



Compliance Audit Report 2009-2010 East Texas 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 contained in each rule.

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Texas Education Agency (TEA) program specialists, Corrina Noriega and Sandra Jo Nix, conducted a compliance audit on November 30 through December 1, 2009. The following are the findings and recommendations for program improvement.

Date Self-Report Submitted: October 28, 2009

Information concerning compliance with Texas Administrative Code rules governing educator preparation programs was collected by various qualitative means. A review of documents, syllabi, and curriculum correlation charts provided evidence regarding compliance. In addition electronic surveys were sent to East Texas Baptist University participants by TEA. A total of 82 responses to the surveys were received by TEA, including forty-four from interns, six from field supervisors, seven from school principals, seven from campus mentors, and seventeen from advisory committee members. A self-report was submitted to TEA by East Texas Baptist University. Qualitative methods of content analysis, cross-referencing, and triangulation were used to evaluate the evidence.

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

Findings:

The East Texas Baptist University (ETBU) is in compliance with Texas Administrative Code (TAC) Section 228.20 Governance of Educator Preparation Program. ETBU utilizes a tiered advisory committee system. The University Connection has been in existence for two years and serves as the Educator Preparation Advisory Committee required by rule. It is comprised of 19 members from four stakeholder groups. According to the self-report and in discussions with the Dean, the University Connection reviews program changes and brings community ideas and concerns to the group for discussion. Review of documentation provided evidence of

meeting attendance via agendas and sign in sheets. However, meeting minutes were not kept or provided. The Teacher Education Council is composed of 13 faculty members representing each department. This council is primarily involved in the day- to-day functions of the program, including program evaluation for curriculum development and improvement , review of student teacher applicants, and review of admission criteria. While the University Connection meets the criteria for membership and meetings, the teacher education council carries out the roles and responsibilities of the advisory committee as outlined in TAC 228.20. ETBU would benefit from expanding the roles and responsibilities of the University Connection to include areas such as program and curriculum evaluation. This expansion would meet the criteria of the law which encourages collaboration between the program, the community, and the school districts that they serve

Based on the evidence presented above, East Texas Baptist University 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 East Texas Baptist University (ETBU) is in compliance with Texas Administrative Code (TAC) Section 227.10- Admission Criteria. ETBU meets and exceeds state standards for admission into their education program. In addition to the state requirements for educator preparation program admission, all students wishing to gain admission to the educator preparation program must pass the Junior Qualifying Examination, pass the THEA with scores that are above the state requirements, successfully complete general education courses and have a cumulative GPA of 2.6. The candidates must also submit a written essay and have Teacher Disposition Checklists completed by other faculty members. The admission criteria are listed on the website, brochures, and course catalogs. The University utilizes traditional recruiting methods, such as job fairs, media and radio advertisements, and school and community visits. The University also utilizes innovative recruiting methods, such as Home School Days, and Counselor Days to reach out to a unique group of prospective students. Admission criteria were confirmed through the document and student folder review.

Based on the evidence presented above, East Texas Baptist University is in compliance with Texas Administrative Code (TAC) §228.10 – Admission Criteria.

Commendations:

The East Texas Baptist University (ETBU) is commended for 1) instituting admission criteria that are above the state minimum requirements, 2) requiring THEA scores that are above the state mandated scores; and 3) utilizing innovative recruiting methods to reach a unique group of prospective students.

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

Findings:

The East Texas Baptist University (ETBU) is in compliance with Texas Administrative Code (TAC) Section 228.30 Educator Preparation Curriculum. The six (6) department of education faculty members all have classroom experience, doctoral degrees, and all are certified teachers with many years of teaching experience. In discussions with the Dean, it is apparent that current research and modeling of instruction techniques are used throughout the program. The syllabi for each certification area follow a similar format. In reviewing the PPR course correlation and the course syllabi, it was felt that the seventeen curriculum topic coverage was present but integrated throughout the curriculum. Identifying which of the 17 topics are included in the courses would assist the students in knowing that it is emphasized in that course. This was supported by the student teachers response to the questionnaires regarding PPR topic coverage. The student teacher questionnaire revealed that more emphasis should be placed in the areas of teacher responsibilities for administering the TAKS examination, standards and teaching strategies for students designated as gifted and talented, and standards and teaching strategies for students with limited English proficiency.

The students reported that technology instruction was effective, and the cooperating teachers' responses on the questionnaire supported that finding. It was noted that to make their candidates more marketable to the school districts, creative combinations of certification were implemented. It was also noted that the program would benefit from applying for the Language Other Than English (LOTE) EC-12 certification in Spanish and French as well as English as a Second Language (ESL) certification. The Teacher Education correlations was a collaborate effort of faculty to clarify the standards, competencies and assessments for each course. Because of the in-depth study of the program by the faculty, it was agreed that extra attention needed to be provided to the secondary certification programs, especially in the areas of field experiences and practicum.

Based on the evidence presented above, East Texas Baptist University is in compliance with Texas Administrative Code (TAC) §228.30 – EDUCATOR PREPARATION CURRICULUM.

Commendations:

The ETBU Educator Preparation program is commended for 1) seeking out and applying contemporary research such whole brain learning and the concept of digital natives to better prepare their candidate to teach today's students; 2) correlating each course to standards, competencies, and assessments; 3) designing innovative certification programs to make their students more marketable; and 4) offering 10 hours of test preparation rather than the 6 hours prescribed by rule.

