

GENERAL PRECONDITIONS

Precondition 1: Institutions of Higher Education

- a) Accreditation and Academic Credit

Link to WSCUC accreditation status:

<https://www.wscuc.org/institutions/san-diego-christian-college/>

Link to 2023 Special Visit Team Report:

[SDCC -Team Report SV spring 2023.pdf | Powered by Box](#)

Precondition 2: Enrollment and Completion

San Diego Christian College's Assistant Professor of Education (Kathleen A. Poole, Ed.D.) 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

Precondition 3: Responsibility and Authority

Link to Organization Chart:

<https://internal.sdcc.edu/sites/default/files/CTC/Organizational-Chart-10.10.23.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. The Assistant Professor of Education 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

Precondition 4: Lawful Practice

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

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>

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:

Kathleen A. Poole, Ed.D.,

Assistant Professor of Education

Kathleen.poole@sdcc.edu

Link to CTC Website: [Approved Institutions and Programs \(ca.gov\)](#)

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

Precondition 8: Grievance Process

Link to San Diego Christian College Course Catalog/grievance process outlined on page 49-51 of 2023-24 course catalog: [Microsoft Word - 2023-2024 SDCC Course Catalog DRAFT3](#)
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

Precondition 9: Faculty and Instructional Personnel Participation

- Brian Dougherty – Full time middle school science teacher, Sweetwater Union High School District
- Dr. Joshua Ducharme – Full time 5th grade teacher and team lead, Hawking STEAM Charter School
- Dr. Stacey Harrell – Full-time mathematics teacher, Literacy First Charter Schools
- Dr. Kathleen Poole – Assistant Professor Education, holds California Teacher Credential
- Kathryn Wirz - 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: [Transcripts - San Diego Christian College \(sdcc.edu\)](https://sdcc.edu/transcripts)

Precondition 12: Disclosure

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

MULTIPLE SUBJECT/SINGLE SUBJECT PRECONDITIONS

Precondition 1

Limitation on program length. The professional preparation coursework that all candidates are required to complete shall be equivalent to no more than two years of full-time study at the institution. The limitation applies to postgraduate teacher preparation program. The limitation does not apply to blended/integrated programs of subject matter preparation and professional preparation teaching internship programs. Reference: Education Code Section 44259(a) and (b)(3)

Clarification of Program Precondition 1: Individually Prescribed Courses. Program Precondition 1 does not apply to additional courses that are required if a candidate is unable to meet the Commission's standards of candidate competence and performance by completing the regular professional preparation program.

Response

The traditional multiple and single subject can be completed within two semesters of full-time study. The program requires completion of pre-requisite courses during the undergraduate program of study, methods courses in the first semester following completion of the bachelors degree, and student teaching in the second semester.

Evidence

Link to TCP Degree Audit (stating no more than 2 year length): <https://sdcc.edu/wp-content/uploads/2023/10/2023-24-TCP-Degree-Audit.pdf>

Precondition 2

Limitation on Student Teaching Prerequisites - No college or university shall require candidates to complete more than the equivalent of nine semester units of professional preparation courses (as defined in Program Precondition 1) prior to allowing candidates to enroll in student teaching in elementary or secondary schools. This restriction may be increased to the equivalent of twelve semester units if the student teaching prerequisites include study of effective methods of English language development as required by Program Precondition 3.

Response

Students complete 38 hours of fieldwork prior to beginning their student teaching. Fieldwork is required in the following classes: EN316, ED 503, ED 506, ED 501A,

ED 501B

Evidence

Link to TCP Degree Audit (stating course sequence):

<https://sdcc.edu/wpcontent/uploads/2023/10/202324TCP-Degree-Audit.pdf>

Precondition 3

English Language Skills - In each program of professional preparation, the college or university or school district requires candidates to demonstrate knowledge of effective methods of developing English language skills, including reading, among all pupils, including those for whom English is a second language, in accordance with the Commission's standards.

Response

Teacher education candidates demonstrate knowledge on 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:

Multiple Subject Candidates

- ED 505 – Curriculum and Instruction in Elementary Education
- ED 501A – Teaching of Reading: Learning to Read
- ED 501B – Teaching of Reading – Reading to Learn
- EN 506 – TESOL in the Multicultural Classrooms
- ED 315 – Educational Technology
- ED 551 – Seminar in Directed Elementary Teaching

Single Subject Candidates

- ED 506 – Curriculum and Instruction in Secondary Education
- ED 504 – Adolescent Literacy
- EN 506 – TESOL in Multicultural Classrooms
- ED 315 – Educational Technology
- ED 552 – Seminar in Directed Secondary Teaching

Evidence

[California Teaching Credential Program | San Diego Christian College \(sdcc.edu\)](#)

Link to current academic catalog (Section Two: Admissions): [Microsoft Word – 2023-2024 SDCC Course Catalog DRAFT3](#)

Precondition 4

Undergraduate students of any campus of the California State University or the University of California shall be allowed to enroll in any professional preparation course.

