



# Compliance Audit Report 2014-2015 Education Service Center Region 14 Teacher Preparation Program

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.texas.gov](http://www.tea.texas.gov) for details.

**Contact Information:** John Stevens

**County/District Number:** 221950

**SBEC Approval Date:** June 1990

Due to a variety of unusual circumstances, Program Manager, Sandra Jo Nix, and Program Specialist, Mixon Henry, conducted this Texas Education Agency Compliance Audit of Education Service Center Region 14 (ESC #14), at TEA, on April 6, 2015. The focus of the compliance audit was the Generalist EC-6 and 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 Codes §§227, 228, 229, 230 and Commissioner Rules §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 March 9, 2015. A 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 ESC Region #14 stakeholders and responses are as follows: Twenty-two (22) out of twenty-four (24) advisory committee member; thirty-three (33) out of sixty-five (65) clinical teachers/interns; twenty-three (23) out of forty-three (43) principals; and twenty-six (26) out of sixty (60) 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 and closing sessions were not held due to the unusual circumstances of the audit. ESC #14 representatives were Ms. Sandra Carter, Ms. Billie McKeever, and Ms. Christye Gannaway. They assisted Ms. Sandra Nix and Mr. Mixon Henry in the review. All documents, except for student folders, were submitted in advance. The earlier submitted documents were reviewed and clarification was provided by ESC #14 representatives. At the end of the review of the documents and student folders, the audit rubric was scored and results shared with the ESC 14 representatives.

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

### **FINDINGS:**

- Program support was indicated by the governing body of ESC #14 per TAC §228.20(c) as evidenced by the participation and cooperation of ESC #14 Director John Stevens, Ms. Carter, Ms. McKeever, and Ms. Gannaway, in various stages and steps of the compliance audit.
- The advisory committee consists of twenty-nine (29) members: eight (8) members are from local school districts, three (3) members are from higher education, nine (9) members represent community/business interests, and nine (9) members from ESC #14. ESC Region #14 meets TAC §228.20(b) requirements for advisory committee composition.
- ESC #14 provided evidence of two advisory committee meetings for the past three academic year and have had one for the 14-15 academic year. The second advisory committee is scheduled in June 10, 2015. 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 §228.20(b).

## **Recommendations:**

- 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 (CPE) credit to the advisory committee members who need to earn hours for certification renewal.

**Based on the evidence presented, Education Service Center Region 14 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 ESC #14 adheres to all Texas Administrative Code requirements for admission, noted by the following items noted in candidate folders (15 of 15 candidate folders):
- All candidate had a baccalaureate degree or higher by a university or college approved by the Texas Higher Education Coordinating Board (THECB) and was verified by transcripts (15 of 15 candidate folders),
- The transcripts identified a 2.5 or higher and noted 12 hours in the candidates specific content field, 15 hours or more was documented in Mathematics and Science (15 of 15 candidate folders),
- 15 of 15 candidate folders had an application,
- Interviews with scoring rubrics were found in candidates folders along with the Nelson Denny Reading test and Watson-Glaser Critical Thinking Appraisal (15 of 15 candidate folders);
- Requirements for admission to the program are on the ESC #14 website and are applied consistently to all candidates, and
- No Out-of-country applicants have applied within the last 3 years of our review, but the requirements are known to the program. Candidates' 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)].

Based on the evidence presented, Education Service Center Region 14 in compliance with TAC §227 - Admission and Certification Criteria.

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

#### FINDINGS:

- ESC #14 is approved to offer teacher certification in fifteen (15) fields.
- 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);
- Sufficient evidence was presented to verify that all candidates received instruction in: reading, dyslexia, and mental and emotional health.

