



## Compliance Audit Report 2011-2012 Prairie View A&M University Initial Teacher Certification 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 rules required by the Texas legislature for the regulation of all educator preparation programs in the state. Please see the complete Texas Administrative Code rules at [www.tea.state.tx.us](http://www.tea.state.tx.us) for details.

**Contact Information:** Dr. Lucian Yates

**County/District Number:** 237501

**SBEC Approval Date:** September 1, 1955

Program Manager, Sandra Jo Nix, and Program Specialist, Vanessa Alba, conducted a Texas Education Agency Compliance Audit of Prairie View A&M University's Traditional Initial Teacher Certification Program on October 17-19, 2011. The focus of the compliance audit was the Generalist EC-6 certification program. The following are findings and recommendations for program improvement.

### **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 September 19, 2011. An onsite review of documents, student records, course material, online courses, and curriculum correlations charts provided evidence regarding compliance. In addition, electronic questionnaires were sent to Prairie View A&M University stakeholders by TEA staff. For the initial teacher certification program, 13 out of 37 advisory committee member, 30 out of 98 student teachers, 8 out of 14 field supervisors, 8 out of 54 principals, and five out of 30 cooperating teachers/mentors responded. Qualitative methods of content analysis, cross-referencing, and triangulation of the data were used to evaluate the evidence. Evidence of compliance was measured using a rubric correlated to Texas Administrative Code.

### **Opening and Closing Session:**

The opening session on October 17, 2011, was attended by 52 people, including Dr. Lucian Yates III, Dean of the College of Education, Dr. Patricia Smith, Director of Field Services. The closing session on October 19, 2011, was attended by Dr. Lucian Yates III, Dr. Patricia Smith, Dr. Thomas-Smith, Provost for Academic Affairs and Dr. Michael McFrazier, Vice Provost for Academic Affairs.

## **COMPONENT I: COMMITMENT AND COLLABORATION - Texas Administrative Code (TAC) §228.20 – GOVERNANCE OF EDUCATOR PREPARATION PROGRAMS**

### **FINDINGS:**

Program support was indicated by the governing body of Prairie View A&M University per TAC §228.20(c) as evidenced by the participation of Dr. Yates, Dr. Smith, and Dr. Thomas-Smith and Dr. Michael McFrazier in various aspects of the compliance audit.

The advisory committee consists of 36 members. Fourteen members are from local school districts, two members are from an education service center, 15 members are from institutions of higher learning, and five members represent community/business interests. Prairie View A&M University meets TAC §228.20(b) requirements for advisory committee composition.

The first meeting of the 2011-12 academic year was held on September 13, 2011. Nineteen advisory committee members were present. Five attending members were not part of the Prairie View A&M University staff. Per the agenda, the following items were discussed: Dean's Report, advisory committee training, report on principals and counselors, and a report on student teaching. However, the minutes recorded a state of the college presentation by Dr. Yates, discussion of the upcoming TEA visit, advisory committee training, and then the floor was opened for discussion on any topics of concern. There was no record in the minutes of discussions of the professional classes' certification programs as reflected in the agenda. All advisory committee members signed a Texas Educator Code of Ethics. Advisory committee training was held on September 28, 2011, through a webinar presented by TEA. Five advisory committee members attended.

Minutes were also presented for the May 17, 2011, advisory committee meeting. Twenty-three members were present. All were Prairie View staff with the exception of ten members. The minutes reflected that Dr. Yates introduced a new member to the committee, the minutes of the previous meeting November 3, 2010, were approved, and the revamping of the teacher education program by using the Clinical Model Program was discussed. In addition, department reports were given by the Grad school, ATCP, Curriculum and Instruction, Teacher Certification, and Student Teaching. The meeting was then opened for discussion of ways that the College of Education could be improved.

The second meeting for the 2011-12 academic year is scheduled for April 24, 2012. Prairie View A&M University meets the requirements for conducting a minimum of two advisory committee meetings per academic year as required by TAC §228.20(b).

Ten of the 11 advisory committee members responding to their questionnaires confirmed that they do assist in the design, delivery, evaluation and major policy decisions of the educator preparation program. However, nine of the 11 (81.8%) responding members indicated that they participated in evaluating data and preparing an improvement plan for the program.

