



**BardMAT**  
MASTER OF ARTS IN TEACHING PROGRAM  
**LOS ANGELES**

April 21<sup>st</sup>, 2021

Professional Services Division  
Commission on Teacher Credentialing  
1900 Capitol Avenue  
Sacramento, CA 95811-4213

To Whom It May Concern,

Letter of Assurance for the Precondition Standard 2: Enrollment and Completion.

This document serves as a letter of assurance that Bard College understands that once it accepts and enrolls a candidate in an educator preparation program, the approved program sponsor must offer the approved program, meeting the adopted standards, until the candidate:

- I. Completes the program.
- II. Withdraws from the program.
- III. Is dropped from the program based on established criteria.
- IV. Is admitted to another approved program to complete the requirements, with minimal disruption, for the authorization.

In the event the program closes, a teach out plan for candidates and graduates to access their student records has been developed and can be found in the Preconditions document as an addendum.

Yours respectfully,

A handwritten signature in blue ink that reads "Derek Furr".

Dr. Derek Furr  
Associate Professor of Literature &  
Dean of Teacher Education  
Bard College  
[www.bard.edu/mat](http://www.bard.edu/mat)  
845.758.7151

**EDUCATORS FOR THESE TIMES**

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To Whom It May Concern,

Letter of Assurance for the Precondition Standard 3: Responsibility and Authority. To be granted continuing accreditation by the Committee on Accreditation, the entity must assure that no one other than employees of the approved institution will submit credential recommendations, accompanied with copies or links to policies that indicate who is responsible for all credential recommendations to the Commission and that any individual who is recommending will always be a current employee of the approved institution.

This letter serves as assurance that Monique Van Willingham, Director of the Master of Arts in Teaching program (Longy School of Music of Bard College) is responsible for all credential recommendations and are listed at CTC for this purpose. No one other than current employees of the Commission approved institution who have been appointed to carry the responsibility of credential recommendations, will be permitted to submit credentials.

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To Whom It May Concern,

Letter of Assurance for the Program-specific Precondition 5: Program Admission. The sponsor of a multiple or single subject preliminary teacher preparation program assesses each candidate's standing in relation to required subject matter preparation during the admissions process. Reference: Education Code Sections 44227 (a).

The BARD MAT Program (Music, English, History, Science and Math) assures that it admits only those candidates who meet one of the following criteria.

- (a) The candidate provides evidence of having passed the appropriate subject matter examination(s).
- (b) The candidate provides evidence of having attempted the appropriate subject matter examinations(s).
- (c) The candidate provides evidence of registration for the next scheduled examination.
- (e) The candidate provides evidence of continuous progress toward meeting the subject matter requirement.
- (f) The candidate provides evidence of enrollment in an organized subject matter examination preparation program.

The Bard MAT Program admits candidates who show evidence of meeting one of the above criteria a, b, c, e, or f, with most candidates meeting requirement e (providing evidence of continuous progress toward meeting the subject matter requirement). Candidates are only permitted to enter student teaching once full subject matter competency is demonstrated.

Respectfully,

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To Whom It May Concern,

Letter of Assurance for the Subject-specific Precondition Standard 6: Subject Matter Proficiency. To be granted continuing accreditation by the Committee on Accreditation, 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 or before becoming the teacher of record as an intern in a TK-12 school. Reference: Education Code Sections 44259 (b) (5).

The BARD MAT program assures that prior to candidates being given daily whole class instructional responsibilities that each candidate meets the subject matter requirement.

For the MAT Single Subject program (traditional) the candidate provides evidence of having passed the appropriate subject matter examination(s) or having completed the appropriate Commission-approved subject matter preparation program, or a course of study deemed equivalent by the program sponsor.

Yours Respectfully,

A handwritten signature in blue ink that reads "Derek Furr".

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To Whom It May Concern,

Letter of Assurance for the Precondition Standard 7: Veracity in all Claims and Documentation Submitted.

To be granted continuing accreditation by the Committee on Accreditation, the entity must positively affirm the veracity of all statements and documentation submitted to the Commission.

This document serves as a statement of assurance by the Unit Head, Dean of Teacher Education of Bard College, that all statements, documents, and information provided to the Commission by the institution are accurate and truthful. The Dean therefore positively affirms the veracity of all documentation pertaining to the Preconditions Report.

Yours respectfully,

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To Whom It May Concern,

Letter of Assurance for Precondition Standard 11: Student Records management, Access, and Security.  
To be granted continuing accreditation by the Committee on Accreditation, the sponsor must demonstrate that it will maintain and retain student records in accordance with the institution's record retention policy.

The Bard MAT Program holds classes in one building: 2701 Wilshire Blvd, Suite 100, Los Angeles, 90057. The campus at 3300 Wilshire Blvd, Offices 221, Los Angeles has been closed due to the History and Social Science MAT programs being approved by CTC to adopt an *Inactive Status* as of December 2020.

Permanent records are maintained by the Bard MAT program's central location at 2701 Wilshire Blvd, Suite 100, Los Angeles, 90057.

This document verifies that:

- I. Candidates and graduates have access to and are provided with transcripts and/or other documents for the purpose of verifying academic units and program completion.
- II. All candidate records are maintained at the Los Angeles Bard MAT central location (paper and digital copies).
- III. Records are kept securely in locked cabinets and on a secure server located in a room not accessible by the public.

This document serves as a statement of assurance that the Unit Head, Dean of Teacher Education of Bard College positively affirms the abovementioned institutional site as the location for MAT candidate records.

Yours respectfully,

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To Whom It May Concern,

Letter of Assurance for the Precondition Standard 5: Commission Assurances.

This document serves as a statement of assurance by the Bard Master of Arts in Teaching Unit Head (Dean of Teacher Education) that Bard College, as an approved Program Sponsor, agrees to:

- I. Fulfill all the applicable standards of program quality and effectiveness that have been adopted by the Commission.
- II. Cooperate in an evaluation of the program by an external team or a monitoring of the program by a Commission staff member.
- III. Participate fully in the Commission's accreditation system, including the timely submission of documents required for accreditation.

The Bard MAT program is committed to following the above stipulations in order to be granted continuing accreditation by the Committee on Accreditation.

Yours respectfully,

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To Whom It May Concern,

Letter of Assurance for the Precondition Standard 6: Requests for Data.

To be granted continuing accreditation by the Committee on Accreditation, the entity must identify a qualified officer responsible for reporting and responding to all requests from the Commission for data including, but not limited to, program enrollments, program completers, examination results, including performance assessments, and state and federal reporting within the time limits specified by the Commission. Institutional contact information must be updated annually.

Monique Van Willingham, Director of the Master of Arts in Teaching (Music MAT) Program, Longy School of Music of Bard College, has been appointed to report and respond to all requests from the Commission for data.

This document serves as a statement of assurance that the Unit Head, Dean of Teacher Education at Bard College, positively affirms the abovementioned role as the contact person that will report and respond to all requests for data from the Commission. Bard College understands its responsibility to check the contact information listed on the Commission's approved programs page and to make any necessary updates at least on an annual basis.

Your respectfully,

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