



## Compliance Audit Report 2011-2012 Arlington Baptist College Generalist EC-6

According to Texas Administrative Code (TAC) §228.10(c), " An entity approved by the SBEC under this chapter...shall be reviewed at least once every five years under procedures approved by the Texas Education Agency (TEA) staff; however, a review may be conducted at any time at the discretion of the TEA staff." Per TAC §228.1(c), All educator preparation programs are subject to the same standards of accountability, as required under Chapter 229 of this title." The Texas Education Agency administers Texas Administrative Code r required by the Texas legislature for the regulation of all educator preparation programs in the state. Please see the complete Texas Administrative Code at [www.tea.state.tx.us](http://www.tea.state.tx.us) for details.

**Contact Information:** Dr. Helen Sullivan and Ms. Vickie Brown

**County/District Number:** 220-703

**SBEC Approval Date:** August, 2002

Program Specialists, Mr. Mixon Henry and Ms. Vanessa Alba, conducted a Texas Education Agency compliance audit of the Arlington Baptist College, traditional certification program on April 24-26, 2012. The Generalist EC-6 certification field was the focus of the audit. The following are findings and recommendations for program improvement.

### **Data Analysis:**

Information concerning compliance with Texas Administrative Code (TAC) governing educator preparation programs was collected by various qualitative means. A self-report was submitted to the Texas Education Agency on March 23, 2012. An on-site review of documents, student records, course material, online courses, and curriculum correlations charts provided evidence regarding compliance. In addition, electronic questionnaires were sent to Arlington Baptist College (ABC) stakeholders by TEA staff. Seven (7) out of eleven (11) advisory committee members, four (4) out of seven (7) student teachers, three (3) out of four (4) field supervisors, two (2) out of six (6) principals, and two (2) out of seven (7) cooperating teachers responded. Qualitative methods of content analysis, cross-referencing, and triangulation of the data were used to evaluate the evidence. Evidence of compliance was measured using a rubric correlated to Texas Administrative Code.

## Opening and Closing Session:

The opening session on April 26, 2012, was attended by five (5) people, including Dr. Helen Sullivan, Ms. Vickie Brown, and Ms. Alicia Massingill. The closing session on April 27, 2012, was attended by five (5) people including Dr. Helen Sullivan, Ms. Vickie Brown, and Ms. Alicia Massingill.

## COMPONENT I: COMMITMENT AND COLLABORATION - Texas Administrative Code (TAC) §228.20 – GOVERNANCE OF EDUCATOR PREPARATION PROGRAMS

### FINDINGS:

Program support was indicated by the governing body of Arlington Baptist College per TAC §228.20(c) as evidenced by the participation of Dr. Helen Sullivan, Ms. Vickie Brown, and Ms. Alicia Massingill in various aspects of the compliance audit.

The advisory committee consists of eleven (11) members. Seven (7) members are from local school districts, three members (3) are from higher education, and one (1) member represents community/business interests. Arlington Baptist College meets TAC §228.20(b) requirements for advisory committee composition.

The first and only meeting of the academic year was held on February 13, 2012. Twenty eight (28) individuals attended this meeting.

The agenda for the meeting reflected the following:

- Previous meeting minutes;
- Senate Bill (SB) 174 pilot survey data was shared;
- Spring student teachers were approved;
- TEA audit expectations; and
- Opportunity for general questions to program.

Agendas, minutes, and attendee records were available to substantiate that the advisory committee meeting was held. Historically the Arlington Baptist College has had only a single meeting each year, dating back to November of 2009.

The past meetings were held on December 28, 2010, with nine (9) attendees. An agenda was available noting discussion of the following items:

- Minutes reflecting previous meetings;
- TEA Advisory Committee training; and
- Question and answer opportunity with a focus on responsibilities.

A third advisory committee meeting documentation was reviewed. The meeting date was held on November 16, 2009. Eleven (11) attendees were at the meeting. The topics were as follows:

- Discussion of post approval audit report 2008-2009;
- Ideas for program improvement were provided by members;
- Discussion regarding exploring the electronic gradebook and technology workshops at Education Service Center XI; and
- Open discussion by attendees with an opportunity for questions and answers.

