



Compliance Report for Monitoring Visit 2009- 2010 Houston Baptist University

According to 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 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 rules at www.tea.state.tx.us for details

A continuing approval visit of the Houston Baptist University undergraduate teacher preparation program was conducted on March 23-24, 2010 by Texas Education Program Specialists, Annabel Peña and Mixon Henry. The program recommended approximately 43 candidates for standard certificates last year and has approximately 50 student teachers this year. The following is a summary of the findings and recommendations for program improvement.

Contact: Dr. Alice Ledford, Dean EPP#: 101510 Self Report Submitted: 3/1/2010

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

Findings:

Houston Baptist University Educator Preparation Program is in compliance with TAC §228.20- Governance of Educator Preparation Programs.

Based on observations and the review of documents including organizational charts, it was evident that Houston Baptist University provides adequate facilities, materials, and technology support to the Houston Baptist University Educator Preparation Program and assumes accountability for the quality of the program and its candidates.

Houston Baptist University has a large and diverse advisory committee with 34 members representing the four recommended areas of private and public schools, higher education, Education Service Centers, and business/community. The committee includes principals, human resources administrators and program faculty.

The committee meets a minimum of twice per year and participates in the design, delivery, policy decisions and program evaluation as reported in the self report and confirmed by advisory committee survey responses. The committee was actively involved in recent changes made to the special education, bilingual and technology certificate programs. This information was verified in the agendas, minutes, and attendance logs of the October 13, 2009 and February 11, 2010 meetings.

Compliance Status for Texas Administrative Code (TAC) §228.20 – GOVERNANCE OF EDUCATOR Preparation PROGRAMS: In light of the findings detailed above, Houston Baptist University is in compliance.

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

Findings:

Houston Baptist University Educator Preparation Program is in compliance with TAC §227.10- Admission Criteria.

The self report and website indicated that the admissions criteria and process for HBU undergraduate teacher certification program includes an:

- i. Application
- ii. Minimum of 45 completed hours
- iii. Interview scored on 5 pt rubric (starting this semester)
- iv. Acceptable writing sample
- v. GPA of 2.5 or higher on all university coursework
- vi. Satisfactory test scores (260 in Reading) on the THEA
- vii. Completion of EDUC 2311 with a grade of “C” or better

A review of 20 student folders indicated that these criteria are consistently implemented. The program uses two formal requirements to assess English language proficiency for all candidates: the Teacher Education Admission Interview and writing samples from the application. Out-of-country candidates who apply to the university are required to take the TOEFL.

Recruitment efforts are conducted utilizing the website, catalog, brochures, media outlet, job fairs, community college visits and through the advisory committee. The program’s enrollment and production of certified teachers has remained stable over the last few years

Compliance Status for Texas Administrative Code (TAC) §227.10 - ADMISSION CRITERIA: In light of the findings detailed above, Houston Baptist University is in compliance.

COMPONENT III: CURRICULUM - Texas Administrative Code (TAC) §228.30 - EDUCATOR PREPARATION CURRICULUM

Findings:

Houston Baptist University Educator Preparation Program is in compliance with TAC §228.30 – Educator Preparation Curriculum.

The self report, surveys and vitas reviewed indicate that 100% of the faculty has advanced degrees, appropriate certification, and teaching experience. Over 90% of the instructors hold Texas teacher certification in the corresponding content and grade level and have over 5 years experience teaching in that content area in a public or private school.

Comprehensive course syllabi were available for every course. Course syllabi indicated targeted standards/competencies for the learning experiences and included a PPR matrix that directly correlated the educator standards and course experiences. Alignment of the learning experiences to the TEKS was demonstrated as appropriate. Each syllabus included objectives, alignment to the standards and 17 topics, activities, assessments and the grading criteria for that course. The

required 17 topics are clearly present throughout the curriculum and summarized in a chart that identifies the courses that teach each topic.

Charts showing where the relevant TEKS were addressed in both the content and pedagogy courses were available for all the certificate fields offered. TEKS were addressed in all course work as appropriate for the content of that specific course.

The student teachers responding to the survey indicated satisfaction with their preparation. 100% felt that their preparation for teaching the TEKS and in instructional and motivational strategies was effective or excellent. Candidates responded that the curriculum areas that needed improvement were parent conferences, TAKs and curriculum development. Houston Baptists University's cumulative pass rate has been over 90% for the past two years.

Compliance Status for Texas Administrative Code (TAC) §228.30 - EDUCATOR PREPARATION CURRICULUM: In light of the findings detailed above, Houston Baptist University is in compliance.

Commendation:

Houston Baptist University is commended for the development and implementation of a comprehensive syllabus utilizing consistent formats for each course taught. Course syllabi indicated targeted standards and competencies for the learning experiences and included a PPR topics matrix that correlated the educator standards to the course experiences. Students are required to sign a syllabus acknowledgment statement to indicate understanding and acceptance of the course expectations.

Houston Baptist University is commended for their development of the TEKS correlation charts. TEKS correlation charts were developed for each certification area in collaboration with the content area professors. These charts provide the candidate and professors with great detail regarding the correlation between the required coursework and the TEKS. These charts reflect the program's commitment to ensuring that HBU teacher candidates are prepared to assist their students to master the TEKS.

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

Findings:

Houston Baptist University Educator Preparation Program is in compliance with TAC §228.35: Preparation Program Coursework and Training.

