



## Compliance Audit Report 2011-2012 Prairie View A&M University Principal 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 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. Lucien Yates III, Dean College of Education

**County/District Number:** 237-501

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

Program Specialists, Vanessa Alba and Sandra Jo Nix, conducted a Texas Education Agency Compliance Audit of Prairie View A&M University's Principal Preparation Program on October 17-19, 2011. The focus of the compliance audit was the principal preparation program and the ensuing professional class of certificate offered. 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 Date, 2011. An on-site 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 principal preparation program stakeholders by TEA staff. Thirteen (13) out of thirty-seven (37) advisory committee members responded to the initial preparation program advisory committee questionnaire. Five (5) out of twenty-six (26) principal candidates 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 fifty-two (52) people, including Dr. Lucien Yates III, Dean of the College of Education; Dr. Patricia Smith, Director of Field Services; and Dr. Marion Henry, Certification Officer. The closing session on October 19, 2011, was attended by the following four (4) people: Dr. Lucien Yates, Dean of the College of Education; Dr. Patricia Smith, Director of Field Services; 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 Dean Yates, Dr. Smith, Dr. Thomas-Smith, and Dr. McFrazier in various aspects of the compliance audit.

The advisory committee consists of thirty-six (36) members. Fourteen (14) members are from local school districts, two (2) members are from an education service center, fifteen (15) members are from higher education, and five (5) 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 academic year was held on September 13, 2011. Nineteen (19) advisory committee members were present. Five were members that were not part of the Prairie View A&M University staff. The agenda reflected that the following items were discussed: Dean's Report, advisory committee training, report on principals and counselors, report on student teaching, and TACP Advisory Board Session. However, the minutes reflect 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 of certification preparation 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 the webinar.

Minutes were also presented for the May 17, 2011, advisory committee meeting. Twenty-three (23) members were present. With the exception of ten (10) members, all in attendance were Prairie View A&M University staff. The minutes reflected that Dr. Yates introduced a new member to the committee, the minutes of the previous meeting held on 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 Graduate School, Alternative Teacher Certification Program (ATCP); Curriculum and Instruction; Teacher Certification; and Student Teaching. The meeting was then opened for discussion about ways that the College of Education could be improved. Agendas, minutes, and attendee records were available for all advisory committee meetings as evidence of compliance. 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 eleven (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 is in compliance with Texas Administrative Code §228.20 – Governance of Educator Preparation Programs.**

## **COMPONENT II: ADMISSION CRITERIA - Texas Administrative Code (TAC) §227.10 and TAC §241.5 - ADMISSION AND CERTIFICATION CRITERIA**

### **FINDINGS:**

According to the self-report, admission criteria posted on the website, and brochures provided by the university, to enter the principal preparation certification program, the applicant must:

- hold a baccalaureate or master's degree from an accredited institution of higher education that at the time was accredited or otherwise approved by an accrediting organization recognized by the Texas Higher Education Coordinating Board [TAC §241.15(a)];
- have an overall undergraduate grade point average of 2.75 on a 4.0 scale [TAC §227.10(a)(3)(A)];
- have taken the Graduate Record Exam (GRE);
- submit a completed application;
- provide proof of two years of teaching experience if the applicant is pursuing the Educational Administration licensure track;
- submit three letters of recommendation.

A total of nineteen (19) candidates' records were reviewed for verification of adherence to admission criteria. Transcripts were provided by the Office of the Registrar for the applicants. Sufficient evidence exists that principal candidates had appropriate baccalaureate degrees or higher at the time of admission into the post-baccalaureate principal preparation program and met the minimum requirements of TAC §241.5(a). All applicant files reviewed contained a GPA of 2.5 or higher as noted on the transcripts. For applicants who did not meet the Prairie View A&M GPA admission requirement of 2.75, the candidates were admitted provisionally. Sufficient evidence exists that principal candidates met the GPA requirement.

In the nineteen (19) applicant files reviewed, fourteen (14) were found to have electronic printouts of applications. There was inconsistent evidence that all applicant files contained a signed application due to repetition of paperwork in the files. Due to the documentation inconsistency, the program does not meet the application requirement of TAC §227.10(6).

Additional admission requirements for admission into Prairie View A&M University principal preparation program included three letters of recommendation and GRE scores for all applicants. Of the eleven (11) files reviewed for compliance with TAC§ 227.10(7), only eight (8) had documentation of three letters of recommendation on file. There were six (6) applicants who were admitted provisionally due to GRE requirements and there was one file that contained no evidence of a GRE score. Due to the inconsistent documentation, it was difficult to determine whether or not all applicants met the Prairie View A&M University's GPA requirement per TAC §227.10(7). Although admission criteria are posted on the website and in brochures, because of lack of documentation in applicant files, it was determined that Prairie View A&M University does not meet the requirement that any other academic criteria for admission that are published are applied consistently per TAC §227.10(7).

Eighteen applicant certificates were reviewed to determine compliance with TAC §241.20(3). All applicants had a valid teaching certificate and met the requirements of TAC §241.20(3).

