Compliance Audit Report
2014-2015
Houston Community College

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 required by the Texas legislature for the regulation of all educator preparation programs in the state. Please see the complete Texas Administrative Code at www.tea.state.tx.us for details.

Contact Information: Dr. Donald Jones

County/District Number: 101506

SBEC Approval Date:

Program Manager, Sandra Jo Nix, and Program Specialist, Mixon Henry, conducted a Texas Education Agency Compliance Audit of Houston Community College, 3601 Fannin, Houston, Texas, on February 24-26, 2015. The focus of the compliance audit was the Pedagogy and Professional Responsibility curriculum required for initial certification. The following are findings and recommendations for program improvement.

Scope of the Compliance Audit:

The scope of this audit is restricted solely to verifying compliance with Texas Administrative Code §227, §228, §229, §230 and §149.

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 January 27, 2015. An on-site review of documents, student records, course material, online courses, and curriculum correlations charts provided evidence regarding compliance. In addition, electronic questionnaires developed by TEA were sent to Houston Community College stakeholders and responses are as follows: Six (6) out of thirteen

(13) advisory committee member; eleven (11) out of sixty-six (66) clinical teachers/interns; ten (10) out of fifty-nine principals (59); and nine (9) out of sixty-one (61) cooperating teachers/mentors responded. Qualitative and quantitative methodologies of content analysis, cross-referencing, and triangulation of the data were used to evaluate the evidence. Evidence of compliance was measured using a rubric alignment to determine compliance of Texas Administrative Code.

Findings, Compliance Issues, and Recommendations:

"Findings" indicate evidence that was collected during the compliance audit process. If the program is "NOT in compliance" with any identified component, the program should consult the Texas Administrative Code and is required to correct the issue IMMEDIATELY. An action plan may be drafted during the visit that identifies compliance issues to be addressed and a timeline for completion. Program "recommendations" are suggestions for general program improvement and no follow up is required.

Opening and Closing Session:

The opening session on February 24, 2015, was attended by (8) members of the leadership staff, including names Mr. Don Jones, Mr. Matt Garza, Mr. Kirk White, Ms. Lue Mims, Ms. Veronica Mendiola, Ms. Anamana A. Lopez, and Ms. Yessenia Cruz. The closing session on February 26, 2015, was attended by Ms. Yessenia Cruz, Veronica Mendiola, Dr. Don Jones, Ms. Lue Mims, Mr. Thom Ronk, Dr. Terri Bubb, Ms. Amanda Lopez, and Ms. Melissa Martinez.

COMPONENT I: Governance of Educator Preparation Programs- Texas Administrative Code (TAC) §228.20

FINDINGS:

- Program support was indicated by the governing body of Houston Community College per TAC §228.20(c) as evidenced by the participation and cooperation of Dr. Garza, Dr. Jones, and Ms. Yessenia Cruz , in various stages and steps of the compliance audit.

- The advisory committee consists of thirteen(13) members: (6) members are from local school districts, five (5) members are from higher education, and two (2) members represent community/business interests. Houston Community College meets TAC §228.20(b) requirements for advisory committee composition.

- Houston Community College provided evidence of two advisory committee meetings for the past two academic year and have had one for the 14-15 academic year. The second advisory committee is scheduled in March. Agendas, minutes, and sign in sheets were available as evidence of compliance. The program meets the requirements for conducting a minimum of two advisory committee meetings per academic year as required by TAC §288.20(b).

Recommendations:

- Be diligent in documenting the attendance of advisory committee members by retaining sign in sheets;

- Expand advisory committee membership to include individuals who can contribute to the advancement of the program.

- Consider rolling terms for advisory committee members;

- Establish what constitutes a quorum in order to conduct advisory committee business;

- Explore the use of technology to conduct the advisory committee members.

- Provide Continuing Professional Education credit to the advisory committee members who need to earn hours for certification renewal.

Based on the evidence presented, Houston Community College is in compliance with Texas Administrative Code §228.20 – Governance of Educator Preparation Programs.

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

FINDINGS:

- Evidence in the candidate's records verified that Houston Community College adheres to all Texas Administrative Code requirements for admission.

- 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) with a speaking score of 26. 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)]. Evidence was present in the candidate's records of adherence to these requirements.

Recommendations:

- Ensure that all admission and certification information on the ATCP (Houston Community College) website is kept current;

- Focus the interview questions on the applicant's dispositions and the quality of the individual rather than their knowledge of educational issues;

- Add a reading passage to the interview to determine reading ability.

Based on the evidence presented, Houston Community College in compliance with TAC §227 - Admission and Certification Criteria.