Fifty-seven percent (57%) of the advisory committee members indicated that they did not meet two times per academic year. This was confirmed in formal discussions with the program staff and a review of advisory committee notes and agendas. The program does not meet the requirements for conducting a minimum of two advisory committee meetings per academic year as required by TAC §288.20(b).

In reviewing questionnaires sent to advisory committee members and their responses the following information was gathered:

- |  |             |            |
|--|-------------|------------|
| • Agendas provided per meeting:                          | Yes – 100%  |            |
| • Minutes received from previous meetings:               | Yes – 85.7% | No – 14.3% |
| • Familiar with TAC chapters 227, 228, and 229:          | Yes – 85.7% | No – 14.3% |
| • Participation in designing or revising the curriculum: | Yes – 66.7% | No – 33.3% |
| • Participate in major policy decisions:                 | Yes – 50%   | No – 50%   |
| • Participate in overall program evaluation:             | Yes – 50%   | No – 50%   |
| • Review type of field-based experience:                 | Yes – 50%   | No – 50%   |

**Based on the evidence presented, Arlington Baptist College is not in compliance with Texas Administrative Code §228.20 – Governance of Educator Preparation Programs.**

**COMPONENT II: ADMISSION CRITERIA - Texas Administrative Code (TAC) §227.10 - ADMISSION CRITERIA**

**FINDINGS:**

To enter the Arlington Baptist College traditional teacher certification program, the candidate must comply with the following:

- Grade Point Average (GPA) of 2.5 or better [TAC §227.10(A)];
- Sixty (60) semester hours of coursework;
- An application to enter the education program [TAC §227.10(6)];
- Twenty-four hours in content specific course work [TAC §227.10(C)];
- Basic skills testing (THEA or TASP) [TAC §227.10(4)]; and
- An informal discussion with instructional staff, but not a formal interview with standardized questions evaluated by using a grading rubric for objectivity [TAC §227.10(6)].

There were no out-of-country applicants whose first language is not English. The program is aware that the candidate must demonstrate competence in the English language by submission of an official minimum score on the written or computer-based Test of English as a Foreign Language (TOEFL) prior to entering the program and the candidate’s out-of-country transcript must be evaluated or he/she must meet the exemptions outlined in TAC.

In a review of eleven (11) candidates' records, it was found that all documentation was present as verification of adherence to admission criteria.

It was noted that no candidates were admitted with a grade point average of less than 2.5. [TAC §227.10(3)(b)].

The self-report submitted by Arlington Baptist College stated that information about admission criteria and their program is available through the college website, brochures, and college catalogs [TAC §227.10(7)].

Because of the lack of a formal interview process utilizing standardized questions and evaluated with a standardized rubric, the program did not meet the standards for this component.

**Based on the evidence presented, Arlington Baptist College is not in compliance with TAC § 227 - Admission and Certification Criteria.**

### **COMPONENT III: CURRICULUM - Texas Administrative Code (TAC) §228.30 – Educator Preparation Curriculum**

#### **FINDINGS:**

Arlington Baptist College is approved to offer teacher certification in seven (7) fields. For the purpose of this compliance audit, the Generalist EC-6 curriculum was selected as the certification field for in-depth review.

Qualifications necessary to be selected as a course instructor require a Masters degree and preferably working toward a doctorate. All instructors have been classroom teachers prior to joining the staff of Arlington Baptist College. Instructor's credentials were presented for review and each criterion for selection was verified. It was verified that the instructors have the appropriate background or experience to provide instruction in this certification area.

In reviewing the Generalist EC-6 curriculum syllabi and alignment charts, it was found that the educator standards were the curricular basis for instruction as required by TAC §228.30(a). It was also noted that the curriculum did provide evidence that it addressed the relevant Texas Essential Knowledge and Skills (TEKS) as required by TAC §228.30(a). The seventeen (17) subject matter topics were included in the coursework as prescribed in TAC §228.30(b). Six hours of test preparation were provided for candidates prior to TExES testing as per TAC §228.30(b)(17) and TAC§ 228.35(a)(3)(C).