The review of the self report, student folders and the program's training hours' chart showed that the coursework provided by the program totals 405 hours. This exceeds the minimum 300 hours required in TAC rule. The students receive over 315 hours prior to student teaching exceeding the required 80 training hours and complete over 90 hours of field based experience exceeding the

required 30 hours. Field experience logs for Phase II are dated and initialed by the observed teachers and maintained in student folders.

Houston Baptist University has 15 field supervisors who are certified educators with teaching experience. The self report and program documents indicated that the field supervisor conducted a minimum of 4 observations of the candidate during the 14 week student teaching semester. The first contact between the field supervisor and student teacher occurred within the first three weeks through a class meeting. The first observation by the field supervisor is conducted within the first six weeks. The student teacher and field supervisor have a conference after each observation to discuss the feedback from the observation. This was reported in the self report and on the survey responses from the student teachers, cooperating teachers, principals and field supervisors and verified in the student folders. Although the observations and two evaluation forms were filed in the student folders, it was not always clear which observations were the required 45 minute formal observations by the supervisor and which observations were conducted by the cooperating teacher since they utilize the same forms and do not indicate times.

One-on-one training is conducted by the director of field supervision at the beginning of each new supervisor's appointment. The training includes annual orientation to field-based instruction and student teaching handbook review. Additional training is done as needed on an ongoing basis. Training for cooperating teachers includes mentor training conducted through a handbook and video.

The survey responses from the principals and field supervisors indicated that the principals did not receive a copy of the supervisor's written feedback to the student teacher as required by rule. Interviews with the Dean and program staff indicated that the forms were mailed after the survey to the administrators this year. The program will develop procedures and incorporate this new requirement in the field supervision process for the next semester.

Ninety percent of the student teachers who responded to the survey report satisfaction with the effectiveness of the field supervision. Eighty-three percent of the six principals who responded indicated that they had no concerns about the preparation of the interns from this program. Fifty percent of the six principals who responded rated the collaboration between the program and the school satisfactory and fifty percent rated it very good.

Compliance status for Texas Administrative Code (TAC) Section§ 228.35 – PREPARATION PROGRAM COURSEWORK AND/OR TRAINING: In light of the findings detailed above, Houston Baptist University is in compliance.

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

Findings:

The course syllabi reviewed include learning assessments for each course. Each candidate's progress towards completion of the program (Degree Plan) is monitored and documented in each student folder identifying which courses they have completed.

Additionally, a comprehensive assessment, monitoring, and support system that incorporated both formative and summative evaluation to monitor candidates' progress through the program was implemented. Teacher candidates are benchmarked prior to beginning the program, at key phases during the program and at completion of the program. During this entire process, support venues such as tutoring, conferences, and guided studies are available to assist teacher candidates meet these benchmarks. Houston Baptist University summarizes its program benchmarks in a checklist titled Teacher Candidate Progress and Support Efforts and maintains them in student records.

Candidates must complete more than 6 hours of test preparation and score 80% or higher on a practice test to demonstrate readiness to take the Pedagogy and Professional Responsibilities TExES as noted on Benchmark 4 of the Progress and Support Checklist.

Course work is evaluated by students by providing feedback about the course, materials and instructor through end of course exams. The program also conducts an evaluation of the student teaching program through surveys completed by school administrators and cooperating teachers as well as the student teacher. This information is completed on a form that allows the data to be entered into the University IDEA database and evaluated using various criteria. This information is incorporated into an annual program evaluation that also looks at internal and external components as well as TExES results and ASEP pass rates. This is shared with the advisory committee and faculty.

The program maintains its student folders in locked cabinets in a secure office for five years.

**Compliance Status for Texas Administrative Code (TAC) §228.40 - ASSESSMENT AND
EVALUATION OF CANDIDATES FOR CERTIFICATION AND PROGRAM IMPROVEMENT:**

In light of the findings detailed above, Houston Baptist University is in compliance.

Commendation:

Houston Baptist University is commended for developing and implementing the Teacher Candidate Progress and Support Efforts process and chart. By formalizing and monitoring the benchmarks, assessments/evidences and support venues, they have created a clear road map for the program and the candidate to follow towards certification.

PROGRAM RECOMMENDATIONS:

The following are recommendations based on the findings of the Texas Education Agency Continuing Approval Visit. If the program is NOT in compliance with any component, please consult the TAC rules and correct the issue IMMEDIATELY. A progress report will be required in one year to ensure compliance with recommendations.

General recommendations are suggestions for program improvement. No progress report is required.

PROGRAM COMPLIANCE RECOMMENDATIONS:

There are no program compliance recommendations for Houston Baptist University undergraduate teacher preparation program.

GENERAL RECOMMENDATIONS:

- Review the field experience and supervision process and forms to facilitate documentation of compliance with the new TAC §228.35 requirements and timelines. This could include a discussion of the differentiated roles of the student teacher, cooperating teacher, the field supervisor and the campus administrator in the process. Additional or revised training and handbooks for cooperating teachers and field supervisors may need to be developed to align with new processes and forms developed.
- Review the annual program evaluation procedures and consider sending electronic questionnaires to survey principals, human resource administrators, cooperating teachers and other stakeholders about the effectiveness of HBU's undergraduate educator preparation program. This information could enhance the data currently used to develop a comprehensive report for the program administration and faculty and the advisory committee to use for program improvement.