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

FINDINGS:

- Houston Community College is approved to offer teacher certification in twenty-eight (28) fields. However, all are not active at this time;

- In reviewing the content and Pedagogy and Professional Responsibilities curriculum, it was verified that the educator standards were the curricular basis for instruction as required by TAC §228.30(a);

- The content and Pedagogy and Professional curriculum addressed the relevant Texas Essential Knowledge and Skills (TEKS) as required by TAC §228.30(a);

- Instruction on the teacher standards were included in the coursework as prescribed TAC §228.30(b);

- Insufficient evidence was presented to verify that all candidates received instruction in reading, dyslexia, and mental and emotional health.

- Have all candidates take a released STARR or end of course examination in their content areas. http://tea.texas.gov/Student_Testing_and_Accountability/Testing/State_of_Texas_Assessments_of_Academic_Readiness_(STAAR)/STAAR_Released_Test_Questions/

Compliance Issues:

- Provide all candidates for certification instruction in the science of reading that includes phonics, phonetic awareness, fluency, vocabulary, and comprehension.

- Provide all candidates for certification instruction in detection and education of students with dyslexia, as indicated in the Texas Education Code (TEC), §21.044(b); This instruction must include information on characteristics of dyslexia, identification of dyslexia, and effective, multisensory strategies for teaching students with dyslexia.

- Provide all candidates for certification instruction in detection and education of students with mental and emotional disorders, as indicated in the Texas Education Code (TEC), §21.044(c-1) and (c-2) This instruction must include information on characteristics of common mental and emotional disorders, identification of common disorders; and effective, strategies for teaching students with mental and emotional disorders

Recommendations:

- Increase the number of lesson plans required to be created, critiqued, or expanded by the candidates in every course toward certification in order to mirror the expectations for practicing classroom teachers to plan, instruct, and assess instruction. Provide an instructional scenario and have the candidate plan the lesson to adapt to several variables (learning style, differentiation, etc.) Provide a

completed lesson plan and have the candidates modify it according to several variables. Also, have candidates complete a series of interrelated lessons into a unit of instruction to develop the skill of building on knowledge.

- Provide more differentiating instruction strategies in special education coursework.

- Ensure assessments reflect mastery of the performance standards (what the teacher can do) of the educator standards.

- Increase the rigor and depth for all coursework.

- Develop a module which deals with data management and interpretation to determine address the learning needs of students.

- Utilize the TEA developed training for meeting "Teachers' Responsibilities for the STAAR test administration at http://texas.testsecuritytraining.com/TestAdministratorTraining.aspx. It may be used for a whole group or individually. A certificate can be printed upon completion and counted toward the required 300 clock hours. This is the same training that teachers must complete prior to STAAR testing.

- Utilize the dyslexia information found on the TEA website at http://www.tea.state.tx.us/index2.aspx?id=4434 or at http://www.region10.org/dyslexia/.

- Utilize the mental and emotional health training provided by the local mental health unit and arrange for them to deliver Mental Health First Aide Training (Face-to-Face – 8 hours – free) in addition to the Region IV Education Service Center Texas Behavior Support Initiative (#1098115) (on-line 3 hours – free) = total of 11 clock hours with documentation can be credited toward the total 300 clock hours.

- **Local Mental Health Authority Addresses and Websites**

Center Name available to provide Mental Health First Aid Training	Address	City	Zip Code
ACCESS http://www.accessmhmr.org/	913 N. Jackson	Jacksonville	75766
Andrews Center Behavioral Healthcare System http://www.andrewscenter.com/	2323 West Front Street	Tyler	75702
Austin Travis County Integral Care http://www.integralcare.org	1430 Collier St.	Austin	78704
Behavioral Health Center of Nueces County	1630 S Brownlee	Corpus	78404

http://www.ncmhmr.org/	Blvd	Christi	
Betty Hardwick Center http://www.bhcmhmr.org/	2616 S Clack St	Abilene	79606
Bluebonnet Trails Community Services http://www.bbtrails.org	1009 N. Georgetown St.	Round Rock	78664
Border Region Behavioral Health Center http://www.borderregion.org/	1500 Pappas St.	Laredo	78041
Burke Center http://www.burke-center.org/	2001 S Medford Dr	Lufkin	75901
Camino Real Community Services http://www.caminorealcs.org	19965 FM-3175	Lytle	78052
Center for Life Resources http://www.cflr.us	408 Mulberry	Brownwood	76801
Central Counties Services http://www.cccmhmr.org	304 S 22nd St	Temple	76501
Central Plains Center http://www.clplains.org	2700 Yonkers	Plainview	79072
Coastal Plains Community Center http://www.coastalplainsctr.org	200 Marriott Dr	Portland	78374
Community Healthcore http://www.communityhealthcore.com	107 Woodbine Pl	Longview	75601
Denton County MHMR Center http://www.dentonmhmr.org/	2519 Scripture St	Denton	76201
Emergence Health Network http://www.emergencehealthnetwork.org	1600 Montana Ave	El Paso	79902
Gulf Bend Center http://www.gulfbend.org/	6502 Nursery Drive, Suite 100	Victoria	77904-1178
Gulf Coast Center http://www.gulfcoastcenter.org	123 Rosenberg, Ste. 6	Galveston	77550

