



Compliance Audit Report 2011-2012 Mountain View 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 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.

Contact Information: Sandra Crawford

County/District Number: 057710

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Program Specialists, Mr. Mixon Henry and Ms. Vanessa Alba, conducted a Texas Education Agency (TEA) Compliance Audit of Mountain View College's alternative initial teacher certification program on March 26-28, 2012. 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 7, 2012. An onsite review of documents, student records, course material, online courses, and curriculum correlations charts provided evidence regarding compliance. In addition, electronic questionnaires were sent to Mountain View College stakeholders by TEA staff. Six (6) out of ten (10) advisory committee member; six (6) out of twenty-six (26) interns, two (2) out of eight (8) principals, and three (3) out of six (6) mentors 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 March 27, 2012, was attended by twelve (12) people, including Sandra Crawford, Mountain View College Program Director. The closing session on March 29, 2012,

was attended by seven (7) people including. Sandra Crawford, Mountain View College Program Director.

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 Mountain View College per TAC §228.20(c) as evidenced by the participation of Sandra Crawford, in various aspects of the compliance audit.

The advisory committee consists of ten (10) members. Three (3) members are from local school districts, none are from an education service center, three (3) members represent higher education, three (3) members represent community/business interests, and the final member is the Mountain View College director, Sandra Crawford. Mountain View College meets TAC §228.20(b) requirements for advisory committee composition.

The first meeting of the academic year was held on September 14, 2011. Eight (8) members attended this meeting. The agenda and minutes of the September 14, 2011, advisory committee meeting reflected the following:

- Advisory Committee member training;
- Requirements of program and information concerning TAC rule §229;
- Surveys for principals and candidates receiving their standard certificates;
- Increasing pass rate performance per year 2009-2012;
- Process of issuance of a teaching certificate;
- Challenge of running summer program (item voted on by Advisory Committee to eliminate summer program); and
- Discussion of low number of applicants and reviewed admission criteria (voted to eliminate Texas Higher Education Assessment (THEA) test for applicants with a Masters degree).

The second advisory committee meeting was held on February 15, 2012. Eight (8) members attended the meeting. The agenda and minutes reflected the following:

- TEA compliance audit and items in the five components reviewed by audit team;
- Discuss of cut backs in education, state and nationally and its effect on program and interns;
- THEA admission criteria revisited by members and suggestion of using the Texas Success Initiative (TSI); and
- Day and dates for future Advisory Committee meetings.

The two advisory committee meetings agendas, minutes, and attendee records were available to substantiate that the advisory committee meetings were held. One hundred percent (100%) of the advisory committee members (6 of 6) indicated that they did meet two times per academic year. The program meets the requirements for conducting a minimum of two advisory committee meetings per academic year as required by TAC §228.20(b).

Questionnaires sent to advisory committee members and their responses to their involvement are as follows:

- Participation in designing or revising curriculum: yes – 100% (6)
- Participation in major policy decisions affecting the EPP: yes – 100% (6)
- Participation in overall program evaluation: yes – 100% (6)
- Review types of field-based experiences: yes – 66.7% (4) no – 33.3% (2)

In reviewing the agendas, minutes, and follow-up conversations with advisory committee members, their assistance in the design, delivery, evaluation and major policy decisions of the educator preparation program could be verified.

No documentation in minutes or agendas provided evidence that the advisory committee has reviewed or determined relevant field-based experience for candidates. Because of this lack of documentation, the educator preparation program is not in compliance.

Based on the evidence presented, Mountain View 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 Mountain View College's teacher certification program, the candidate must have the following:

- A four degree from an accredited institution of higher learning [TAC §227.10(C)];
- A passing score on PACT, which is on Mountain View College website and in program brochures found in the program office as a requirement, but not implemented [TAC §227.10(c)];
- Grade Point Average (GPA) of 2.5 or better [TAC §227.10(A)];
- Twelve (12) semester credit hours in a content field [TAC §227.10(C)];
- Mastery of basic skills as determined by the THEA or TSI [TAC §227.10(4)];
- An application [TAC §227.10(6)];
- An interview or other screening device, which in the case of this program is the Habermann Interview [TAC §227.10(6)]; and

- Meet any other requirements the program determines, which includes a writing sample, scored by the program director, and submission of letters of reference [TAC §227.10(7)].

Most of the aforementioned items were found in the candidates' folders with the exception of the PACT test results. In a review of the seven (7) candidates' folders, it was found that all criterion were present as verification of adherence to admission criteria as minimum requirements in TAC §227.10 and from the verbalized explanation provided by the program director and the student services assistant during the candidate folder review. The admission criteria found in the candidate folders did not meet the published criteria found on the website of Mountain View College, which required the Pre-Admissions Content Test prior to entry into the program. It was explained to TEA staff that the website was incorrect and would be changed. Thus, the contradiction of evidence found in the candidate folders verses the published criteria found on the program website creates a compliance issue.

Out-of-country applicants whose first language is not English, 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). In the candidates' folder review, the TOEFL was found in a 2012 candidate's folder, but missing in a 2006 candidate's folder. In addition, the applicant must have his/her transcripts from an out-of-country non-English speaking university evaluated by an approved evaluation service [TAC §227.10(7)]. In both cases, the transcripts were reviewed and verified in the candidates' folder review.