**Based on the evidence presented, Prairie View A&M University in compliance with Texas Administrative Code §228.20 – Governance of Educator Preparation Programs.**

## **COMPONENT II: ADMISSION CRITERIA - Texas Administrative Code (TAC) §227.10 - ADMISSION AND CERTIFICATION CRITERIA**

### **FINDINGS:**

According to the University catalogue on the Prairie View A&M University website, to enter the teacher certification program, the candidate must produce a transcript reflecting completion of the 42 hour core, have a 2.5 GPA or better in the core hours, [TAC §227.10(A)]; twelve (12) semester credit hours in a content field [TAC §227.10(C)]; show mastery of basic skills proficiency by passing the THEA with a reading score of 230 or better, Writing with a score of 220 or better, or 230 or better in Math [TAC §227.10(4)]; and submit an application [TAC §227.10(6)]. Students are also required to submit an application to the College of Education [TAC §227.10(7)]. In addition, the program requires three faculty recommendations [TAC §227.10(7)].

According to TAC §227.10(6), candidates are required to participate in an interview. Prairie View A&M University had prepared a five question interview with a rubric to use in evaluating the appropriateness of the candidates as teachers. However, in reviewing the candidate's folders, interview rubrics were not located.

Out-of-country applicants whose first language is not English must demonstrate competency 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). 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)]. Currently, per the Prairie View A&M University self-report, there are no out-of-country students in the teacher education program.

In a review of the sixteen candidates' paper records, it was found that an application, transcript, transcript evaluation for content hours, enrollment information, and basic skills scores were present as verification of adherence to admission criteria. However, three letters of recommendation by faculty members were not present. The information presented in the document review, a spreadsheet completed by the advisor for each student, was presented and contained the student's TEA identification number, THEA scores, scores of prerequisite courses, grade point calculation, a record of three reference letters, a criminal background check, classification, gender, ethnicity, and major concentration. These records were submitted back to June 2009 which indicates consistency in record keeping for admission.

No candidate(s) were admitted who were seeking the career and technology certificate [TAC §227.10(7)(d)].

It was noted that there were no candidates were admitted with a grade point average of less than 2.5 allowed by TAC §227.10(3)(b).

The self-report submitted by Prairie View A&M University stated that recruitment was conducted through campus announcement information, fliers, and through distribution of application packets, [TAC §227.10(7)].

**Based on the evidence presented, Prairie View A&M University is not in compliance with TAC § 227 - Admission and Certification Criteria.**

### **COMPONENT III: CURRICULUM - Texas Administrative Code (TAC) §228.30 – Educator Preparation Curriculum**

#### **FINDINGS:**

Prairie View A&M University is approved to offer initial teacher certification in 32 certification areas. For the purpose of this compliance audit, the Generalist EC-6 certification program was selected as the field for in-depth review.

Instructor's credentials were presented for review and criteria for selection verified. Qualifications include an advanced degree, Texas Teacher Certificate, Principal or Superintendent certification. Through a review of the vitas of the faculty, ten out of 12 had teacher certificates and advanced degrees. However, not all held principal or superintendent certification. It was verified that the instructors have the appropriate background or experience to provide instruction in the content area of their instruction.

In reviewing the Generalist EC-6 curriculum, it was found that the educator standards were the curricular basis for instruction as required by TAC §228.30(a). It was also noted that the Generalist EC-6 curriculum addressed the relevant Texas Essential Knowledge and Skills (TEKS) as required by TAC §228.30(a). The seventeen (17) subject matter topics were all included in the coursework as prescribed TAC §228.30(b). The curriculum evidence was gathered through interviews with Generalist EC-6 instructors and through comparing syllabi and the alignment charts provided by the university.

Student teachers were asked to respond to a series of questions prepared by TEA and sent to them electronically in order to verify aspects of the curriculum and its delivery and effectiveness. According to the student teachers, the University is providing excellent instruction in the following areas: child and adolescent development, lesson planning, learning theories, differentiating instruction, and instructional strategies. However, the students would like more emphasis provided on TEKS skills, teachers' responsibilities for State of Texas Assessment of Academic Readiness (STAAR) testing, strategies for teaching students with limited English proficiency, conducting parent conferences, strategies for students who are identified as gifted and talented and reading strategies across the content area. Cooperating teachers responded to their questionnaire that they felt the students need more emphasis on classroom management. Principals indicated in their questionnaires that candidates would benefit from more training in the area of developing and interpreting informal and formal assessment to track student progress.