Student teachers were asked to respond to a series of questions prepared by TEA and sent to them electronically in order to verify aspects of the curriculum, its delivery, and its effectiveness. Student teachers felt that the college was doing an excellent job in preparing them in nineteen (19) of the twenty (20) identified areas of the curriculum. Student teachers indicated that they would like more emphasis placed on how to use formative assessments to diagnose students' learning needs. One hundred percent (100%) of the student teachers indicated that they would recommend the teacher education program to others.

Cooperating teachers expressed in their questionnaire that they felt that the student teachers were well prepared in fifteen (15) of the twenty (20) identified curriculum items. They also indicated that the student teachers would benefit from more emphasis on using formative

assessments to diagnose students' learning needs, laws and standards regarding students with special needs, strategies for gifted/talented and limited English proficient students.

The two principals responding to their questionnaires reported that they felt the students were well prepared in classroom management, communicating clear expectations to students and in the use of technology. However, the two responding principals did not respond to questions related to candidates working with students with limited English proficiency and candidates meeting the needs of behavioral and academic needs of students with disabilities.

**Based on evidence presented, Arlington Baptist College is in compliance with Texas Administrative Code Section §228.30 – Educator Preparation Curriculum.**

#### **COMPONENT IV: PROGRAM DELIVERY AND ONGOING SUPPORT - Texas Administrative Code (TAC) §228.35 – PREPARATION PROGRAM COURSEWORK AND/OR TRAINING**

##### **FINDINGS:**

Currently, the Arlington Baptist College's initial teacher preparation program is delivered in a face-to-face format. The total program consists of two thousand and ten (2,010) clock-hours from admission to Arlington Baptist College to completion of the Generalist EC-6 certification. The minimum specific teacher preparation program coursework hours are one thousand one hundred fourteen (1114) clock-hours. This exceeds the requirements set forth in TAC §228.25(a)(3). Evidence found in the hours chart provided in the self-report and in the degree plans confirmed the required clock-hours.

Completion of field-based experience, which involves fifty-six (56) clock-hours in Mathematics and Science student labs (with participating local school students) and an additional twenty-seven (27) clock-hours in the school setting, was verified prior to student teaching as required by TAC §228.35(a)(3)(A). Evidence was found in the candidates' folders in the form of field-experience logs. The field-based observations are conducted in association with specific courses and aligned to methodology and an interactive lab with local school students. Each course specifies the number of hours required to successfully complete the course. A minimum of one thousand (1,000) clock hours of coursework is required prior to student teaching. This was verified by review of the degree plans presented [TAC §228.35(a)].

Because Arlington Baptist College teacher preparation program is small, student teaching [TAC §228.35(d)(2)(A)] consists of twelve (12) weeks and is currently offered only during the fall semester. Evidence was presented in the form of student teacher placement information. The student teacher placement information verified that student teaching took place in an actual school setting rather than a distance learning lab or virtual school setting prohibited by TAC §228.35(d)(2)(A)(ii).

According to TAC §228.35(e), Arlington Baptist College is responsible for providing cooperating teachers training that is scientifically-based or verify that training has been provided by a school district or education service center. The Arlington Baptist College field supervisor provides a handbook to the cooperating teacher during the first contact with the student teacher. The field supervisor reviews the roles and expectations of the cooperating teacher and clarifies any issues with them, but Arlington Baptist College does not document this contact as training. It

was recommended that a Powerpoint presentation be created to have the cooperating teacher review and follow-up with the handbook and review of expectations. After the presentation is reviewed, the cooperating teacher can sign off as completing training and the program can maintain the acknowledgment as verification of cooperating teacher training.

