



2019–2020 Continuing Approval Review Report Region 5 Education Service Center

Introduction

A 5-year Continuing Approval Desk Review was conducted by Program Specialist, Emily Newton, of Region 5 ESC (181950) educator preparation program (EPP) on December 18, 2019. Per 19 Texas Administrative Code (TAC) §228.10(b), an entity approved by the State Board for Educator Certification (SBEC) to certify educators shall be reviewed at least once every five years. Region 5 ESC was originally approved as an EPP on July 14, 2000.

Kelly McBride is the program primary point of contact for the 2019-2020 review. Region 5 ESC is approved for the teacher certificate and principal certificate classes only. Certification is offered in this route: Alternative Certification Program (ACP). The EPP reported 58 program finishers for 2014-2015, 53 program finishers for the 2015-2016 reporting year, 23 program finishers for the 2016-2017 reporting year, 43 program finishers for 2017-2018, and 42 finishers for 2018-2019.

Candidate records were reviewed for 15 candidates, five (5) from the teacher certificate route and ten (10) from the principal certificate route. The results were discussed with EPP staff on Wednesday, March 4, 2020. Attending, via phone conference, from the EPP was Kelly McBride.

Results

Overview of Components

The following component(s) were found in compliance (C) from the desk review:

- Governance
- Curriculum
- Assessment and Evaluation of Candidates and Programs
- Professional Conduct
- Complaint Procedures
- Certification Procedures
- Integrity of Data Submission

The following component(s) were found out of compliance (N) from the desk review:

- Admission
 - Coursework, Training, Program Delivery, and Ongoing Support
1. All admission requirements were met as identified in 19 TAC Chapter 227 except the following:
 - For new candidates to be fully admitted, the EPP's are required to notify TEA within seven calendar days of the candidate's formal admission. Records for four of the five teacher candidates, and seven of the ten principal candidates show TEA was notified within the required time, however, this does not meet the requirement [19 TAC §227.17(e)].



2. All Coursework, Training, Program Delivery, and Ongoing Support requirements were met as identified in 19 TAC Chapter 228 except the following:
- Upon review of documents relevant to a late hire candidate, evidence shows late hire candidate did not complete the pre-internship requirements within the 90-day requirement. [19 TAC §228.35(d)]
 - Upon review of observation forms, it has been found that the EPP has not established procedures for documenting ongoing support and communication between field supervisor and candidate. [19 TAC §228.35(e)(2)(B)(vi)]
 - After reviewing observation documents, there is insufficient evidence that field supervisors schedule pre-conferences and post-conferences with candidates, providing them with written feedback and copies of their observation forms. [19 TAC §228.35(g) and (h)]
 - Documents reviewed, exposed a lack of verification that field supervisors provide a copy of written observation feedback to the required individuals.[19 TAC §228.35(g) and (h)]
 - Documents reviewed do not verify the field supervisors provided informal observations and on-going coaching as appropriate. [19 TAC §228.35(g) and (h)]
 - Documents reviewed do not verify the field supervisors collaborated with the required individuals. [19 TAC §228.35(g) and (h)]
 - Observation logs submitted to verify that non-teacher observations are not occurring in the frequency required. [19 TAC §228.35(h)(1-3)]

Next Steps

The EPP will submit evidence to TEA that deficiencies in these areas have been corrected on or before June 18, 2020:

- EPP staff must develop and implement a plan to consistently process new candidates to ensure the EPP notifies TEA of the new candidate within the seven-day window. [19 TAC §227.17(e)]

Evidence: Candidates between March 4, 2020, and June 18, 2020, are uploaded in ASEP within 7 days of formal admission date.

- EPP staff must develop and implement a procedure for overseeing and managing the pre-service requirements of late hire candidates. [19 TAC §228.35(d)]

Evidence: Written procedures and timeline provided to late hire candidates

- EPP staff must submit evidence documenting on-going support and communication between field supervisors and candidates. [19 TAC §228.35(e)(2)(B)(vi)]

Evidence:
Field Supervisor Communication Log
Email Correspondance with read receipts
Observation Log – visits other than the required observations



- EPP staff must update and implement procedures that require and document field supervisors to provide candidates with copies of their written feedback for observations, and evidence of pre and post-conferences. [19 TAC §228.35(g) and (h)]