**Based on evidence presented, Prairie View A&M University is in compliance with Texas Administrative Code Section §228.30 – Educator Preparation Curriculum.**

## **COMPONENT IV: PROGRAM DELIVERY AND ONGOING SUPPORT - Texas Administrative Code (TAC) §228.35 – PREPARATION PROGRAM COURSEWORK AND/OR TRAINING**

### **FINDINGS:**

Currently, the Prairie View A&M University curriculum is delivered in a face-to-face format. The total program consists of 546 clock hours for elementary, secondary and all – level certification. This exceeds the 300 clock hours requirements set forth in TEC §228.35(a)(3). Evidence was confirmed through degree plans and through the hours chart submitted to TEA.

Forty-five clock hours of field-based experience are required by Prairie View A&M University prior to student teaching per TAC §228.35(d). The field observations are part of coursework in CUIN 3003, 3013, 4113. Each course requires 15 clock hours of student observations in the school environment. The observations are part of focused assignments which are completed by the candidate. The candidate must respond to directed observations, write a reflection outlining the classroom rules, describe the type of instruction provided, and include photos or diagrams. The candidates are required to log hours on a form which included the date, name and email address of cooperating teacher, grade/subject, time in, time out, total hours observed and the signature of the cooperating teacher. In addition, a validation form is completed by the student with appropriate signatures for the 15 required hours. The form is signed by the participating teacher, and principal. Evidence was found in student records of the field-based documentation. Fifteen hours of field-based experience via video were used in instances where transportation was a problem as allowed per TAC §228.35(a)(3)(A). The Annenberg films were viewed on a one-to-one basis in the office of the Director of Student Teaching followed by a written reflection. A list of students viewing the videos was presented and verified during the visit.

Per TAC §228.35(a)(6), the program implementation may allow candidates to substitute prior ongoing experience and/or professional training for part of the educator preparation requirements such as the 30 hours of field-based experiences. However, previous experience cannot replace internship, student teaching, or clinical teaching. Prairie View A&M University does not allow previous experience to be considered since the field observations were part of coursework. Eighty hours of coursework prior to student teaching was verified during the visit. Fifty clock-hours of training provided by a school district and/or campus was not utilized toward the total number of program hours in the traditional undergraduate certification program. .

Student teaching [TAC §228.35(d)(2)(A)] was conducted for a minimum of 16 weeks exceeding the 12 weeks required by Texas Administrative Code. Assignments matched the certification field for which the individual was accepted into the program and was trained. This was verified through the student teacher questionnaires. Evidence was also presented in the form of placement information that confirmed student teaching took place in an actual school setting rather than a distance learning lab or virtual school setting as prescribed by TAC §228.35(d)(2)(C)(ii).

According to TAC §228.35(e), Prairie View A&M University is responsible for providing mentors or cooperating teachers training that is scientifically – based or verify that training has been provided by a school district or education service center. For the fall 2011 student teaching experience, twenty-nine teachers signed a statement that they had received training. The

TxBess material is used as well as the online training material used in the Texas A&M System's Online Academic Campus Mentor Training Orientation. In addition, each cooperating teacher was provided a Student-Cooperating Teacher Handbook. Cooperating teachers were provided CPE credit for training and mentoring activities.

TAC §228.35(f) states that supervision of each candidate shall be conducted with the structured guidance and regular ongoing support of an experienced educator who has been trained as a field supervisor. Fourteen names were presented as on a list as current field supervisors. In addition, there were sign-in documents and certificates presented for Field Supervision Basic Training presented by the Texas Education Agency via webinar.

Initial contact by the field supervisor was verified as made within the first three weeks of the assignment as required by TAC §228.35(f). Contact was made in a face-to-face meeting conducted on August 5, 2011. Thirty-six student teachers signed the attendance roster. In addition to covering procedures for student teaching, the candidates signed their Texas Code of Ethics statements. Copies of their signed statements were provided during the audit.