Heart of Texas Region MHMR Center http://www.hotrmhmr.org/	110 S 12th St	Waco	76703
Helen Farabee Centers http://www.helenfarabee.org/	P.O. Box 8266	Wichita Falls	76307-8266
Hill Country Mental Health & Developmental Disabilities Centers http://www.hillcountry.org/	819 Water St, Suite 300	Kerrville	78028
Lakes Regional MHMR Center http://www.lrmhmrc.org/	400 Airport Rd	Terrell	75160
LifePath Systems http://www.lifepathsystems.org/	1416 N Church St	McKinney	75069
Metrocare Services http://www.metrocareservices.org	1380 River Bend Dr	Dallas	75247-4914
MHMR Authority of Brazos Valley http://www.mhmrabv.org/	1504 S Texas Ave	Bryan	77802
MHMR Authority of Harris County http://www.mhmraharris.org	7011 Southwest Fwy	Houston	77074
MHMR of Tarrant County http://www.mhmrtc.org/	3840 Hulen St	Fort Worth	76107
MHMR Services for the Concho Valley http://www.mhmrcv.org/	1501 W Beauregard	San Angelo	76901
Pecan Valley Centers for Behavioral & Developmental HealthCare http://www.pvmhmr.org	P.O. Box 729-2101 W. Pearl	Granbury	76048
Permian Basin Community Centers for MHMR http://www.pbmhmr.com/	401 E Illinois Ave	Midland	79701
Spindletop Center http://www.stmhmr.org	655 S 8th St	Beaumont	77701
StarCare Specialty Health System http://www.lubbockmhmr.org/	904 Avenue O	Lubbock	79408

Texana Center **http://www.texanacenter.com**	4910 Airport Ave	Rosenberg	77471
Texas Panhandle Centers **http://www.texaspanhandlecenters.org/**	901 Wallace Blvd	Amarillo	79106
Texoma Community Center **http://www.mhmrst.org/**	315 W McLain Dr	Sherman	75092
The Center for Health Care Services **http://www.chcsbc.org**	3031 W I-10	San Antonio	78201
Tri-County Services **http://www.tcmhmrs.org/**	1506 FM-2854	Conroe	77305
Tropical Texas Behavioral Health **http://www.ttbh.org/**	1901 S. 24 St.	Edinburg	78540
West Texas Centers **http://www.wtcmhmr.org/**	319 Runnels St	Big Spring	79720

OR

2)   Utilize At-Risk Kognito (online – one hour) https://highschool.kognito.com/texas/ and the Region IV Education Service Center Texas Behavior Support Imitative (on-line 3 hours) (1098115) https://www.escweb.net/tx_esc_04/catalog/session.aspx?&session_id=1098115 – Four hours with documentation may be counted toward the 300 clock hours.

3)   You may use any resources from any other mental health organization that you feel addresses the requirements of the law.

- Utilize the ethics training and the assessment of the training found at https://www.youtube.com/playlist?list=PLYCCyVaf2g1vuF3qIz1NjEWFeMtxaBMvC or use the information below.

   A breakdown of the ethics training (outside source) is available.

   The training is located on our TEA YouTube channel, and a playlist called "Texas Education Agency Teacher Ethics Training" is available to stream the ten video segments. Assessment for the training is available here, and while it is not required, it is recommended.

   Module 1 (3 video segments) - Boundaries, approximately 25 minutes in length

   Module 2 (2 video segments) - Social Media, approximately 10 minutes in length

Module 3 (3 video segments) - Anger Management, approximately 10 minutes in length

Module 4 (2 video segments) - Behavior off Campus, approximately 10 minutes in length

The purpose of this training is to make teachers aware of their actions and hold them accountable for their behavior. Organizations are encouraged to keep a record signed by the educator that they have been trained on ethics. We also encourage teachers and education organizations to revisit ethics regularly to ensure that educators know and understand the district procedures in case an issue ever arises.

Based on evidence presented, Houston Community College is not in compliance with Texas Administrative Code Section §228.30 – Educator Preparation Curriculum.

COMPONENT IV: Preparation Program Coursework and/or Training (TAC) §228.35

FINDINGS:

- The Houston Community College is delivered in a face-to-face and hybrid/online manner. Four classes are presented face-to-face (Generalist EC-6 and 4-8), and six (6) courses are presented on-line that address the pedagogy and professional responsibilities standards (PPR).

