

# Pre-Approval Site Visit Compliance Audit Report 2010-2011 Pflugerville ISD Alternative Certification Program

According to TAC §228.10(b) An entity seeking initial approval to deliver an educator preparation program shall submit an application and proposal with evidence indicating the ability to comply with the provisions of this chapter and Chapter 227 of this title (relating to Provisions for Educator Preparation Candidates). The proposal shall include the following program approval components: entity commitment to adequate preparation of certification candidates, program standards, and community collaboration; criteria for admission to an educator preparation program; curriculum; program delivery and evaluation; and a plan for ongoing support of the candidates. The proposal must also identify the certificates proposed to be offered by the entity and meet applicable federal statutes or regulations. The proposal will be reviewed by the TEA staff and a pre-approval site visit will be conducted. The TEA staff shall recommend to the State Board for Educator Certification (SBEC) whether the entity should be approved. 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 <a href="https://www.tea.state.tx.us">www.tea.state.tx.us</a>. for details.

Contact Information: Justin Porter, Proposal Author

County-District Number: Not yet assigned.

Texas Education Agency (TEA) program specialists, Dr. Mary S. Black and Vanessa Alba, conducted a pre-approval site visit compliance audit on February 14, 2011. The purpose of the visit was to verify that all components of Texas Administrative Code (TAC) are in place as described in the proposal for a new educator preparation program, to further clarify any questions about each of the five components, and to address any questions that the proposed entity may have prior to moving forward for final approval by the State Board for Educator Certification (SBEC) at the board meeting scheduled for April 8, 2011.

Mr. Justin Porter, author of the proposal and Director of the proposed Pflugerville ISD Alternative Certification Program and Mrs. Barbara Kennedy, Coordinator for English Language Learner (ELL) Support represented the proposed entity throughout the visit.

The following are the findings and recommendations for program approval.

Date Application for Approval Submitted: November 30, 2011

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

### Findings:

The pre-approval visit verified that the program is prepared to implement all elements described in the original proposal. The advisory committee met during a lunch meeting. The committee members represented a collaborative effort among public schools accredited by TEA, regional education service centers, institutions of higher education, and business and community leaders

as per TAC §228.20(b) and as stated in the new entity proposal. Advisory committee members present included: Beth Cooper, Pflugerville ISD Advanced Academic Services; Maribel Hernandez, Pflugerville ISD Bilingual/ESL and Languages Other than English (LOTE); Barbara Kennedy, Pflugerville ISD, Bilingual/ESL and LOTE; Jose Medina; Pflugerville ISD Highland Park Elementary School; Dr. Ann O'Doherty, University of Texas at Austin Clinical Assistant Professor; Justin Porter, Pflugerville ISD, Bilingual/ESL and LOTE; Camille Ramirez-Longoria, Pflugerville ISD Delco Primary School; Pilar Rincon, Pflugerville ISD Bilingual/ESL and LOTE; Tana Ruckel, Pflugerville ISD Delco Primary School; Laurie Shaw, Pflugerville ISD Bilingual/ESL and LOTE; and Robin Shaw, Pflugerville ISD Department of Human Resources.

An initial Advisory Committee Training was provided to the program's advisory committee by the TEA program specialists. The purpose of this training was to ensure that all members of the advisory committee knew and understood their roles, responsibilities, and duties as per TAC §228.20(b). This training was followed by a question and answer session. The following questions were addressed by the TEA program specialists:

- How do we add an additional certification field, such as math/science?
- Can we provide Pre-Admission Content Test (PACT) training prior to candidates being admitted into our program?
- Who will be the entity providing approval for PACT testing?
- Information was provided regarding the requirements of Senate Bill 174 and the principal survey.
- Which candidates will receive the candidate exit survey?
- How will special populations be addressed in the curriculum that we will cover and why
  will only English Language Learners (ELL's) and special education be addressed on the
  surveys?
- How many alternative certification programs are currently active in the state of Texas?

During the meeting, Mrs. Kennedy took notes. She also assured the advisory committee members that she had been taking notes and that the notes would be presented at the next advisory committee meeting.

Sufficient evidence that the proposed entity will be in compliance with TAC §228.20(b) was provided for the TEA program specialists during the pre-approval visit.

A facilities walk was conducted by Mr. Porter and Mrs. Kennedy for the TEA program specialists. The entity staff showed the program specialists where the applicant and candidate files will be kept. Because they will be kept in the same location as district employee files, it was recommended by the TEA program specialists that the program files be kept in a separate lateral file cabinet from the district employee files. Several proposed meeting rooms were also shown to the TEA program specialists as possible locations for candidate classes. All of the proposed meeting rooms shown to the program specialists provided adequate evidence that appropriate physical and technical resources will be available as per TAC §228.20(c).

