



# Compliance Audit Report Summer of 2009 Tyler Junior College Accelerated Certification for Educators Initial Alternative Teacher Certification Program

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 rules 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.

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**County/District Number: 212-501**

**SBEC Approval Date: 2003**

Program Specialist staff members conducted a Texas Education Agency Compliance Desk Audit of Tyler Junior College Accelerated Certification for Educators Alternative Certification Preparation Program during the Summer of 2009. The focus of the compliance audit was the initial alternative teacher certification program. The following are findings and recommendations for program improvement.

#### **SCOPE OF THE COMPLIANCE AUDIT:**

The scope of the audit was restricted solely to verifying compliance with Texas Administrative Code §227, §228, and §229.

#### **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 via Survey Monkey along with requested verifying documents. Because student records contain confidential information and could not be transmitted to TEA, student records were checked by the program using a check list supplied by TEA. In addition, electronic questionnaires developed by TEA were sent to Tyler Junior College EPP stakeholders. Seven (7) stakeholders responded to the questionnaires: No advisory committee

members; Two (2) program staff members; Two (2) faculty/instructors; No clinical teachers or interns; Two (2) field supervisors; No campus principals; and one cooperating teacher/mentor responded. Qualitative and quantitative methodologies of content analysis, cross-referencing, and triangulation of the data were used to evaluate the evidence. Evidence of compliance was measured using a rubric aligned with Texas Administrative Code. After the review of the information, the program specialist arranged a telephone debrief to cover the findings of the audit. The findings were incorporated into the original survey monkey form and sent to the program. This summary report provides the findings and recommendations resulting from the audit.

## **COMPONENT I: Governance of Educator Preparation Programs- Texas Administrative Code (TAC) §228.20**

### **FINDINGS:**

Tyler Jr. College's Advisory Committee is composed of a small (5), but balanced membership. The Advisory Committee is newly formed and was not active during the 2008-2009 academic year. It is a concern that the Advisory Committee is so small. A larger representation may assist in recruiting additional students for the program. As the new Advisory Committee members become more knowledgeable about the program and their roles and responsibilities, this committee will become a valuable part of the educator preparation program. Since the Advisory Committee members have just been appointed and not yet had their first meeting, no questionnaire responses were solicited at this time. Because the Advisory Committee was not active during the 2008-2009 academic year and did not meet the required two times per academic year, Tyler Jr. College is not in compliance with TAC §228.20(b), Governance of Educator Preparation Programs. To the college's credit, the Advisory Committee has been reactivated and meetings are scheduled for August 2009 and April 2010. A comprehensive Advisory Committee Handbook was created that covers in detail who should serve as an advisory committee member, term, roles and responsibilities, meetings, and program information.

**Based on the evidence presented, Tyler Junior College Educator Preparation Program 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**

### **FINDINGS:**

Tyler Jr. College is in compliance with state mandated admission requirements. It was noted in the student folder review that an anticipated completion date was not included in the file. It is suggested that this be added. It was also noted in the student file folder review that there was not a record of the intern/clinical teacher's campus assignment, principal name, campus cooperating teacher/mentor, and program field supervisor. It is suggested that this information also be added to the students' files. Information about the program and its admission requirements are available through multiple sources. Records are maintained appropriately.

**Based on the evidence presented, Tyler Junior College Educator Preparation Program is in compliance with TAC §227 - Admission Criteria.**

## **COMPONENT III: CURRICULUM - Texas Administrative Code (TAC) §228.30**

### **FINDINGS:**

Tyler Jr. College's education faculty is well qualified to present the content and PPR for the certification areas identified. All faculty members are Texas certified teachers representing a wide array of certifications among them. According to the faculty questionnaires, several members are new to the faculty. It is suggested that new faculty members be provided an overview of the entire program, including admission requirements, recruitment strategies, online course opportunities, field-based experiences and supervision, and program evaluation. Tyler Jr. College presented seven syllabi for review. The syllabi were thorough and detailed, listing among other things, student learning outcomes, objectives or outline; assessments; assignment schedule; and grading system. Portions of 10 modules of PPR instruction were also presented. The portion submitted for review related to assessment and activities for each module. The seventeen curriculum areas identified in TAC §228.35 were clearly evident in the syllabi of both face-to-face and online coursework.