- The total program consists of 319 clock hours of coursework.

- Thirty clock hours of field-based experience with 15 being interactive with students were verified prior to internship as per TAC §228.35(d).

- Eighty hours of coursework prior to internship was completed in the first two courses.

- Per TAC §228.35(d)(2)(C), an internship of 180 school days or an academic year is required for teaching candidates. In review of the candidate records, all candidate assignments matched the certification field for which the individual was accepted into the program and trained. In addition, according to TAC §228.35(d)(2)(C), the intern is issued the appropriate probationary certificate and is classified as "teacher" of record on the campus PEIMS data. This was also verified by the candidate records.

- According to TAC §228.35(e), Houston Community College provided mentors training that is scientifically – based or verify that training has been provided by a school district or education service center. Mentor training materials were available for review.

- Supervision of each candidate is conducted with the structured guidance and regular ongoing support of three experienced educator who were trained as field supervisors. Training material for field supervisors was provided for review.

- Initial contact by the field supervisor was verified within the first three weeks of the assignment as required by TAC §228.35(f). Evidence was found in the candidate's records of first contact.

- Exceed minimum standards outlined in TAC §228.35(f)(3), during internship, the program provided six formal observations. Evidence of six observations was found in the candidate's records.

- The six observations [TAC §228.35(f)(4)] were least 45 minutes in duration [TAC §228.35(f)]. TAC §228.35(f) was documented with a start and stop time on each observation form.

- The first observation was conducted within the first six weeks of internship as reflected on the field supervisors' logs and in documentation in the candidate's records.

- The field supervisor provided and documented instructional practices observed and provided written feedback through an interactive conference with the candidates. This was verified by signatures of the candidate and field supervisor on the observation form.

- The program provided a copy of the written feedback to the candidate's campus administrator verified by his/her signature or designee on the observation form as required by TAC §228.35(f).

- Additional informal observations and coaching were provided by the field supervisors as reflected on the Field Supervisor logs. (TAC §228.35(f)**)**

Recommendations:

- Provide mentor teachers continuing professional education credit (CPE) for assisting a beginning teacher. (45 clock hours)

Commendation: Houston Community College is commended for providing consistent and sustained intern support in the form of six formal observations.

Based on evidence presented Houston Community College is in compliance with Texas Administrative Code Section §228.35 – PROGRAM DELIVERY AND ON-GOING SUPPORT.

COMPONENT V: Assessment and Evaluation of Candidates for Certification and Program Improvement – Texas Administrative Code (TAC) §228.40

FINDINGS:

- Houston Community College uses a checklist to benchmarking candidate process through the program as prescribed by TAC §228.40(a). Checklists were found in the candidates' records.

- Criteria to determine the candidate's readiness to test [TAC §228.40(b)] was outlined in the Student Handbook.

- Evaluation of the program's design and delivery of the curriculum is continuous per TAC §228.40(c). Internal assessments such as student evaluations at the end of each course are utilized as well as usage online reports.

- According to TAC §228.40(d), the program retains documents that evidence a candidates' eligibility for admission to the program and evidence of completion of all

program requirements for a period of five years after program completion in a secure environment.

Recommendations:

- Consider utilizing the T-CERT test preparation materials to determine the readiness of each candidate to take the appropriate TExES exam and maintain the certificate of completion in the candidate's record. The T-CERT address is https://pact.tarleton.edu/TCERT and for questions email weiss@Tarleton.edu. The hours awarded for the training can count toward the 300 clock hours.

- Use more external data in your overall program evaluations such as surveys from principals, mentors, former candidates, etc.

Based on evidence presented, Houston Community College is in compliance with Texas Administrative Code §228.40 – ASSESSMENT AND EVALUATION OF CANDIDATES FOR CERTIFICATION AND PROGRAM IMPROVEMENT.

COMPONENT VI: Professional Conduct (TAC) §228.50

Findings:

- Houston Community College presented evidence that instructors, staff, and candidates indicate by signature that they have read, understand, and will abide by Chapter 247 of this title (relating to Educators' Code of Ethics). Signed affirmations were available for review.

Standard Recommendations:

- 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 Certification & Standards to ensure that the program staff is knowledgeable about current requirements and changes in Texas Administrative Code;

- Continue to maintain communication with the program specialist assigned to the program for information on current requirements in TAC for Governance; Admissions; Curriculum; Program Delivery & On-Going Support; and Program Evaluation (TAC § 227-229);

- Align the verbiage of the program to that of current Texas Administrative Code. For example: Applicant / Candidate / Field Supervisor / Internship / Clinical Teacher;

- Ensure that TEA staff is notified in changes in staff and provide contact information by sending an email to the program specialist assigned.