



## 2017 – 2018 Continuing Approval Review Report

### Introduction

A 5-year Continuing Approval Desk Review was conducted by Lorrie Ayers of the Trinity University (015504) educator preparation program (EPP) on October 16, 2018. 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. Trinity University was originally approved as an EPP on March 27, 1971.

Dr. Shari Albright was the program Legal Authority and primary contact for the review. She was succeeded by Norvella Carter. Trinity University is approved to certify candidates in the Teacher and Principal classes. Certification is offered in the Post-Baccalaureate route. The EPP reported 40 program finishers for the 2016-2017 reporting year and 42 finishers for 2017-2018.

Candidate records were reviewed for 10 candidates from the Teacher and Principal certificate classes. The results of the review were discussed in a phone conference with EPP staff on December 17, 2018. Laura Allen participated in the call.

### Results

1. Based on the candidates' records reviewed, admission requirements as identified in 19 TAC Chapters 227 and 241 were met by all programs within the EPP. It was noted that the formal date of admission was not apparent in the offer letters sent to candidates entering the teacher program. 19 TAC §227.17(d) requires the effective date of formal admission to be included in the offer of formal admission. It is recommended that the EPP update the formal offer letter extended to candidates to more clearly reflect the date of admission.

Related admission data were accurately reported to the Texas Education Agency as required by 19 TAC §229.3.

2. A review of candidate records revealed that candidate status for those in the Principal and Teacher program was reported accurately in the Accountability System for Educator Preparation (ASEP) system for each year of enrollment. One teacher candidate was prepared and certified with a Special Education supplemental attached to the certificate; however, the supplemental certificate was not identified in ASEP. It is recommended that the EPP review data reporting processes and update as necessary to ensure certificates sought by a candidate are reported in the ASEP system.
3. Five out of five (5) teacher candidate records reviewed revealed that teacher candidates received more than the required number of observations by field supervisors. Candidates were supported with numerous checkpoint "observations" and Midpoint and Final observations. The required observations were accurately reported, both date and duration, in the ASEP system.



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Observation instruments aligned with the educator standards were not found in the candidates' records. Running records captured by Field Supervisors were submitted as documentation of observations. It was noted by EPP staff that the T-TESS rubric was used for candidate evaluation at the midpoint and final observations; however, evidence of these completed T-TESS rubrics was not found in the candidates' records. To meet the requirement in 19 TAC §228.35(e)(2)(A)(iii), it is strongly suggested that, for each of the required formal observations, the EPP use a rubric to objectively capture and document that candidates have demonstrated "proficiency in each of the educator standards for the assignment". The rubric must be retained in candidate records.

The Principal preparation program requires a practicum of 400 clock-hours which exceeds the 160 clock-hour requirement in TAC. None of the five (5) principal candidates whose records were selected for review, received observations during the practicum as required by 19 TAC Chapters 228 and 241. EPP staff stated they meet with Principal candidates for one (1) hour each week to discuss candidate progress. The one-hour meetings were documented in candidates' records; however, there were no completed observation instruments in candidate records where field supervisors objectively captured that candidates demonstrated proficiency, or not, in the principal standards as required by 19 TAC §228.35(e)(8) and 19 TAC §241.10(b). Per 19 TAC §228.35(h), candidates completing a practicum in the Principal preparation program must receive a minimum of three (3) observations that total a minimum of 135 minutes. The EPP must update the field supervision process to meet this requirement and must provide field supervisors with a means of identifying candidate proficiency in the principal standards during the practicum. Documentation must be retained in candidates' records.

4. A review of the 10 candidates' records revealed that those 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:

- Completing and documenting observations for Principal program candidates as required in 19 TAC §228.35(h), §228.35(e)(8), and §241.10(b).

**"I have reviewed the EPP Report and agree that all required corrections will be made on or before September 1, 2019".**



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**Signature of Legal Authority** **Date**

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**Printed Name of Legal Authority** **Date**