#### 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 populations' coursework (Gifted and Talented and Limited English Proficiency identified in mentor questionnaires).
  - Ensure assessments reflect mastery of the performance standards (what the teacher can do) of the educator standards.
  - 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 Aid 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**

<b>Center Name available to provide Mental Health First Aid Training</b>	<b>Address</b>	<b>City</b>	<b>Zip Code</b>
ACCESS <a href="http://www.accessmhm.org/">http://www.accessmhm.org/</a>	913 N. Jackson	Jacksonville	75766
Andrews Center Behavioral Healthcare System <a href="http://www.andrewscenter.com/">http://www.andrewscenter.com/</a>	2323 West Front Street	Tyler	75702
Austin Travis County Integral Care <a href="http://www.integralcare.org">http://www.integralcare.org</a>	1430 Collier St.	Austin	78704
Behavioral Health Center of Nueces County <a href="http://www.ncmhm.org/">http://www.ncmhm.org/</a>	1630 S Brownlee Blvd	Corpus Christi	78404
Betty Hardwick Center <a href="http://www.bhcmhm.org/">http://www.bhcmhm.org/</a>	2616 S Clack St	Abilene	79606
Bluebonnet Trails Community Services <a href="http://www.bbtrails.org">http://www.bbtrails.org</a>	1009 N. Georgetown St.	Round Rock	78664
Border Region Behavioral Health Center <a href="http://www.borderregion.org/">http://www.borderregion.org/</a>	1500 Pappas St.	Laredo	78041
Burke Center <a href="http://www.burke-center.org/">http://www.burke-center.org/</a>	2001 S Medford Dr	Lufkin	75901
Camino Real Community Services <a href="http://www.caminorealcs.org">http://www.caminorealcs.org</a>	19965 FM-3175	Lytle	78052

Center for Life Resources <a href="http://www.cflr.us">http://www.cflr.us</a>	408 Mulberry	Brownwood	76801
Central Counties Services <a href="http://www.cccmhm.org">http://www.cccmhm.org</a>	304 S 22nd St	Temple	76501
Central Plains Center <a href="http://www.clplains.org">http://www.clplains.org</a>	2700 Yonkers	Plainview	79072
Coastal Plains Community Center <a href="http://www.coastalplainsctr.org">http://www.coastalplainsctr.org</a>	200 Marriott Dr	Portland	78374
Community Healthcore <a href="http://www.communityhealthcore.com">http://www.communityhealthcore.com</a>	107 Woodbine Pl	Longview	75601
Denton County MHMR Center <a href="http://www.dentonmhm.org/">http://www.dentonmhm.org/</a>	2519 Scripture St	Denton	76201
Emergence Health Network <a href="http://www.emergencehealthnetwork.org">http://www.emergencehealthnetwork.org</a>	1600 Montana Ave	El Paso	79902
Gulf Bend Center <a href="http://www.gulfbend.org/">http://www.gulfbend.org/</a>	6502 Nursery Drive, Suite 100	Victoria	77904- 1178
Gulf Coast Center <a href="http://www.gulfcoastcenter.org">http://www.gulfcoastcenter.org</a>	123 Rosenberg, Ste. 6	Galveston	77550
Heart of Texas Region MHMR Center <a href="http://www.hotrmhm.org/">http://www.hotrmhm.org/</a>	110 S 12th St	Waco	76703
Helen Farabee Centers <a href="http://www.helenfarabee.org/">http://www.helenfarabee.org/</a>	P.O. Box 8266	Wichita Falls	76307- 8266
Hill Country Mental Health & Developmental Disabilities Centers <a href="http://www.hillcountry.org/">http://www.hillcountry.org/</a>	819 Water St, Suite 300	Kerrville	78028
Lakes Regional MHMR Center <a href="http://www.lrmhmrc.org/">http://www.lrmhmrc.org/</a>	400 Airport Rd	Terrell	75160
LifePath Systems <a href="http://www.lifepathsystems.org/">http://www.lifepathsystems.org/</a>	1416 N Church St	McKinney	75069