It was noted in the self report that five (5) or less candidate were admitted with a Grade Point Average (GPA) of less than 2.5, but none were found in the random candidate folder review. The number of candidates identified in the self report (5 or less) would not exceed 10% of the cohort of candidates allowed by TAC §227.10(3)(b).

Based on the evidence presented, Mountain View College is not in compliance with TAC § 227 - Admission Criteria.

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

FINDINGS:

Mountain View College is approved to offer teacher certification in twenty (20) fields. For the purpose of this compliance audit, the Generalist EC-6 was selected as the certification field for in-depth review.

Mountain View College teacher certification instructors vary in the level of academic backgrounds. The range is from a Bachelors degree to a Doctorate. Most instructors have a teaching certificate or instructional background in higher education. Vitas of Instructor's credentials were presented for review. 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 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).

Interns 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. Interns felt that the college was doing an excellent job in preparing them in the areas of Texas Essential Knowledge and Skills (TEKS) organization, structure, and skills, developing a lesson, models and methodology of classroom management prior to teaching, and TEKS in the content areas. Students indicated that they would like more emphasis placed on instructional methods for motivating students, child and adolescent development, conducting parent conferences, and strategies for gifted and talented students.

Mentor teachers expressed in their questionnaire that they felt that the interns were well prepared in understanding the Texas Code of Ethics, methods of motivating students, and using instructional technology in the classroom. They also indicated that the interns would benefit from more emphasis on using TEKS organization, structure, and skills, use of TEKS in the content areas, laws and standards regarding students with special needs, and strategies for gifted and talented students and for students with limited English proficiencies.

Principals responding to their questionnaires reported that they felt the interns were well prepared in classroom management, communicating clear expectations to students, and meeting the academic and behavioral needs of students with disabilities. However, they also expressed that the interns would benefit from more emphasis on working with students with limited English proficiency, using technology to support and extend student learning, and in interpreting formal and informal assessments.

Based on evidence presented, Mountain View 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 Mountain View College's initial teacher preparation program is delivered in a face-to-face format. The total program consists of 324 clock hours for elementary certification. This documentation was re-submitted during the audit by three (3) of the instructional staff to clarify the curriculum and required clock hours. This meets the requirements set forth in TAC §228.25(a)(3). With a lack of documentation in the candidate folders (i.e. degree plan or course tracking chart) and Mountain View College course enrollment tracking method, TEA staff was unable to verify the candidates had completed the 324 clock hours [TAC §228.35(a)].

There was a lack of documentation of the required 30 clock hours of field-based experience prior to internship as required by TAC §228.35 (d)(3)(A). Inconsistent documentation was found in the candidate's folders which could not verify that each candidate had completed the field-based experience.

Because Mountain View College is only approved for internship, a 180 day teaching assignment is needed to completed the practicum component of the program. Evidence was presented in

the form of intern placement information which verified that the internship took place in an actual school setting rather than a distance learning lab or virtual school setting as prescribed by TAC §228.35(d)(2)(C)(ii).

According to TAC §228.35(e), Mountain View College is responsible for providing mentor teachers training that is scientifically –based or verify that training has been provided by a school district or education service center. Mountain View College relies on the districts to train the mentors and could not produce consistent documentation to verify that each mentor had been trained. Of the six (6) mentors, only two (2) could verify the district 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. Two individuals were identified as field supervisors for the 2011- 2012 school year. Both field supervisors have teaching certification. Training was provided prior to the school year for the field supervisors. It was documented by the issuance of Continuing Professional Education (CPE) certificates dated August 20, 2011. This documented with Continuing Professional Education (CPE) certificates of the training found during the audit.

Initial contact made within the first three weeks of the assignment by the field supervisor as required by TAC §228.35(f) was verified by the field supervisors' log. Contact was made in a face-to-face meeting with candidates.

A total of three observations [TAC §228.35(f)(4)] must be conducted during the internship 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 internship. In review of the candidate folders, inconsistent evidence was located in candidate folders that the observations were conducted on the schedule prescribed. It was apparent that the observations were conducted but the timeline requirement could not be confirmed or verified by the program documentation. The observation rubric is a modified Professional Development and Appraisal System (PDAS) instrument divided into eight domains. The observation rubric requires the date of the observation, beginning time/ending time and comments and recommendations. The observation instrument is signed by intern.

Furthermore, TAC §228.35(f) requires that the field supervisor documents instructional practices observed and provides written feedback through an interactive conference with the candidates. No evidence was presented to support an interactive conference. The director stated that all observations had an interactive conference by the signature on the observation instrument. It was suggested a separate signature verify that the interactive conference has taken place.

It is also the responsibility of Mountain View College to provide a copy of the written feedback to the candidate's campus administrator as required by TAC §228.35(f). No evidence was presented to support that the field supervisor had provided the feedback to the campus administrator. It was again suggested that a copy of the observation instrument be signed by the campus administrator or his/her representative and placed in the candidate's folder.