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

## **COMPONENT IV: Preparation Program Coursework and/or Training (TAC) §228.35**

### **FINDINGS:**

Tyler Jr. College offers both face-to-face and online courses. There are ten online courses covering the PPR portion of the curriculum. Thirty hours are required for field-based observations. Five hours of field-based observations are presented through video. In reviewing the syllabi from the document review, it was noted that some field-based observations were

embedded in the actual course. The students respond to the field-based observations by completing specific questions and logging their observation hours. The program reported that the total number of hours required to complete their program is 318. Tyler Jr. College does allow professional growth hours to count from the district. The interns/clinical teachers must verify their attendance through Continuing Professional Experience documentation or a school district record. Cooperating Teacher/mentor training consists of three meetings throughout the school year. In reviewing the documents submitted, it was noted that there was a complete Mentor/Cooperating Teacher handbook, as well as a handbook for interns and clinical teachers.

The field supervisors meet three times during the academic year for training. According to the self-report, field supervision meets the requirements of time, number of observations, and written feedback to candidate and campus administrator. However, in the cooperating teacher/mentor questionnaire, it was indicated that a clinical teacher/intern was not teaching in the same grade level and content area as the teaching certification she was seeking. Since the sampling pool was small and this could not be verified by a student teacher questionnaire, this is an area of concern, not a compliance issue at this time.

**Based on evidence presented, Tyler Junior College Educator Preparation Program is in compliance with Texas Administrative Code Section §228.35 – Program Delivery and On-Going Support.**

#### **COMPONENT V: Assessment and Evaluation of Candidates for Certification and Program Improvement – Texas Administrative Code (TAC) §228.40**

##### **FINDINGS:**

Tyler Jr. College has processes in place to evaluate both the program as a whole and the curriculum specifically. Many levels of personnel are involved in the evaluations and an extensive array of data, both internal and external, is utilized. Steps are in place to benchmark student progress through the program as well as assess the candidates' readiness for testing. Tyler Jr. College has had excellent student passing scores (100%) on the certification examinations for several years. The student grievance process is well defined.

**Based on evidence presented, Tyler Junior College Educator Preparation Program is in compliance with Texas Administrative Code §228.40 – Assessment and Evaluation of Candidates for Certification and Program Improvement.**

## PROGRAM RECOMMENDATIONS

Program Compliance Recommendations are based on the findings of the Texas Education Agency compliance audit. If the program is out of compliance with any component, please consult the Texas Administrative Code (TAC) and correct the issue IMMEDIATELY. General Recommendations are suggestions for program improvement only.

**PROGRAM COMPLIANCE RECOMMENDATIONS:** In order to meet requirements of Texas Administrative Code governing educator preparation programs, the following recommendations must be implemented immediately:

- Conduct two Advisory Committee meetings per academic year per Texas Administrative Code Section 228.20(b): ...shall meet a minimum of twice during each academic year. This must be corrected immediately.

### OTHER PROGRAM RECOMMENDATIONS:

- 1) Continue to seek additional diverse membership to the Advisory Committee. This process should be ongoing;
- 2) Add the student's program completion date to the students' files as soon as possible;
- 3) Add the following information to the students' files: campus assignment, principal name, mentor/cooperating teacher's name; and program field supervisor beginning as soon as possible;
- 3) Provide a formal orientation for faculty members who are new to Tyler Jr. College beginning this next academic year; and
- 4) Ensure that each clinical teacher/intern is placed at the same grade level and content area as the certificate being pursued, beginning with the current cohorts.