



TEXAS EDUCATION AGENCY

1701 North Congress Ave. • Austin, Texas 78701-1494 • 512 463-9734 • 512 463-9838 FAX • www.tea.state.tx.us

Pre-Approval Site Visit Questions

Professional Teacher Certification (PTC)
11511 Katy Highway, suite 430
Houston, TX
May 29, 2009

TEA Program Specialists: Dr. Mary S. Black and Corrina Noriega

Component 1 – Entity Commitment and Collaboration to Promote Educator Certification

The entity shows evidence of adequate preparation of candidates to meet certification standards and is accountable for the quality of programs so that the candidates will be certified. [TAC §228.20 (b)]

	Name	Institution, Company, Etc. Represented
List names and positions of the advisory committee. PRESENT at Meeting # <u>7</u> (Attach sign-in sheet for this section)	Julian Brown	PTC, Finances
	Cathy Mitchell	PTC, Field Supervisor
	Kelly Brown	PTC, Director
	Dr. Kimberly McLeod	Texas Southern University
	Tiffany Dean	business
	Jennifer Dean	business
	Althea Cartman	business
Who designed the prep program?	Kelly Brown in collaboration with Advisory Committee	
Who made the policy decisions?	Kelly Brown and Advisory Committee	
Who will do the program evaluation?	Dr. Kimberly McLeod and Kelly Brown with Advisory Committee	

Cost to Candidates:

- Application, Program Fees, etc.:
- Additional Fees:
Total Cost: \$4340.00

Have there been any changes in costs or fee structure since your proposal? If so, please explain. **Supply fee has been added; application fee deleted.**

What is your policy concerning fee changes? **Fees will be evaluated annually.**

Where is this published? **Website and handbook**

Component 2 – Admission to an Educator Preparation Program

The entity shall develop procedures to determine the candidate's appropriateness for the certification being sought and shall establish policies and procedures for the following:

1. What security measures are in place for confidential student information? **Secure locked files**
2. Where is admission criteria published? **Handbook and website**
3. List any changes or additional academic admission requirements since your proposal: **PACT will be required for admission.**
4. How will you evaluate life experience for credit? **[TAC §228.35 (6)] only substitute teaching or teacher's aide will count, and then only for part of field experience.**
5. What is the maximum number of students you can accommodate annually? What is your plan for growth in terms of facilities, faculty, and supervision? **20-40 per year**

Component 3 – Curriculum

The educator standards adopted by the Board shall be the curricular basis for educator preparation and must address the relevant TEKS for each certificate. **[TAC §228.30 (b) curriculum]**

1. How was the curriculum aligned with the TEKS? Who did the alignment? **Director and Advisory Committee aligned curriculum with TEKS as necessary for PPR only. They will use PACT and not teach content areas.**
2. Which of your courses contains the specified requirements for each of the following: **all accounted for. See powerpoint attachment.**
 - a. Reading instruction
 - b. Educator's Code of Ethics



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- c. Child development
- d. Motivation
- e. Learning theories
- f. TEKS organization, structure and skills
- g. TEKS in the content areas
- h. State assessment of students (TAKS)
- i. Curriculum development and lesson planning
- j. Classroom assessment for instruction and diagnosing learning needs
- k. Classroom management/developing a positive learning environment
- l. Special populations
- m. Parent conferencing and communication skills
- n. Instructional technology
- o. Pedagogy/instructional strategies
- p. Differentiated instruction
- q. Certification test preparation (6 hours)

Component 4 – Program Delivery and Evaluation

1. Evidence of class schedule and class attendance **[TAC §228.35 (a) (1)] 100% attendance required. Make up classes during next session will be available.**
2. Evidence of class syllabi **yes**
3. What is your policy for missed classes or deadlines? **Strict deadlines for all assignments. Posted in handbook and online.**
4. How will students get technical help for online components? Is there any charge for this? **IT person available at no charge.**
5. Describe pre-internship field experiences for interns [30 hours]. **[TAC §228.35 (A)] minimum 40 hours field experience at two different grade levels**
6. Where will these field experiences occur? How can you assure this? How will you document these experiences? **Students required to complete reflections on field experiences at any public or private school and turn in to course facilitator.**
7. How will you assure adequate intern placement opportunities? **Students must find their own job. PTC will have links to area school districts' employment sites.**
8. What types of data will you gather for program self-evaluation? How often will you gather it? What types of reports will you generate from that data? How do you intend to use these reports? How will the Advisory Council be involved? **(TAC §228.2 (b) and §228.40) mid-program and post-internship student surveys. See proposal for detailed information on evaluation.**



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Component 5 – Ongoing Support

1. How do you recruit and compensate Field Supervisors? **[TAC §228.35 (f)] FS compensated by number of interns supervised and mileage.**
2. What is your ratio of Field Supervisors to interns? **Not determined at time of visit**
3. How many formal observations will Field Supervisors make to each intern? How many informal/walkthroughs? How will observations and feedback be documented? **As mandated by TAC §228.35 (f) or more if necessary**
4. What is your backup plan in case a Field Supervisor is out for more than two weeks? **Not determined at time of visit**
5. What training do you give Mentors and Field Supervisors? **[TAC §228.35 (e)] FS will be PDAS trained. PTC will offer training to mentors.**
6. How will you document district training for Mentors and Field Supervisors? **Professional development certificates will be kept on file**
7. Do Program Staff and Field Supervisors attend district training? How do you stay abreast of district needs and priorities? **PTC will attend professional development at ESCs. They will also be involved in educational organizations and attend conferences.**
8. What is your backup plan for training Mentors and Field Supervisors (for persons who cannot attend, or if district fails to provide in the future)? **PTC will offer training to mentors.**
9. How can you ensure enough Mentors for Interns? **\$500.00 stipend for mentors**
10. How will you meet the needs of struggling interns? **Individualized growth plan**

Assurances from New Educator Preparation Program Application

1. How will the program comply with nondiscrimination laws, rules, etc.? [Evidence: blank application form, preparation for students with disabilities, etc.] **non-discrimination statement on application**
2. What is your plan for contingency admissions? [NCLB requirements] **not applicable for candidates who are required to take the Pre-Admission Content Exam before admission to an ACP because they already have a conferred bachelor's degree.**

3. Knowledge of TAC rules [Evidence: demonstrate where to find the rules online] **yes, PTC knows where the rules are online.**
4. ASEP training within six months of operation [Evidence: registration on SBEC website for this summer] **July 2009**
5. Demonstrate where to find the SBEC standards and competencies. **Yes, PTC knows where these are online.**
6. What is the number of hours required by program? How does the program break this down? **305 hours as in proposal**
7. What models of effective teaching practices will you use? **Research-based best practices**
8. Who will conduct the required self-evaluation for program improvement? What internal data will be gathered? What external data? What methods of analysis? **[TAC §228.40; also see Component 4 (8)] Director and Advisory Committee. See detailed evaluation information in proposal.**
9. Where can students find written documentation of program expectations, requirements, and procedural guidelines? **Website and handbook**
10. What is your plan for archiving student records for five years after completion of the program? How will you backup these records and keep them secure? **[TAC §228.40 (d)] secure locked file, secure electronic files backed up regularly off site.**