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

Findings:

The East Texas Baptist University (ETBU) is in compliance with Texas Administrative Code (TAC) Section 228.35 – Preparation Program Coursework and/or Training. Review of the self report, course hour worksheet, and syllabi indicated the program has met and exceeded the 300 hour program requirement as prescribed in rule. Courses are delivered in face-to-face format with an online research component in some courses. All students are required to complete thirty hours of field based experiences in EDUC 3301 prior to admission to the educator preparation program. In addition to these hours, candidates are required to complete a practicum experience in EDUC 4357, 4358, and 4352. In addition, there is a Reading onsite requirement in Reading 3600 and 3305. According to the self report and the program hours worksheet, elementary level candidates complete 210 hours of practicum experience and the secondary and all level candidates complete 42 hours. Verified by student folder review, these hours are documented by time logs, reflective journals, classroom discussions, and observation documents provided by the university. A further explanation of these hours was provided an addendum as further evidence.

The official observation forms were provided in the document review. However, the completed observation forms will not be added to the student folders until the semester is complete. Ten hours of test preparation provided. Students' teachers are required to complete a 14 week student teaching experience. Five formal 45 minute observations with feedback sessions are conducted.

Training for the supervising teachers and cooperating teachers was conducted via an informal person-to-person format due to difficulties in teacher scheduling. Since most of the student teachers and practicum supervisors are former graduates of ETBU, they are very familiar with the supervising processes. The Cooperating Teaching survey indicated that the cooperating teachers had more than 7 years teaching experience. The field supervisors are members of the regular university faculty and are constantly doing research on current mentoring processes. A handbook explaining responsibilities is given to the field supervisor, cooperating teacher, and student teacher. Review of the surveys and observation documentation in the students' folders indicated the required number of observations made by the field supervisor was in accordance with TAC rule. Discussions with the dean indicated the communication between field supervisor, cooperating teacher, and candidate is frequent and ongoing. It was noted, however, that observation documentation was not provided to the campus administrator as prescribed by rule, 228.35(f).

Based on the evidence presented above, East Texas Baptist University is in compliance with Texas Administrative Code (TAC) §228.35 – PREPARATION PROGRAM COURSEWORK AND/OR TRAINING

Commendations:

The East Texas Baptist University Educator Preparation Program is commended for 1) requiring more than the 30 hours of state mandated field experiences 2) embedding field based experiences and a practicum experience for elementary and secondary teaching candidates 3) requiring a fourteen week student teaching experience; 4) requiring more than 3 formal field based observations as required by rule.

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

Findings:

East Texas Baptist University is in compliance with TAC Section 228.40 - ASSESSMENT AND EVALUATION OF CANDIDATES FOR CERTIFICATION AND PROGRAM IMPROVEMENT.

ETBU utilizes an organized method of program evaluation. At the end of each academic year, the faculty completes a self-evaluation of the past year and set the goals and objectives for the upcoming year. Students fill out an online evaluation of each course they are taking at the end of each semester. Every three years, there is a department of teacher education program review. The format and content are dictated by the university. Each department is also required to submit a master plan and institutional effectiveness plan each May. Portions of this report deal with student learning and evaluation of the program. Curriculum evaluation is ongoing through the Teacher Education Council. Teacher candidates are given frequent assignments and benchmarks throughout their education courses to determine mastery of the course content. This is evidenced in the course syllabi which list assignments, due dates and grading policy. The teacher education correlations documented various assessments for each courses. Each semester students' grades are checked by the departmental secretary to make sure that the students are maintaining an overall 2.6 GPA and that the GPA in their major is a 2.75 GPA to be eligible to student teach. Members of the Department of Teacher Education advise all of the elementary majors. The all level and secondary education majors are advised in the department in charge of their field of study. Candidates testing readiness is determined through the completion of a test review course, course grades, and successful completion of a practice test. Records management is in compliance with TAC rules. A grievance process is outlined in the student handbook.

Based on the evidence presented above, East Texas Baptist University is in compliance with Texas Administrative Code (TAC) §228.40 – ASSESSMENT AND EVALUATION OF CANDIDATES FOR CERTIFICATION AND PROGRAM IMPROVEMENT.

PROGRAM RECOMMENDATION

The following are recommendations based on the findings of the Texas Education Agency Compliance Audit. If the program is NOT in compliance with any component, please consult the Texas Administrative Code and initiate actions to correct the issue IMMEDIATELY. A Compliance Status Report will be required in sixty days on compliance recommendations.

General program recommendations are suggestions for general program improvement and do not require follow-up.

PROGRAM COMPLIANCE RECOMMENDATIONS: A Progress Report will be required in one year.

- 1) Expand the roles and responsibilities of the University Connection as prescribed in TAC rule 227.10- Governance of Educator Preparation Program;
- 2) Provide copies of formal observation documents to the campus administrator as prescribed in TAC rule 228.35 (f).

GENERAL RECOMMENDATIONS: No progress report is necessary.

- 1) Provide training and a handbook for new members of the advisory committee to bring them up to speed with regard to the educator preparation program;
- 2) Record minutes of the University Connection advisory committee and archive them as evidence of meeting their roles and responsibilities;
- 3) Apply for the ESL and LOTE Spanish and French certifications as soon as possible;
- 4) Bring program terminology in line with 227 definitions i.e. cooperating teacher vs. practicum supervisor;
- 5) Institute formal training program using scientifically based research for cooperating teachers annually;
- 6) Increase stakeholder (principals and cooperating teachers) input into both the program and curriculum evaluations; and
- 7) Review the seventeen PPR topics to ensure adequate coverage throughout the coursework

Reformatted from the Survey Monkey report on 1/17/2013 in order to post on Consumer Information.