A total of three observations [TAC §228.35(f)(4)] must be conducted during the student teaching assignment and must be at least 45 minutes in duration [TAC §228.35(f)]. TAC §228.35(f) also states that the first observation must be conducted within the first six weeks of student teaching. Copies of three formal observations were found in the candidate records. The field supervision instrument is in an electronic format that asks the field supervisor to identify the semester, year, name of student teacher and the program they are enrolled in, and documentation of the field observation with the supervisor's name, start, time, end time, total minutes, date of visit, and initial contact comments and supporting documents. The actual observation form is based on the Professional Development and Appraisal System (PDAS) and is divided into four domains. The candidate is rated as on target, acceptable or unacceptable on each indicator. The observation form also identifies the strengths observed and the areas to address for improvement. Furthermore, TAC §228.35(f) requires that the field supervisor documents instructional practices observed and provides written feedback through an interactive conference with the candidates. The observation form is signed by the field supervisor and the teacher candidate acknowledging both the observation and the conference.

It is the responsibility of Prairie View A&M University to provide a copy of the written feedback to the candidate's campus administrator as required by TAC §228.35(f). The University has created a document which verifies this delivery by noting the date of delivery, name of the school, name of campus administrator, telephone number and email address. The candidate's name (s) whose observations were provided was listed next. There is an acknowledgement with a check box that says "This serves as evidence for the delivery of observation information to the campus administrator. " The administrator then provides a signature. Ten forms were presented for review as artifacts samples. All of the forms were dated either October 5, 2011 (1 form), October 6, 2011(8 forms), or October 7, 2011 (1 form). Seven of the ten forms had student teacher names listed on them.

Additional informal observations and coaching were provided by the program as specified in TAC §228.35(f). Additional observations were noted in the field supervisor log. However, it was difficult to locate information to substantiate the additional coaching was actually provided by the field supervisor.



**Based on evidence presented, Prairie View A&M University is in compliance with Texas Administrative Code §228.35 – PROGRAM DELIVERY AND ON-GOING SUPPORT.**

**COMPONENT V: PROGRAM EVALUATION – Texas Administrative Code (TAC) §228.40 – ASSESSMENT AND EVALUATION OF CANDIDATES FOR CERTIFICATION AND PROGRAM IMPROVEMENT.**

**FINDINGS:**

Prairie View A&M University has a benchmarking process as prescribed by TAC §228.40(a). Benchmarks listed were acceptance into the program, retention in teacher education, eligibility for student teaching and eligibility to graduate. Students are required to meet with their advisors prior to registration to review their progress from the past semester and to evaluate their upcoming courses. Candidate assessments were outlined in each course syllabus and grading criteria or rubrics were provided to the students. In many syllabi, the candidates signed a syllabus contract stating they understood the requirements of the course and they would fulfill them.

Readiness for testing [TAC §228.40(b)] is determined by the candidate's attendance at six hours of review outside of coursework and the ability to pass a representative TExES exam with an 80% score. The program has developed a form for candidates to document TExES Preparation. A schedule of review sessions is found on the Prairie View A&M University website. In addition, posters were posted throughout the College of Education explaining the process for receiving test approval. According to TAC §228.40(b), the program shall not grant test approval for the pedagogy and professional responsibilities test until the candidate has met all the requirements for admission to the program and has been fully accepted into the educator preparation program. It was noted that while the passing rate for the program has increased substantially from the 2009-2010, there was a higher percentage of candidates listed on the ASEP finisher list who had not tested. The percentage not testing during the 2009-2010 academic year was 14%, while the number of candidates listed as finishers who were not testing rose to 28%.

Evaluation of the program's design and delivery of the curriculum should be continuous per TAC §228.40(c). Prairie View A&M University reported that they evaluate the overall program once every 12 months. Information such as ASEP and candidate performance data, scientifically-based research practices, and the results of internal and external assessments in the form of surveys from candidates, faculty, cooperating teachers, principals and advisory committee members are included in the evaluation process. Survey instruments developed by the University faculty were available for review.

According to TAC §228.40(d), Prairie View A&M University retains documents in a secure location that evidenced a candidate's eligibility for admission to the program and completion of all program requirements for a period of five years.