Based on the evidence presented, the proposed entity, Pflugerville ISD Alternative Certification Program, is in compliance with Texas Administrative Code (TAC) §228.20 – GOVERNANCE OF EDUCATOR PREPARATION PROGRAMS.

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

### Findings:

The pre-approval visit verified that the program is prepared to implement all elements described in the original proposal Admissions criteria were discussed with Mr. Porter and Mrs. Kennedy in a closed session. The proposed entity directors were provided with ideas and suggestions for setting up their applicant and candidate files.

A specific attendance policy for candidates, including a contingency for candidates who may need to be absent from coursework for an extended period of time due to medical reasons, was discussed. This information would be included in the candidate handbook and this was something that had not been included in the original proposal.

Based on the evidence presented, the proposed entity, Pflugerville ISD Alternative Certification Program, is in compliance with Texas Administrative Code (TAC) §227.10 – Admission Criteria.

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

### **Findings:**

The pre-approval visit verified that the program is prepared to implement all elements described in the original proposal.

Clarification regarding curriculum was requested from Mr. Porter and Mrs. Kennedy by the program specialists. Specifically, what type of bilingual curriculum will be taught to candidates in the program? The clarification provided by Mrs. Kennedy was that the bilingual Spanish candidates will be prepared to teach in a dual language setting in Pflugerville ISD. The bilingual Vietnamese candidates will be provided instruction that will prepare them to teach English as a Second Language (ESL) and simultaneous Vietnamese instruction.

There was also a conversation about the many materials available for reading instruction in Spanish; however there are limited resources available for reading instruction in Vietnamese. The entity will utilize "Reading A to Z" for reading instruction in Vietnamese. The entity has received permission from the vendor to translate and use the material in Vietnamese.

Based on the evidence presented, the proposed entity, Pflugerville ISD Alternative Certification Program is in compliance with Texas Administrative Code (TAC) §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:

The pre-approval visit verified that the program is prepared to implement all elements described in the original proposal. All coursework will be delivered in a face-to-face format in Pflugerville ISD. It is anticipated that candidates will not only take courses in either the Pflugerville ISD Central Administration building or the Pflugerville ISD Conference and Education Center, but also in established classrooms to ensure that candidates will have an opportunity to see and discuss various aspects of classroom instruction.

A "Module Timeline" was provided in the original proposal. The total hours for the program will be three hundred twenty-one (321) and will include two hundred thirty-one (231) pre-service program hours. This includes twenty-eight (28) hours of pre-service observations, six (6) hours of video observations, and one hundred ninety-seven (197) hours of instruction. There will be ninety (90) hours of in-service instruction provided to candidates.

The program specialists requested clarification of pre-service and in-service instruction for two reasons: 1) The proposed entity will be operating within a school district and "in-service" has a different connotation for employees within a school system; and 2) the proposed entity has stated in the proposal that it will not be using fifty (50) hours of district training to count toward their three hundred (300) hours of instruction. The proposed entity directors stated that they will not be using fifty (50) hours of instruction to count toward their total hours.

Based on the evidence presented, the proposed entity, Pflugerville ISD Alternative Certification Program is in compliance with Texas Administrative Code (TAC) §228.35 – PREPARATION PROGRAM COURSEWORK AND/OR TRAINING

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

## Findings:

The pre-approval visit verified that the program is prepared to implement all elements described in the original proposal

The TEA program specialists provided "SBEC Online and ASEP: Basic Overview for New Program Staff" training for Mr. Porter and Mrs. Kennedy. Mr. Porter and Mrs. Kennedy were also invited to participate in one of the webinars entitled "Boot Camp for New ASEP Users" which was held on February 15<sup>th</sup> and 17<sup>th</sup>, 2011. As a part of the conversation with the proposed entity staff, the various reporting requirements were discussed.

Benchmarks throughout the program were discussed to ensure that the proposed entity directors are aware that they will be required to have specific benchmarks for candidates as they progress through the program.

Based on the evidence presented, the proposed entity, Pflugerville ISD Alternative Certification Program is in compliance with Texas Administrative Code (TAC) §228.40 – ASSESSMENT AND EVALUATION OF CANDIDATES FOR CERTIFICATION AND PROGRAM IMPROVEMENT.

### PROGRAM RECOMMENDATION

The following is recommended based on the findings of the Texas Education Agency Pre-Approval Visit Compliance Audit:

 It is recommended that the Pflugerville ISD Alternative Certification Program proposal for a new educator preparation program move forward for SBEC board for approval at the April 8, 2011 meeting.