

Item 6:

Discussion and Action Related to the Approval of Educator Preparation Program Monitors

DISCUSSION AND ACTION

SUMMARY: This item provides the State Board for Educator Certification (SBEC) the opportunity to approve a list of educator preparation program (EPP) monitors. Monitors will be responsible for assessing and addressing designated EPP deficiencies, recommending or directing actions to address these deficiencies, and reporting on improvement plans and strategies.

STATUTORY AUTHORITY: The statutory authority for EPP monitors is the Texas Education Code (TEC), §21.0451(a)(2) and §21.0451(d) relating to adopting rules necessary for the sanction of EPPs that do not meet accountability standards or comply with state law or rules, appointing a monitor to participate in and report to the SBEC on the activities of an EPP, and the responsibility of an EPP for the costs associated with appointment of a monitor.

EFFECTIVE DATE: Upon board approval.

PREVIOUS BOARD ACTION: None.

BACKGROUND INFORMATION: The SBEC rules in 19 Texas Administrative Code (TAC) Chapter 229 establish the Accountability System for Educator Preparation Programs (ASEP). The ASEP requires that the accreditation status of an EPP be determined at least annually, based on performance standards. 19 TAC §229.5(b) states that if an EPP is not meeting performance standards, TEA staff may recommend that the SBEC take any one or more of the following actions:

- require the EPP to obtain technical assistance approved by the TEA or SBEC;
- require the EPP to obtain professional services approved by the TEA or SBEC; and/or
- appoint a monitor to participate in the activities of the EPP and report the activities to the TEA or SBEC.

The SBEC rules in 19 TAC §228.10 establish continuing approval reviews, which require each EPP to be reviewed at least once every five years regarding its compliance with existing EPP standards. A continuing approval review may also be conducted at any time at the discretion of the TEA staff. The SBEC rules in 19 TAC §228.70 also establish procedures for complaints regarding an EPP's alleged violation of SBEC rules and/or the TEC, Chapter 21. 19 TAC §229.6(b) states that if an EPP is found to be in violation of SBEC rules and/or the TEC, Chapter 21 after a continuing approval review or a complaint investigation, TEA staff may recommend that the SBEC issue an order that may include, but is not limited to, one or more of the following actions:

- public reprimand;
- the imposition of conditions upon continuing program approval; and/or
- revocation of program approval.

When a monitor is appointed, the monitor is responsible for assessing and addressing designated EPP deficiencies, recommending or directing actions to address these deficiencies, and reporting to the TEA and the SBEC on improvement plans and strategies.

To solicit qualified individuals to serve as monitors for designated EPPs, TEA staff published a Response for Qualifications (RFQ) on October 14, 2016. Excerpts from the RFQ describing the eligibility, application, and selection criteria for monitors as well as a recommended compensation fee schedule are included in this item as Attachment II. The deadline for applications was originally November 7, 2016, but it was extended to November 15, 2016 to allow for additional applications to be included in the selection process.

The recommended list of EPP monitors will be provided to the SBEC under separate cover prior to the December 9, 2016 meeting. The SBEC may approve the list of recommended candidates in whole or in part, disapprove the proposal, or defer action on the selection for such reasons as a requirement for further evaluation. If the SBEC approves the list, TEA staff will a a monitor to an EPP when the SBEC orders a sanction that includes the appointment of a monitor. TEA staff will provide EPP monitor reports to the SBEC.

MOTION TO BE CONSIDERED: The State Board for Educator Certification:

Approve the recommended list of educator preparation program monitors as proposed.

Staff Member Responsible: Tim Miller, Director
Educator Preparation

Attachments:

- I. Statutory Citations
- II. Excerpts from the Request for Qualifications for Educator Preparation Program Monitors

ATTACHMENT I

Statutory Citations related to the Approval of Educator Preparation Program Monitors

Texas Education Code, §21.0451, Sanctions Under Accountability System for Educator Preparation Programs:

- (a) The board shall propose rules necessary for the sanction of educator preparation programs that do not meet accountability standards or comply with state law or rules and shall at least annually review the accreditation status of each educator preparation program. The rules:
- (1) shall provide for the assignment of the following accreditation statuses:
 - (A) not rated;
 - (B) accredited;
 - (C) accredited-warned;
 - (D) accredited-probation; and
 - (E) not accredited-revoked;
 - (2) may provide for the agency to take any necessary action, including one or more of the following actions:
 - (A) requiring the program to obtain technical assistance approved by the agency or board;
 - (B) requiring the program to obtain professional services under contract with another person;
 - (C) appointing a monitor to participate in and report to the board on the activities of the program; and
 - (D) if a program has been rated as accredited-probation under the Accountability System for Educator Preparation for a period of at least one year, revoking the approval of the program and ordering the program to be closed, provided that the board or agency has provided the opportunity for a contested case hearing;
 - (3) shall provide for the agency to revoke the approval of the program and order the program to be closed if the program has been rated as accredited-probation under the Accountability System for Educator Preparation for three consecutive years, provided that the board or agency has provided the opportunity for a contested case hearing; and
 - (4) shall provide the board procedure for changing the accreditation status of a program that:
 - (A) does not meet the accreditation standards established under Section 21.045(a); or
 - (B) violates a board or agency regulation.
- (b) Any action authorized or required to be taken against an educator preparation program under Subsection (a) may also be taken with regard to a particular field of certification authorized to be offered by an educator preparation program.

- (c) A revocation must be effective for a period of at least two years. After two years, the program may seek renewed approval to prepare educators for state certification.
- (d) The costs of technical assistance required under Subsection (a)(2)(A) or the costs associated with the appointment of a monitor under Subsection (a)(2)(C) shall be paid by the educator preparation program.

ATTACHMENT II**Excerpts from the Request for Qualifications for Educator Preparation Program Monitors****1.5 QUALIFICATIONS, REQUIREMENTS, AND ELIGIBILITY CRITERIA**

Qualified respondents must demonstrate experience in, and ability to:

- Review and assess the EPP's issues, identify solutions, and draft an improvement plan to address the issues that incorporates clear strategies for improvement with tangible benchmarks and timelines;
- Develop and issue recommendations or directives to the EPP staff who are responsible for implementing the improvement plan; and
- Report to the TEA and/or SBEC on the implementation efforts.

Specific roles and responsibilities may include but are not limited to:

- Review and approve all certificate recommendations;
- Review and approve all applications for admission;
- Review and approve all curriculum material;
- Ensure that curriculum coursework is supported by an appropriately certified instructor;
- Review and approve all candidate placement into internships or clinical teaching to confirm needed credentials and placement;
- Review candidate performance data to identify areas of concern;
- Attend and conduct scheduled meetings with the EPP staff and advisory committee;
- Recommend or provide training for EPP staff on identified areas of concern;
- Identify any technical assistance needs and facilitate the acquisition of such services;
- Report the EPP's progress to the TEA and/or the SBEC;
- Recommend to the TEA and/or the SBEC any additional sanctions that may be needed;
- Submit timely reports detailing activities during the reporting period, findings, progress on corrective action plans, and any recommendations to the TEA and/or the SBEC for further action.

Eligible respondents are qualified individuals with recent experience in the following areas of educator preparation expertise:

- ownership and governance of the EPP;
- criteria for admission to the EPP;
- EPP curriculum;
- EPP coursework and/or training, including ongoing support during clinical teaching, internship, and practicum experiences;
- certification procedures;
- assessment and evaluation of candidates for certification and EPP improvement;
- professional conduct of EPP staff and candidates;
- EPP complaint procedures; and
- required submissions of information, surveys, and other accountability data.

Eligible respondents must meet the following criteria:

- A master's degree from an accredited institution of higher education;
- Demonstrated experience in educator preparation;
- Demonstrated experience working with EPP staff;
- Demonstrated experience with timely report submissions;

- Provide evidence of certifications and/or licenses in education;
- Five (5) years of relevant experience in EC-12 education;
- Five (5) years of experience with an EPP;
- At least one (1) year of the required five (5) years of experience with an educator preparation program must have occurred within the last five (5) years; and
- Must have the ability to travel and work on-site at the local educator preparation program, as needed.