**Based on evidence presented, Prairie View A&M University 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

TAC §228.50(a) states that during the period of preparation, the educator preparation entity shall ensure that the individuals preparing candidates and the candidates themselves demonstrate adherence to Chapter 247 of this title (relating to Educators' Code of Ethics). Prairie View A&M University provides instruction to all candidates in the Texas Educators Code of Ethics and asks each candidate to sign a letter stating that they have been informed of the code's contents and understand their responsibilities. These letters are placed in each candidate's record.

In addition, the Texas Educator's Code of Ethics is reviewed with the faculty and advisory committee members. Both groups also signed a letter of understanding.

## Senate Bill 174/Texas Administrative Code §229

### Current Accreditation Status

Prairie View A&M University accreditation status is Accredited-Warning based on a below standard pass rate for the gender group and below standard pass rate in the African American demographic group.

### Standard I: Results of Certification Exams

<b>Pass Rate Performance:</b>	2008-2009 Final 80% Standard	2009-2010 70% Standard	2010-2011 75% Standard
<b>Overall:</b>	90%	71%	96%
<b>Demographics</b>			
Female		68%	
African American		68%	
<b>Test Areas</b>			
Social Studies 4-8			0%
Educational Diagnostician EC-12		33%	
Generalist EC-4		50%	
History 8-12		0%	
Mathematics 4-8		66.7%	
Music EC-12		66.7%	
Pedagogy and Professional Responsibilities EC-6		50%	



Principal		68.2%	
Science 8-12		0%	
Bilingual Generalist EC-4	0%		
School Counselor	50%		
Mathematics 4-8	50%		
Mathematics 8-12	0%		
Physical Education	0%		
Social Studies 4-8	50%		

### **Program Recommendations:**

The following are recommendations based on the findings of the compliance audit. If the program is NOT in compliance with any identified component, please consult the TAC rules and correct the issue IMMEDIATELY. A Compliance Status Report will be required every sixty days until the compliance issues are totally corrected.

Program recommendations are suggestions for general program improvement and no follow up is required.

### **PROGRAM COMPLIANCE RECOMMENDATIONS:**

TAC §227.10(6) Admission Criteria

- Initiate the use of and document interviews to determine the candidate's appropriateness for the certification sought. This should be corrected immediately.

### **GENERAL PROGRAM RECOMMENDATIONS:**

Component I Recommendations:

- Reduce the number of Prairie View Staff on the advisory committee by at least half;
- Consider adding advisory committee members who are human resource directors, cooperating teachers/mentors, professional certificate holders, past and present teacher candidates;
- Consider forming subcommittees from the main advisory committee to specifically address the professional classes' policies, delivery, and evaluation;
- Consider rotating membership terms on the advisory committee in order to ensure new perspectives as well as to maintain a knowledgeable core of members;
- Consider using technology such as webinars or conference calls as an alternative to face-to-face meetings in order to facilitate more active participation in the advisory committee.

### Component III Recommendations :

- Continue the use of the IRead program for faculty and students as a way to encourage reflection and improvement of the education process;
- Seek innovative ways for students to acquire knowledge and practice skills in their respective certification areas.
- Inform the instructors in the foundation core content area courses of the knowledge and skills outlined in the educator standards in their respective area and solicit their cooperation in ensuring the candidates have the solid foundation necessary in the teacher education program

Continue to align all certification fields with the educator standards and the TEKS

- Seek additional resources such as the Technology Star charts, TAKS/STARR training, and Project Share available through the Texas Education Agency to enrich instruction
- Seek ways to strengthen the College of Education communication process especially regarding changes in curriculum, testing or certification requirements
- Participate in TEA and ETS webinars, trainings, meetings such as the Deans/Directors and stakeholders where key information is provided or sought as well as monitor and adhere to the actions of the SBEC

### Component IV Recommendations:

- Ensure that probationary certificate, testing, certification requirements, and certification recommendations match
- Continue to provide and document annual training for field supervisors and cooperating teachers/mentors
- Continue to provide three observations each 45 minutes in duration for every year a candidate is on a probationary certificate
- Ensure that additional coaching and support provided by the field supervisor is documented
- Continue to ensure that the first contact with the field supervisor and the three formal observations are conducted as titled in TAC rule:
  - initial contact within the first three weeks,
  - first observation within the first six weeks;
  - for probationary certificate candidates, two observations the first semester, and one the second semester.

### Component V Recommendations:

- Continue to use longitudinal data of candidate performance as the foundation for program and curriculum improvement.