TAC §228.35(f) states that supervision of each candidate shall be conducted with the structured guidance and regular ongoing support of an experienced educator who has been trained as a field supervisor. All field supervisors are faculty members and have teaching certification. The field supervisors/instructional staff meet regularly to evaluate candidates and determine who will be the incoming candidates. In addition, a new observation document has been developed that will be executed electronically. Training was provided on the use of the new observation rubric.

Initial contact is made within the first three weeks of the assignment by the field supervisor as required by TAC §228.35(f). This was verified in a review of the student files.

A total of three observations [TAC §228.35(f)(4)] must be conducted during the student teaching assignment and must be at least 45 minutes in duration [TAC §228.35(f)]. TAC §228.35(f) also states that the first observation must be conducted within the first six weeks of student teaching. In review of the candidates' folders, evidence was documented that the observations were conducted according to the schedule prescribed.

Furthermore, TAC §228.35(f) requires that the field supervisors document instructional practices observed and provides written feedback through an interactive conference with the candidate. The observation of instructional practices was present. In reviewing candidate folders, it was noted that two documents were present for each observation. The first document was the conference observation form filled out during the observation by the field supervisor. It was signed by both the candidate and field supervisor. The second document was a feedback form which provided a review of the lesson, recommendations for lesson improvement, and commendations of the qualities of the lessons and candidate skills noted in the observations. This document was used in the feedback session and signed by the field supervisor and candidate. It is also the responsibility of Arlington Baptist College to provide a copy of the written feedback to the candidate's campus administrator as required by TAC §228.35(f). Evidence was presented to support that the field supervisor had provided the feedback to the campus administrator. The campus administrator or his/her representative is asked to sign the observation form. A copy of the observation form was present in the candidates' folders for verification.

Additional informal observations and coaching were provided by the program as specified in TAC §228.35(f). Evidence was presented in the form of additional observation forms and emails.

**Based on evidence presented, Arlington Baptist College is not in compliance with Texas Administrative Code Section §228.35 – Program Delivery and On-Going Support.**

## **COMPONENT V: PROGRAM EVALUATION – Texas Administrative Code (TAC) §228.40 – ASSESSMENT AND EVALUATION OF CANDIDATES FOR CERTIFICATION AND PROGRAM IMPROVEMENT.**

### **FINDINGS:**

Arlington Baptist College has a candidate assessment and benchmarking process as prescribed by TAC §228.40(a). The evidence presented to support an assessment and benchmarking process included a degree plan and course assessments.

Readiness for testing [TAC §228.40(b)] is determined by satisfactory completion of coursework and passing with a seventy-five percent (75%) on a representative test. According to TAC §228.40(b), the program shall not grant test approval for the Pedagogy and Professional Responsibilities test until the candidate has met all the requirements for admission to the program and has been fully accepted into the educator preparation program.

Evaluation of the program's design and delivery of the curriculum should be continuous per TAC §228.40(c). Information such as performance data, scientifically-based research practices, and the results of internal and external assessments should be included in the evaluation process. The evidence to support that the evaluation of the program's design & delivery of curriculum was presented in the self-report and the documentation was verified at the time of the audit. The evaluation of the program's design and delivery of the curriculum met the requirements of TAC §228.40(c).

According to TAC §228.40(d), the program will retain documents that evidence a candidate's eligibility for admission to the program and evidence of completion of all program requirements for a period of five years after program completion. It was verified at the time of the audit that candidate records are kept in a locked file cabinet in a locked office for a period of five years after program completion.

**Based on the evidence presented, Arlington Baptist College is in compliance with Texas Administrative Code §228.40 – Assessment and Evaluation of Candidates for Certification and Program Improvement.**

## **COMPONENT VI: Professional Conduct (TAC) §228.50**

TAC §228.50 states that during the period of preparation, the educator preparation entity shall ensure that the individuals preparing candidates and the candidates themselves demonstrate adherence to Chapter 247 of this title (relating to Educators' Code of Ethics). Arlington Baptist College provides candidates with multiple opportunities for exposure to the Code of Ethics. A signed agreement was documented in each candidate's folder and met the requirements of TAC §228.50.