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, Mountain View 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:

Mountain View College has candidate assessments, but not a clear benchmarking process as prescribed by TAC §228.40(a). No evidence was presented to support a benchmarking process.

Readiness for testing [TAC §228.40(b)] is determined by six (6) clock hours of test preparation. This process includes a pre and post testing component. The success and lack of success of the representative test competencies are individually reviewed with the candidate. 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.

There was a lack of evidence that a scientifically-based method of evaluating the program was in place. Information such as performance data, scientifically-based research practices, and the results of internal and external assessments should be included in the evaluation process. In evaluation the program's design and delivery of the curriculum, the process should be continuous per TAC §228.40(c). From discussions with instructors and the program director, as well as information from questionnaires, it appears that informal discussions take place at the advisory committee meetings using testing data and feedback candidates.

According to TAC §228.40(d), Mountain View College 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.

Based on evidence presented, Mountain View College is not 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(a) 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). At Mountain View College, each student is provided a hard copy of the Educators' Code of Ethics. The information is also contained in a curriculum module. A signed copy of the acknowledgment of understanding was found in two (2) of seven (7) candidates' records. Instructors are also provided a copy of the Educators' Code of Ethics.

Senate Bill 174/Texas Administrative Code §229

Current Accreditation Status

Mountain View College is currently "Accredited".

Standard I: Results of Certification Exams

Pass Rate Performance:	2008-2009 Final 80% Standard	2009-2010 70% Standard	2010-2011 75% Pass Rate
Overall:	95%	97%	100%
Generalist EC-4/EC-6	100%	100%	100%

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 TAC rules and correct the issue IMMEDIATELY. A Compliance Status Report will be required every sixty days until the compliance issues are totally corrected.

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

PROGRAM COMPLIANCE RECOMMENDATIONS:

Component I Governances of Educator Preparation Program:

TAC §228.35(d)

- Develop a process in which the advisory committee can assist in determining on-going and relevant field-based experience

Component II Admission Criteria

TAC §227.10(a) (7)

- Align all published admission criteria to the admission criteria used by the program.

Component IV Program Delivery and On-Going Support

TAC §228.35(a) (3)

- Create a record process to document the hours of training per candidate...i.e. 300 clock hours and retain in the candidate folders

TAC §228.35(a) (3) (A)

- Create a process to document the field-based experience of 30 clock hours per candidate and retain in the candidates' folders

TAC §228.35(a) (3) (B)

- Create a process to document the 80 clock hours prior to internship and retain in the candidates' folders

TAC §228.35 (a) (4)

- Create a process to document the completion of all coursework and training and retain in the candidates' folders

TAC §228.35 (e)

- Document training of mentors by EPP or district and retain in records to verify training

TAC §228.35 (a) (4)

- Create a process to document the prescribed timeline of observations...i.e. first contact within the first three weeks, first observation within the first six (6) weeks, two (2) observations in the first semester, and one in the second semester for a total of three (3) observations during the internship. Also a probationary certificates are extended, the same observation timeline should be followed

TAC §228.35 (f)

- Create a process in which the interactive feedback conference is documented and retained in the candidates' records folders

TAC §228.35 (f)

- Create a process which documented that the campus administrators receive a copy of the formal observation of candidates

TAC §228.35 (c)

- Create a record process to document the hours of training per "late hire" candidates...i.e. 300 clock hours and retain in the candidates' folders

Component V Assessment and Evaluation of Candidates for Certification and Program Evaluation

TAC §228.40 (a)

- Create a process that designates specific benchmarks to document the candidates' successful process through the program

TAC §228.40 (c)

- Create a process that is scientifically-based which evaluates the design and delivery and curriculum based on performance data and allow for the required input from the advisory committee

GENERAL PROGRAM RECOMMENDATIONS PER COMPONENT:

Component I. Recommendations:

- Consider expanding the depth of the advisory committee to include human resource directors, cooperating teachers/mentors among others;
- Consider having rolling terms of advisory committee members to ensure that new perspectives are brought to the advisory committee;
- Continue advisory committee training on an annual basis to prepare any new members for their roles and responsibilities;
- Consider a yearly formatted agenda which address all required areas of input from Advisory.

Component II. Recommendations

- Continue to keep documentation of the TOEFL exam for all out-of- country candidates.

Component III. Recommendation

- Create a syllabi template and use it for each module that includes the standards, competences, TEKS, assignments, and assessments.

Component IV Recommendation

- Create a program checklist for a multitude of processes...i.e. admissions, field-based experience hours, coursework hours of completion, benchmarks in program, and any other identified program requirements

Component V Recommendation

- Send out questionnaires, surveys, or other data gathering devices to gain further input about the program curriculum and overall program evaluation.

GENERAL PROGRAM 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 Mountain View Community College Educator Preparation Program to that of current Texas Administrative Code. Example: Applicant / Candidate / Field Supervision / Internship / etc.

- Participate in Annual Deans/Directors Meetings 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 program specialist assigned to the EPP 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.
- Consider utilizing the advisory committee PowerPoint presentation provided by TEA for annual training.