Evidence:

Update observation forms to include signatures and an agreement that copies of feedback were provided to the candidate

Update observation forms to include pre and post-conference date, time, and location, and signatures

- EPP staff must update and implement procedures that require and document field supervisors to provide copies of written observation feedback to supervising campus administrators and site supervisor. [19 TAC §228.35(g) and (h)]

Evidence:

Field Supervisor Communication Log
Email correspondence with Read Receipts
Training materials showing the updated process to all stakeholders
Signature from Administrator & Site Supervisor – Adobe Sign

- EPP staff must create and implement a process for collecting evidence of informal observations and ongoing coaching. [19 TAC §228.35(g) and (h)]

Evidence:

Field Supervisor communication Log
Additional observation forms
Observation Log – visits other than the required observations

- EPP staff must update and implement procedures that require and document the collaboration between field supervisors and candidate, mentor, supervising campus administrator, and site supervisor. [19 TAC §228.35(g) and (h)]

Evidence:

Field Supervisor Communication Log
Email correspondence with Read Receipts
Phone Log

- EPP staff must update and implement procedures field supervisors are providing formal non-teacher observations with a minimum of one formal observation within the first 3rd of the practicum, one formal observation within the second 3rd of the practicum, and one formal observation within the final 3rd of the practicum. [19 TAC §228.35(h)(1-3)]

Example:

Training for field supervisors with attendance documentation
Calendar outlining practicum observation timeline



Candidate observations between February 18, 2020, and June 18, 2020, correctly reported in ASEP

Recommendations and Advisement

- Continue to send staff to relevant training offered by TEA and other entities for continuous improvements to the EPP and to stay in step with changes and updates in educator preparation requirements in TAC and TEC.
- The PACT test will change effective at the end of January 2020. Plan to update curriculum to meet requirements for content pedagogy instruction and test preparation. Passing scores on TExES exams cannot be used to meet EPP admission requirements after 1/27/2020 but may be used for certification purposes until the expiration date of the related certificate. The new PACT is a content-pure assessment that cannot be used for certification purposes.
- Develop a plan to update EPP benchmarks and test readiness requirements for Teacher (ALT/PB) to address changes in PACT that will be in effect January 27, 2020.
- Application A has changed – plan to review requirements to prepare for adding new certificate areas.
- Develop and implement more performance assessments. Evidence of performance assessments will be a requirement for adding new certificates using the new Application A.
- Review all certificate areas that the EPP no longer plans to support and request, in writing, for TEA to remove them from inventory.
- The addition of the Science of Teaching Reading exam (STR) will impact the renewal of the Core Subjects EC-6, Core Subjects 4-8, ELAR 4-8, and ELAR/Social Studies 4-8 certificates. Programs that are not able to demonstrate an updated curriculum will not be able to renew these certificates after January 1, 2021. Teacher program staff are advised to plan to meet the January 1, 2021 certificate issuance requirement.
- Certificate deactivation timelines and requirements changes are proposed. Changes will include new timelines for requesting deactivations and information that must be provided to stakeholders in advance of internship start dates. FS will need to verify candidate placement information at the beginning of the assignment.
- As of 2019-2020 recording year, all EPP's will be required to accurately record the observations for their non-teacher candidates as well as their teacher candidates in ASEP.



PROGRAM RECOMMENDATIONS All EPPS

- To ensure continuity in record keeping and other related processes, consider creating a procedure manual documenting EPP processes.
- Implement quality control procedures to ensure ASEP reports are submitted accurately and timely during state reporting each year.
- Revised program checklist that reflects test approval, formal admission date, initial contact from field supervisor, completion of coursework, completion of field-based experience hours, date of recommendation/non-recommendation from field supervisor and/or campus administrator, the recommendation of a standard certificate, and any other important program requirements.
- Continue to 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;
- Continue to participate in webinars provided by the Division of Educator Preparation to ensure that the program staff is knowledgeable about current requirements and changes in the Texas Administrative Code;
- Continue to maintain communication with the program specialist assigned to the program.
- Ensure that TEA staff has the most current contact information by sending updates to the assigned program specialist.

“I have reviewed the EPP Report and agree that all required corrections will be made on or before June 18, 2020”.

Signature of Legal Authority

Date

Printed Name of Legal Authority

Date