Response

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.

Evidence

[Graduate Admissions - San Diego Christian College \(sdcc.edu\)](http://sdcc.edu)

Precondition 5

Assessing Candidates for Subject Matter Competence – The program sponsor has a timely and systematic process for evaluating and notifying candidates of their standing in relation to the subject matter competence requirement. This process includes:

- Providing candidates with clear and accurate information in all advising and application materials about all options available to demonstrate subject matter competence, pursuant to Education Code Section 44259(b)(5)(a).
- Within the first 60 days of the candidate's admission, the institution must complete and assessment of each candidate's standing in relation to demonstration of the subject matter competence requirement, including whether a coursework evaluation will be needed, and notify the candidate of that standing.

Response

Candidates are provided with information concerning all tests when applying for admission to the TCP Program. The admissions page of our website provides information about the tests.

Students will be notified within 60 days of admission to the program, advising whether or not they are exempt from CBEST/CSET testing.

Evidence

[Graduate Admissions - San Diego Christian College \(sdcc.edu\)](http://sdcc.edu)

[TCP Handbook](#)

Precondition 6

Demonstration of Subject Matter Competence – The approved preliminary teacher preparation program sponsor determines that each candidate meets the subject matter requirement prior to being given daily whole class instructional responsibilities in a TK-12 school.

- A) For Multiple Subject and Single Subject programs, the candidate provides evidence of having demonstrated subject matter competence through one of the following methods:
1. Completion of a subject matter program approved by the Commission on the basis of standards of program quality and effectiveness. Reference: Education Code 44259 (b)(5)(A)(i).
 2. Passage of a Commission-approved subject matter examination. Reference: Education Code 44259 (b)(5)(A)(ii).
 3. Successful completion of coursework at one or more regionally accredited institution of higher education that addresses each of the domains of the subject matter requirements adopted by the Commission in the content area of the credential pursuant to Section 44282, as verified by a Commission-approved program of professional preparation. Coursework completed at a community or junior college that is regionally accredited by an accrediting agency listed in subparagraph (A) of paragraph (1) of subdivision (g) of Section 44203 or by the Accrediting Commission for Community and Junior Colleges of Western Association of Schools and Colleges may count for purposes of this clause. Reference: Education Code 44259 (b)(5)(A)(iii).
 4. Successful completion of a baccalaureate or higher degree from a regionally accredited institution of higher education with the following, as applicable.
 - For Single Subject credentials, a major in one of the subject areas in which the Commission credentials candidates, as indicated in Education Code 44259(b)(5)(A)(iv)(I) and 44282 (b).
 - For Multiple Subject credentials, a liberal studies major or other degree that includes coursework in the content areas as indicated in Education Code 44259(b)(5)(A)(iv)(II) and 44282 (b).
 - A combination of the methods described in 1, 2, or 3 above that together demonstrate that the candidate has met or exceeded the domains of the subject matter requirements adopted by the Commission. Education Code 44259 (b)(5)(A)(v), and 44282 (b).
 - For integrated undergraduate programs only: the candidate must be monitored by the program for subject matter competence prior to beginning early field experiences and throughout the program until such time as it has been determined that the candidate has satisfied subject matter competence. Each candidate in an integrated undergraduate program must have satisfied subject matter competence, or at a minimum completed four-fifths of the Commission-approved subject matter preparation program, prior to beginning daily whole class instruction

Response

Students enrolled in the undergraduate Liberal Studies program are required to take the CBEST/CSET while enrolled in various courses, unless the student will be exempt from the CBEST. Students seeking a Multiple Subject Credential take the RICA after completion of ED 501A/ED 501B. All students are required to submit evidence of meeting the CBEST/CSET/RICA requirement when applying for Student Teaching.

Evidence

[TCP Handbook](#)

[TCP Credential Application | San Diego Christian College \(sdcc.edu\)](#)

Precondition 7

Completion of Requirements – A college or university or school district that operates a program for the Preliminary Multiple or Single Subject Credential shall determine, prior to recommending a candidate for the credential, that the candidate meets all legal requirements for the credential, 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 principles 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). Reference: Education Code Sections 44259 (b) and 44283 (b) (8)

Response

Candidates in the Multiple Subject and Single Subject credential program can access program completion requirements in the TCP handbook. Upon completion of the program requirements, candidates are required to submit an online request. Submission of the application and all required documentation initiates an evaluation and credential recommendation for the credential issuance with the CTC. Students are advised when enrolled in ED 551 Seminar in Directed Elementary Education/ ED 552 Seminar in Directed Secondary Education with details of how and when to apply for the preliminary credential.

Evidence

[TCP Handbook](#)

[TCP Credential Application | San Diego Christian College \(sdcc.edu\)](#)

