



## 2017 – 2018 Continuing Approval Review Report

### Introduction

A 5-year Continuing Approval Desk Review was conducted by Kerri Elzie of the Lone Star College (101-702) educator preparation program (EPP) on January 31, 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. Lone Star College was originally approved as an EPP on October 5, 2001.

Jennifer Leadbetter is the program legal authority and primary contact for the 2017-2018 review. Lone Star College is approved as an alternative certification program offering classroom teaching certificates. The EPP reported 79 program finishers for the 2016-2017 reporting year and 61 finishers for 2017-2018.

In late August and early September of 2017, all files, documentation, computers, test, and curriculum records at the Lone Star - Kingwood campus were destroyed by Hurricane Harvey and subsequent flooding. Following the hurricane, the EPP began rebuilding files through a variety of methods, including requesting documents from candidates themselves and referring to TEA online records.

Candidate records were reviewed for ten classroom teaching candidates from the enrolled and finisher lists from the 2016-2017 and 2017-2018 reporting years. The results were discussed with EPP staff on February 6, 2019. Attending from the EPP was Jennifer Leadbetter, Director, and Shelia M. Benard, CE/ATCP Advisor.

### Results

1. Based on the available records, admission requirements as identified in 19 TAC Chapter 227 were met by all candidates within the EPP, and related data were accurately reported to the Texas Education Agency as required. [19 TAC §229.3]
2. Based on the available records, candidate status as enrolled or finisher was reported accurately in the Accountability System for Educator Preparation (ASEP) system, although it should be noted that three of the candidates reviewed were reported as enrolled in the program for extended periods of time (8-10 years) without completing certification. [19 TAC §227.17(e)]
3. Based on the available information, clinical teaching and internship records reflect adequate supervision. [19 TAC §228.35 (g-h)]
4. Based on the available records, all candidates who received standard certificates met requirements as identified in 19 TAC Chapter 230.



### **Next Steps**

The EPP will submit evidence to TEA that deficiencies in these areas have been corrected on or before 9/1/2019:

- Candidates should not be maintained on the candidate status list as enrolled for multiple years unless they are actively taking coursework or meeting requirements of an internship;
- Consider moving to an electronic system for maintaining EPP records; and
- To ensure continuity in record keeping and other related processes, consider creating a procedure manual documenting EPP processes.