4.2. SELECTION CRITERIA

Candidates will be selected based on the ability of each respondent to carry out all of the requirements contained in this RFQ. TEA will base its selection on, among other things, demonstrated competence and qualifications of the respondent. From the list of respondents, TEA will select individuals that meet or exceed the RFQ requirements. The TEA will determine satisfaction of minimum requirements by assigning points according to the following scale:

ITEM	POSSIBLE POINTS
<p>A. Experience:</p> <ol style="list-style-type: none"> 1. Experience working with educator preparation programs; 2. Strong knowledge, skills, and experience associated with educator preparation program interventions; 3. A proven ability and direct experience in applying research-based educator preparation intervention strategies. 4. Experience in implementing the Texas Administrative Code. 	50
<p>B. Knowledge:</p> <ol style="list-style-type: none"> 1. Knowledge of federal, state, State Board for Educator Certification, and Texas Education Agency statutes, rules, and regulations applicable to educator preparation program operation. 2. Knowledge of the state’s accountability system for educator preparation programs; 3. Knowledge of FERPA; 4. Knowledge of certification requirements and licenses. 	25
<p>C. Skills:</p> <ol style="list-style-type: none"> 1. Skill and proven experience in disaggregating data and setting and evaluating benchmark assessments; 2. Skill and proven experience in creating and implementing improvement plans; 3. Skill and proven experience in making high-quality decisions and resolving conflicts. 	25
<p>TOTAL POINTS</p>	100

ATTACHMENT A: Monitor Provider Application

Part I: Resume

Please submit your resume in accordance with the Project Requirements Section 3.3.

Part II: Certificates and Licenses

Type:	
Issued by:	
Date Issued:	Date Expired:
Number:	

Type:	
Issued By:	
Date Issued:	Date Expired:
Number :	

Type:	
Issued By:	
Date Issued:	Date Expired:
Number :	

Part III: Area(s) of Expertise

Please select the area(s) of expertise where you have the required education, experience and qualifications and are willing to provide services, as needed.

- Governance per TAC §228.20; §228.40 Curriculum per TAC §228.30
- Admission per TAC §227 Program Delivery including Online delivery per TAC §228.35
- Data Reporting per TAC §229
- Certification Recommendations and Assignments per TAC §230 and 231

For the area(s) selected above, please prioritize your areas of expertise and indicate the number of years of experience you have for each area:

- #1: _____ Years of Experience: _____
- #2: _____ Years of Experience: _____
- #3: _____ Years of Experience: _____
- #4: _____ Years of Experience: _____
- #5: _____ Years of Experience: _____
- #6: _____ Years of Experience: _____

Part IV: Service Area

Please select **one** the following boxes to indicate the service area where you are capable and willing to provide services, as needed. Do not mark a location where you are not willing to provide services.

Statewide: Checking this box indicates you are willing to service all educator preparation programs in the State of Texas.

Region-wide: Indicate Education Service Center Region number(s). Please see the Texas Education Agency (TEA) Website available at <http://mansfield.tea.state.tx.us/TEA.AskTED.Web/Forms/QuickSearch.aspx> to locate Education Service Center region number(s).

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

Part V: Attestation to Qualifications

For each Area of Expertise selected in Part III, please provide a brief description of your specific experience in each area. Please include specific examples of how you facilitated or directed successful interventions or improvement efforts, including measurable outcomes of success. Please include the name of the educator preparation program where you implemented successful interventions or improvements. Limit responses to 250 words for each area selected and use a separate page for each area.

I certify this application is true and correct to the best of my knowledge and my acceptance of the terms and conditions of the RFQ.

Signature

Date

Printed Name

ATTACHMENT C: Compensation Fee Schedule for Educator Preparation Program Monitors

Assignment Type	Recommended Amount
Monitor	Recommended \$75 per hour (not to exceed \$600 per day*) (actual amount to be negotiated with designated EPP)

Failure by the educator preparation program to make timely payments to the assigned entities may result in additional sanction by the SBEC.

The recommended fee structure for monitor services includes the hourly rate noted above, plus necessary travel expenses not to exceed the state per diem rate.

- Mileage will be reimbursed at the state rate of .54¢ effective January 1, 2016 as calculated by the **Comptroller of Public Accounts Actual Mileage Guide** and consistent with the rate recently amended by the Internal Revenue Service.
- TEA uses **Mapquest.com** to report the mileage between duty points. Travelers must attach a copy of the MapQuest showing the miles and directions between two duty points as supporting documentations.
- The Comptroller has a new website for travel rules and regulations - **textravel**, <https://fmx.cpa.state.tx.us/fmx/travel/textravel/index.php>.

Respondent acknowledges compensation suggestions for services as noted above, but understands that the actual contract will be negotiated with the designated educator preparation program. Please return with the proposal response.

Signature