/2021/01/SDCC-course-catalog-2020-2021.pdf>

Candidates are informed of the existence of the grievance process during academic advising and by email from the Dean of Online Studies on a semesterly basis. See sample email here: [https://internal.sdcc.edu/sites/default/files/CTC/Notice\\_of\\_Grievance\\_Procedures\\_Email\\_to\\_current\\_students.pdf](https://internal.sdcc.edu/sites/default/files/CTC/Notice_of_Grievance_Procedures_Email_to_current_students.pdf)

### **Precondition 9: Faculty and Instructional Personnel Participation**

- Brian Dougherty – Full time middle school science teacher, Sweetwater Union High School District
- Desiree Jacobs – Regularly on site in surrounding school districts as a College supervisor. Full-time teacher at Chula Vista Elementary School District until 2012.
- Bonnie Jackson – Language Arts Specialist, Santee School District
- Dr. Stacey Harrell – Full-time mathematics teacher, Literacy First Charter Schools
- Rhonda Brown – Full-time Spanish Teacher, Horizon Prep
- Timothy Barry – Full-time high school government/economic teacher, Grossmont Union High School District
- Kathryn Wirz - Regularly on site in surrounding school districts as a College supervisor
- John Loo - Regularly on site in surrounding school districts as a College supervisor

### **Precondition 10: Communication and Information**

Link to SDCC Website: <https://sdcc.edu/graduate/>

Link to SDCC TCP Website: <https://sdcc.edu/graduate/teaching-credential/>

Link to SDCC TCP Admission and Tuition Website: <https://sdcc.edu/admissions/graduate-admissions/>

### **Precondition 11: Student Records, Management, Access, and Security**

San Diego Christian College assures that student records will be maintained and retained in accordance with the institution's record retention policy which includes the following assurances:

- (a) SDCC provides candidates with information in how to access their transcripts and other student records, including how candidates can access their records after they graduate or transfer. Questions regarding records retention and disposition at SDCC should be referred to the Office of the Registrar.
- (b) Student records are maintained in a secure designated location on the main institution site.
- (c) The location in which student records are housed is secure and is accessible only to authorized personnel.

Link to SDCC Transcript Request form: [https://sdcc.populiweb.com/router/request\\_transcript](https://sdcc.populiweb.com/router/request_transcript)

### **Precondition 12: Disclosure**

We assure that San Diego Christian College does not use any outside entities to provide direct educational services to candidates.

# PRELIMINARY MULTIPLE SUBJECT/SINGLE SUBJECT PRECONDITIONS

## (1) Limitation on Program Length

Link to TCP Degree Audit (stating no more than 2 year length):

<https://internal.sdcc.edu/sites/default/files/CTC/2020-21%20TCP%20Degree%20Audit.pdf>

## (2) Limitation on Student Teaching Prerequisites

Students complete 38 hours of fieldwork prior to beginning their student teaching. Fieldwork is required in the following classes: EN316, ED503, ED506, ED501A, ED501B, and ED505.

Link to TCP Degree Audit (stating course sequence):

<https://internal.sdcc.edu/sites/default/files/CTC/2020-21%20TCP%20Degree%20Audit.pdf>

## (3) English Language Skills

Teacher education candidates demonstrate knowledge of alternative methods of developing English language skills, including reading, among all pupils, including those for whom English is a second language, specifically in the following courses:

- ED 505 – Curriculum and Instruction in Elementary Education
- ED 506 – Curriculum and Instruction in Secondary Education
- ED 501A – Teaching of Reading: Learning
- ED 501B – Teaching of Reading: Reading
- ED 504 – Adolescent Literacy
- EN 506 – TESOL in Multicultural Classrooms
- ED 315 – Educational Technology
- ED 551 – Seminar in Directed Student Teaching
- ED 552 – Seminar in Directed Student Teaching

## (4) Undergraduate Student Enrollment

The San Diego Christian College Department of Education is in compliance with allowing any California State University or University of California undergraduate student to be enrolled in our credential program.

## (5) Program Admission

The candidate provides evidence of at least one (1) of the following:

- Having passed the appropriate subject matter examination(s);
- Having attempted the appropriate subject matter examination(s);
- Registration for the next scheduled examination;
- Having completed a Commission approved appropriate subject matter preparation program;
- Continuous progress towards meeting the subject matter requirement;
- Enrollment in an organized subject matter examination preparation program.

9.22.2021 Per our website:

Admissions page: <https://sdcc.edu/admissions/graduate-admissions/>

- Submit a completed application
- Submit the required [reference form](#).
- Complete FAFSA/MPN/ELC with NSLDS clear or VA process complete or Cash payment plan completed
- Have official transcripts from undergraduate degree sent to SDCC attn: Registrar
- Have a minimum cumulative 2.75 GPA for all previous post-baccalaureate academic studies. (Appeal possible)
- **Submit copies of your CBEST/CSET or proof of registration for the test(s) along with your application**

Teaching Credential overview: <https://sdcc.edu/graduate/teaching-credential/>

“You can also enhance your California Teaching Credential with a graduate degree by enrolling in SDCC’s Combined Teacher Credential and MA in Teaching program, which allows you to complete both programs consecutively in about two years. **Submit copies of your CBEST/CSET or proof of registration for the test(s) along with your application.**”

Per our catalog: Admission to the Teacher Credential Program (TCP) Post-graduate Education courses above Education 300 offered through the TCP are open only to TCP candidates (i.e. those who have been admitted to the Teacher Credential Program). 102 Admittance to the program is achieved by completing a formal application and undergoing the interview process during ED 300, Introduction to Education. Additionally, in order to be accepted, candidates will need to pass their CBEST (or meet the requirement with acceptable coursework) or provide evidence of registration for the examination while taking ED300.

Link to current academic catalog (Section Two: Admissions): <https://sdcc.edu/wp-content/uploads/2021/01/SDCC-course-catalog-2020-2021.pdf>

## **(6) Subject Matter Proficiency**

The candidate provides evidence of having passed the appropriate subject matter examination (s) or having completed the appropriate commission-approved subject matter preparation program.

Link to Student Teaching Application:

[https://internal.sdcc.edu/sites/default/files/CTC/SDCC\\_student\\_teaching\\_application.pdf](https://internal.sdcc.edu/sites/default/files/CTC/SDCC_student_teaching_application.pdf)

## **(7) Completion Requirements**

At the completion of the Teaching Credential Program, candidates are verified to have met all legal requirements for the preliminary credential recommendation, including but not limited to:

- Possession of a baccalaureate or higher degree other than in professional education from a regionally accredited institution
- Completion of Basic Skills Requirement
- Completion of an accredited professional preparation program
- Completion of the subject matter requirement
- Demonstration of knowledge of the principals and provisions of the Constitution of the United States
- Passage of the Teaching Performance Assessment
- Passage of the Reading Instruction Competence Assessment (RICA) for Multiple Subject Candidates.

Link to Apply for Preliminary Credential Recommendation: <https://internal.sdcc.edu/tcp-credential-application>