## **Senate Bill 174/Texas Administrative Code §229**

### **Current Accreditation Status**

Arlington Baptist College is currently rated "Accredited".

### **Standard I: Results of Certification Exams**

<b>Pass Rate Performance:</b>	2008-2009 Final 80% Standard	2009-2010 70% Standard	2010-2011 75% Pass Rate
Overall:	<b>89%</b>	<b>100%</b>	<b>93%</b>
Demographics	<b>Male (1) 50%</b>	<b>none</b>	<b>none</b>
Test Areas			
PPR 4-8	66.7%		
Social Studies 4-8	50%		

### **Program Recommendations:**

The following are recommendations based on the findings of the compliance audit. If the program is NOT in compliance with any identified component, please consult the Texas Administrative Code and correct the issue IMMEDIATELY. A Compliance Status Report will be required every sixty days until the compliance issue(s) are totally corrected.

Program recommendations are suggestions for general program improvement and no follow up is required.

### **PROGRAM COMPLIANCE RECOMMENDATIONS:**

#### **TAC §228.20(b) Governance of Educator Preparation Programs**

- Meet with the Advisory Committee twice yearly during the academic year (September 1 to August 31), as prescribed by TAC rule, to allow the members to perform all of the required functions of the committee. Consider using the two templates provided to document the tasks executed by the advisory committee.

#### **TAC §227.10 Admission Criteria**

- Develop a set of standard interview questions and a scoring rubric to be used in a candidate interview conducted prior to admission to the college of education teaching program. This should be corrected beginning September 1, 2012.

#### **TAC § 228.35(e) Program Delivery and On-Going Support**

- Document cooperating teacher training whether it is the delivery of the handbook and discussion of the roles and responsibilities or additional training. Have the cooperating teacher sign a document which acknowledges that the training has taken place and maintain the documentation for future audits

## **GENERAL PROGRAM RECOMMENDATIONS:**

### Component I. Recommendations:

- Consider expanding the depth of the advisory committee to include human resource directors, cooperating teachers among others;
- Explore creative ways to conduct advisory committee meetings such as webinars and Skype to increase member participation in the advisory committee meetings;
- Continue providing advisory committee training on an annual basis to prepare any new members for their roles and responsibilities; and
- Consider using an advisory committee meeting template to document minutes for each of the two meetings each academic year to ensure that required tasks are performed.

### Component II. Recommendations:

- Consider having students sign a FERPA agreement stating that information on field observations can be provided to the campus administrator; and
- Continue plans to select and utilize other screening instruments to be used in admission of candidates.

### Component III. Recommendations

- Review and update all syllabi to delete old information and to expand on content areas to reflect course content and to reflect the proper EC-12 PPR standards addressed; and
- Provide a copy of the alignment charts to the students to let the candidate know where specific required content is being covered to prepare them for the TEXES test.

### General Recommendations:

- Follow the State Board for Educator Certification (SBEC) and the State Board of Education (SBOE) meetings and/or review the minutes to ensure that the program staff is knowledgeable about current Texas Administrative Code;
- Align the verbiage of the Arlington Baptist College Educator Preparation Program to that of current Texas Administrative Code (i.e.: Applicant / Candidate / Field Supervision / Student Teaching / etc.);
- Participate in Annual Deans/Directors Meetings (webinar series) to ensure that the program director is knowledgeable about current Texas Administrative Code and future changes to TAC;
- Participate in webinars provided by the Division of Educator Certification & Standards to ensure that the program staff is knowledgeable about current requirements and changes in TAC rules;

- Maintain communication with the TEA program specialist assigned to the program for the purpose of asking questions about current requirements in TAC for Governance, Admissions; Curriculum; Program Delivery & On-Going Support; and Program Evaluation (TAC § 227-229);
- Participate in future Stakeholder Meetings for the purpose of providing input into and understanding of changes in TAC; and
- Consider utilizing the Advisory Committee PPT presentation provided by TEA program specialists for annual training;