Metrocare Services <a href="http://www.metrocareservices.org">http://www.metrocareservices.org</a>	1380 River Bend Dr	Dallas	75247-4914
MHMR Authority of Brazos Valley <a href="http://www.mhmrabv.org/">http://www.mhmrabv.org/</a>	1504 S Texas Ave	Bryan	77802
MHMR Authority of Harris County <a href="http://www.mhmraharris.org">http://www.mhmraharris.org</a>	7011 Southwest Fwy	Houston	77074
MHMR of Tarrant County <a href="http://www.mhmrtc.org/">http://www.mhmrtc.org/</a>	3840 Hulen St	Fort Worth	76107
MHMR Services for the Concho Valley <a href="http://www.mhmrcv.org/">http://www.mhmrcv.org/</a>	1501 W Beaugard	San Angelo	76901
Pecan Valley Centers for Behavioral & Developmental HealthCare <a href="http://www.pvmhmr.org">http://www.pvmhmr.org</a>	P.O. Box 729-2101 W. Pearl	Granbury	76048
Permian Basin Community Centers for MHMR <a href="http://www.pbmhmr.com/">http://www.pbmhmr.com/</a>	401 E Illinois Ave	Midland	79701
Spindletop Center <a href="http://www.stmhmr.org">http://www.stmhmr.org</a>	655 S 8th St	Beaumont	77701
StarCare Specialty Health System <a href="http://www.lubbockmhmr.org/">http://www.lubbockmhmr.org/</a>	904 Avenue O	Lubbock	79408
Texana Center <a href="http://www.texanacenter.com">http://www.texanacenter.com</a>	4910 Airport Ave	Rosenberg	77471
Texas Panhandle Centers <a href="http://www.texaspanhandlecenters.org/">http://www.texaspanhandlecenters.org/</a>	901 Wallace Blvd	Amarillo	79106
Texoma Community Center <a href="http://www.mhmrst.org/">http://www.mhmrst.org/</a>	315 W McLain Dr	Sherman	75092
The Center for Health Care Services <a href="http://www.chcsbc.org">http://www.chcsbc.org</a>	3031 W I-10	San Antonio	78201
Tri-County Services <a href="http://www.tcmhmr.org/">http://www.tcmhmr.org/</a>	1506 FM-2854	Conroe	77305

Tropical Texas Behavioral Health <a href="http://www.ttbh.org/">http://www.ttbh.org/</a>	1901 S. 24 St.	Edinburg	78540
West Texas Centers <a href="http://www.wtcmhmr.org/">http://www.wtcmhmr.org/</a>	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 Initiative (on-line 3 hours) (1098115) [https://www.escweb.net/tx\\_esc\\_04/catalog/session.aspx?&session\\_id=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, Education Service Center Region 14 is 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 Education Service Center Region 14 is delivered in a face-to-face and hybrid/online manner. Content classes are presented online and pedagogy and professional responsibilities are face-to-face. Coursework addresses the educator standards per content and the pedagogy and professional responsibilities standards (PPR).
- The total program consists of 364 – 396 clock hours for primary candidates and 330 – 400 clock hours of coursework for secondary.
- 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 verified. .
- 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), ESC #14 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.
- Three observation conducted by ESC #14 meets standards outlined in TAC §228.35(f)(3), during internship. Evidence of three observations was found in the candidate’s records.
- The three observations [TAC §228.35(f)(4)] were least 45 minutes in duration [TAC §228.35(f) documented by a start and stop time on the 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).

**Recommendations:**

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

**Commendation:** ESC #14 is commended for the organization of the candidate folders, program documentation, and the tracking the process of candidates from entry into the program to recommendation for certification. The program was transparent throughout the process.

**Based on evidence presented Education Service Center Region 14 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:**

- ESC #14 has benchmarks as candidate process through the program as prescribed by TAC §228.40(a). Documentation was found in the candidates' records.
- Criteria to determine the candidate's readiness to test [TAC §228.40(b)] was outlined in the Student Handbook.
- Stetson and Associates performs a program evaluation of the program's design and delivery per TAC §228.40(c). External feedback data is gathered from surveys from various school district personnel and internal feedback is secured from candidate evaluations at the end of each course.
- 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](mailto:weiss@Tarleton.edu). The hours awarded for the training can count toward the 300 clock hours.
- Collect more external data to use in the overall program evaluation such as surveys from principals, mentors, former candidates, etc.

**Based on evidence presented, Education Service Center 14 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:**

- ESC #14 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);
- Ensure that TEA staff is notified in changes in staff and provide contact information by sending an email to the program specialist assigned.