



2019– 2020 Continuing Approval Review Report Howard Payne University

Introduction

A 5-year Continuing Approval Desk Review was conducted by Program Specialist, Emily Newton, of Howard Payne University (025501) educator preparation program (EPP) on April 20, 2020. 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. Howard Payne University (HPU) was originally approved as an EPP on January 8, 1972.

Kylah Clark-Goff is the program Legal Authority and is the primary EPP contact for the 2019-2020 review. HPU is approved for the teacher certification class through the undergraduate route. HPU was previously approved for the principal certificate class and following the principal redesign decided to no longer offer the principal certificate class. The 2019-2020 Continuing Approval Review Report for HPU only includes the teacher certification class as a means to focus all efforts on improving the teacher certificate areas. The EPP reported 39 program finishers for the 2017-2018 reporting year and 40 finishers for 2018-2019.

Candidate records were reviewed for ten (10) candidates. The results were discussed with EPP staff on Monday, May 11, 2020. Attending from the EPP were Kylah Clark-Goff, Lauren Kirk, and Susan Sharp.

Results

Overview of Components

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

- Governance
- Admission
- Curriculum
- Assessments & Evaluations of Candidates & EPP
- Professional Conduct
- Complaints Procedures
- Certification and Procedures

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

- Coursework, Training, Program Delivery, and Ongoing Support
 - The integrity of Data Submissions
1. All Coursework, Training, Program Delivery, and Ongoing Support requirements were met as identified in 19 TAC Chapter 228 except the following:
 - a. EPP's are required to maintain evidence of Field Supervisors and Cooperating Teachers recommendations to the EPP regarding a candidate's success in clinical teaching. Insufficient evidence was provided documenting Field Supervisor and Cooperating Teacher recommendations for all ten (10) candidates. The EPP provided a sample Field Supervisor and Cooperating Teacher Recommendation Letter to be used for current and future candidates. [19 TAC §228.35(e)(2)(A)(iii)]



- b. Cooperating Teachers are required to have at least three (3) years of teaching experience, hold current educator certificates in the certificate area the candidate is pursuing, be an accomplished educator, and receive cooperating teacher training. Insufficient evidence was provided to document each cooperating teacher's 3 years of classroom experience and accomplishments as an educator. The EPP provided a sample email sent to district administrators to verify and recommend Cooperating Teachers who meet minimum qualifications. [19 TAC §228.2(12)].
2. All Integrity of Data Submission requirements were met as identified in 19 TAC Chapter 229 except the following:
 - a. The EPP is responsible for reporting the required data accurately. Six (6) out of ten (10) candidates had formal admission dates accurately reported. [19 TAC §229.3(f)(1)]

Next Steps

The EPP will submit evidence to TEA that deficiencies in these areas have been corrected on or before **August 31, 2020**:

- EPP staff must consistently implement a plan to use Field Supervisor and Cooperating Teacher recommendation letters for candidates completing their clinical teaching. [19 TAC §228.35(e)(2)(A)(iii)]

Evidence: Completed recommendation letters from Field Supervisors and Cooperating Teachers for candidates completing clinical teaching in Spring 2020.

- EPP staff must develop and consistently implement a procedure for verifying all Cooperating Teachers meet minimum qualifications: 3 years of teaching experience, a certificate in the area of assignment, and be an accomplished educator. TEA Recommends the sample email, provided by the EPP, be adjusted to specifically list all three qualifications, and also include a statement from the district administrator agreeing they have verified the Cooperating Teacher's qualifications. [19 TAC §228.2(12)]

Evidence: Email documentation used to verify Cooperating Teacher's qualifications for the most recent or upcoming Cooperating Teachers.

- EPP staff must accurately report formal admission dates for current candidates. The formal admission date stated on the letter of admission should match the formal admission date recorded in ASEP Candidate Admission Records. [19 TAC §229.3(f)(1)]

Evidence: Sample of candidates admitted Spring 2020 or Summer 2020 have the same formal admission date on their offer of admission and their ASEP Admission Record.



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 drive 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 an assignment.

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.
- Align the verbiage of the program to the verbiage of Texas Administrative Code (TAC) (ex. Field supervisor, cooperating teacher, mentor, candidate, etc.);
- 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 the 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 **August 31, 2020”.**

_____ Signature of Legal Authority	_____ Date
_____ Printed Name of Legal Authority	_____ Date