



## **2019– 2020 Continuing Approval Review Report Mountain View College**

### **Introduction**

A 5-year Continuing Approval Desk Review was conducted by Program Specialist, Angela Von Hatten, of Mountain View College (057710) educator preparation program (EPP) on February 18, 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. Mountain View College was originally approved as an EPP on November 7, 2003.

Sandra Crawford is the program Legal Authority and the primary EPP contact for the 2019-2020 review. Mountain View College is approved for the teacher certification class. Certification for the teacher class is offered in the alternative certification route. The EPP reported a total enrollment of 97 candidates and an estimate of 36 finishers for the 2019-2020 teacher class.

Candidate records were reviewed for ten (10) teacher candidates. The results were discussed with EPP staff on March 11, 2020. Attending from the EPP was Sandra Crawford.

### **Results of the Continuing Approval Desk Review**

#### **Overview of Components**

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

- Governance

Mountain View College meets all requirements in the Governance component. The EPP meets requirements for advisory committee membership, training, activity, and frequency of meetings. The EPP partners with neighboring school districts for the purpose of sharing teacher evaluation data.

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

- Admission
- Curriculum
- Coursework, Training, Program Delivery, & Ongoing Support
- Assessment & Evaluation of Candidates & Program
- Professional Conduct
- Complaint Procedures
- Certification Procedures
- Integrity of Data Submission

All Admission requirements were met except the following:

- Five (5) formal admission letters do not reflect the effective date of formal admission within the admission letter. [19 TAC §227.17, 19 TAC §227.17(f)]



All Curriculum requirements were met except the following:

- Scope and Sequence document for Core Subjects EC-6 does not reflect the required number of clock-hours of coursework required. [19 TAC §228.35 (b)]

All Coursework, Training, Program Delivery, & Ongoing Support requirements were met except the following:

- Two (2) candidate records do not include recommendations for standard certification from the assigned field supervisors. [19 TAC §228.35(e)(2)(B)(vii)]
- EPP documents do not provide evidence to verify mentors assigned to five (5) candidates. [19 TAC §228.2(12), §228.2 (23), and §228.2(30)]
- EPP documents do not provide evidence of field supervisors and mentors attending an EPP-based training. [19 TAC §228.2(12), §228.2(23), §228.2(30), §228.35(f), 19 TAC §228.2(12), §228.2(23), §228.2(30), 19 TAC §228.35(g) and (h)]
- Two (2) field supervisors do not hold the appropriate credentials for supervision of their assigned candidates. [19 TAC §228.2(16)]
- EPP documents do not provide evidence of pre-conferences held with each candidate prior to their internship or clinical teaching observations. [19 TAC §228.35(g) and (h)]

All Assessment & Evaluation of Candidates & Program requirements were met except the following:

- EPP records do not reflect structured assessments used to measure candidate progress. [19 TAC §228.40(a)]
- One (1) candidate record does not include a written request to change the certificate area sought from the one in which the candidate was admitted. [19 TAC §228.40(c)]

All Professional Conduct requirements were met except the following:

- EPP documents do not include signed Educators' Code of Ethics acknowledgements from EPP staff. [19 TAC §228.50]

All Complaint Procedure requirements were met except the following:

- The EPP's complaint policy is not evident on the EPP website. [19 TAC §228.70(b)(2)]
- EPP records do not include evidence of the EPP's complaint policy posted on-site. [19 TAC §228.70(b)(3)]
- EPP records do not include written information regarding both the Texas Education Agency (TEA) and the EPP's complaint policies. [19 TAC §228.70(b)(4)]



All Certification Procedures requirements were met except the following:

- One (1) candidate record reflects issuance of their standard certificate prior to completion of their internship. [19 TAC §230.13(a)(2) and (b)(3)]
- Two (2) candidate records do not include recommendations for standard certification from the assigned field supervisors. [19 TAC §230.13(a)(2) and (b)(3)]

All Integrity of Data Submission requirements were met except the following:

- Duration of internship observations were reported inaccurately for four (4) candidates. [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 **June 18, 2020**:

- EPP staff must update their formal admission letter to ensure the effective date of formal admission is evident within the admission letter. [19 TAC §227.17, 19 TAC §227.17(f)]
- EPP staff must submit coursework outlines for all courses offered for the Core Subjects EC-6 certificate. [19 TAC §228.35 (b)]
- EPP staff must update the process for obtaining a field supervisor recommendation for a candidate's standard certificate. [19 TAC §228.35(e)(2)(B)(vii), 19 TAC §230.13(a)(2) and (b)(3)]
- EPP staff must update the process for verifying mentor credentials to ensure all mentors hold the required credentials to serve as a mentor and keep documentation of credentials within EPP files. [19 TAC §228.2(12), §228.2 (23), and §228.2(30)]
- EPP staff must update the process for providing field supervisors and mentors with the required EPP-based training. [19 TAC §228.2(12), §228.2(23), §228.2(30), §228.35(f), 19 TAC §228.2(12), §228.2(23), §228.2(30), 19 TAC §228.35(g) and (h)]
- EPP staff shall update the process for verifying that field supervisor credentials are appropriate for their assigned candidates and keep documentation of credentials within EPP files. [19 TAC §228.2(16)]
- EPP staff must update the process for documenting pre-conferences held with each candidate prior to their internship or clinical teaching observations. [19 TAC §228.35(g) and (h)]
- EPP staff must ensure the program has structured assessments to measure candidate progress. [19 TAC §228.40(a)]
- EPP staff must update the process for documenting a written request when a candidate asks to change the certificate area sought from the one in which the candidate was



admitted. [19 TAC §228.40(c)]

- EPP staff must update the process for ensuring all staff members understand and adhere to the Educators' Code of Ethics. [19 TAC §228.50]
- EPP staff shall update the program's complaint policy and post it to their EPP website. [19 TAC §228.70(b)(2)]
- EPP staff must ensure their EPP complaint policy is posted on-site. [19 TAC §228.70(b)(3)]
- EPP staff shall ensure the EPP is providing written information about the complaint filing process for both the Texas Education Agency (TEA) and the EPP. [19 TAC §228.70(b)(4)]
- EPP staff must update the process of ensuring candidates complete all program requirements prior to the recommendation and issuance of a certificate. [19 TAC §230.13(a)(2) and (b)(3)]
- EPP staff must ensure that all observation data is reported accurately. [19 TAC §229.3(f)(1)]

### **Recommendations and Advisement**

- Continue to send staff to relevant training offered by TEA and other entities for the purpose of 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 has changed. 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 expires. 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 certification routes (ALT/PB) to address changes in PACT that are currently in effect.
- 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 ahead 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.

**PROGRAM RECOMMENDATIONS AII 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 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**