**Based on the evidence presented, Prairie View A&M University is not in compliance with TAC §241.5 and TAC §227 - Admission and Certification Criteria.**

### **COMPONENT III: CURRICULUM - Texas Administrative Code (TAC) §241.15 – Principal Preparation Curriculum**

#### **FINDINGS:**

Prairie View A&M University is approved to offer professional classes of certification in the following seven (7) areas: Educational Diagnostician (Grades EC-12); Master Reading Teacher (Grades EC-12); Principal; Reading Specialist; School Counselor; School Librarian; and Superintendent. For the purpose of this compliance audit, the Principal certificate was selected as the area for in-depth review.

As stated in the self-report, qualifications necessary to be selected as an instructor require an advanced degree and Texas Teacher Certificate as a principal. The professors' credentials were presented for review and criteria for selection verified. During conversations with the Prairie View A&M University curriculum team, it was noted that there are currently six professors delivering Educational Administration coursework. It was verified that the professors have the appropriate background or experience to provide instruction in this certification area. The vita and resumes for each faculty member who delivered online coursework during the fall 2011 semester were accessible.

In reviewing the Principal Preparation Program curriculum, it was found that the educator standards were the curricular basis for instruction as required by TAC §241.15(a). This was verified for the online portion of the coursework that was available for review prior to the audit as well as in the Curriculum Alignment Charts that were provided by the Prairie View A&M staff at the on-site visit. Syllabi were provided for the seven courses that were not available for online review. The following courses were offered online during the fall 2011 semester: ADMN 5003Z02: Fundamentals of Administration; ADMN 5023-Z01 Public School Law; ADMN 5043: The Principalship; ADMN 5033: School Business Management; ADMN 5073: School Curriculum Leadership; ADMN 5103: School Personnel Administration; ADMN 5533: Decision-Making; CNSL/ADMN: 5163: Educational Research; and ADMN 5173: Computer Applications for Administrators. Prairie View A&M University developed their own standards for their online coursework. It was noted, during conversations with the professors who provide coursework for

the principal preparation program, that at least one of the online courses (ADMN 5173: Computer Applications for Administrators) had a weblink that did not work at the time of the online curriculum review.

The following courses were not offered online during the fall 2011: ADMN 5013: Theory, Practice and Research; ADMN 5503: Superintendent Internship; CNSL 5143: Human Growth and Development; ADMN 5133: School Community Relations; CNSL 5153 P01 & P02; and ADMN 5053: Special Programs. Syllabi for these courses were provided during the audit.

**Based on evidence presented, Prairie View A&M University is in compliance with Texas Administrative Code Section §241.15 – Educator Preparation Curriculum / Standards for the Principal Certificate.**

## **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 principal preparation program is delivered in three formats which includes any combination of the following: face-to-face, hybrid, and online format. The total program consists of five hundred eighty-five (585) clock hours for principal certification. This includes 540 clock hours of coursework and training, which exceeds the minimum of 200 clock-hours of coursework and training that is directly aligned to the state standards for the principalship per TAC §228.35(d)(3). This was verified in the “Principal Certification Program Hours Chart” provided by the university staff. The practicum is contained within ADMN 5503: Principal Internship course. The course is 45 clock-hours and the actual practicum within the course totals 160 clock-hours. There was inconsistent evidence that all candidates received a practicum that met the requirement of 160 clock hours per TAC §228.35(d)(3) and TAC §241.10(b). Specifically, there was one candidate in the spring 2011 practicum who had less than 160 clock hours of supervised practicum and two who had more than 160 clock hours of practicum.

Per TAC §228.35(e), each candidate shall be assigned a principal mentor during the practicum who has been trained. In candidate files reviewed, mentor principals signed a form verifying that they had received training. However, there was inconsistent evidence that each candidate had been assigned a principal mentor who had received training. One candidate file contained a mentor principal’s signature and a statement on the form indicating that s/he had not been trained as a principal mentor. Documentation was located in the candidates’ files and listed the name of the principal mentor assigned. That same documentation also included a place for the principal mentor to sign whether or not they had been trained as a mentor. A campus principal mentor was assigned for some, but not all candidates. From the documentation provided, TEA could not determine whether or not Prairie View A&M University met the requirement of TAC §228.35(e).

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. Evidence was provided during the document review that field supervisors attended the TEA field supervisor training webinar on September 29, 2011.

Per TAC §228.35(e), supervision of each candidate shall be conducted with the structured guidance and regular ongoing support of an experienced educator. At Prairie View A&M University the University Supervisor/Professor also serves as the field supervisor for principal candidates.

A list of twenty-six (26) probationary candidates was provided to TEA during the document review. Thirteen candidates were currently on a probationary principal certificates and should have been receiving field supervision per TAC §228.35(f). Of the thirteen candidates that had probationary certificates, three had earned principal certification as documented on their certificates. Those candidate' records should have contained documentation of a first contact and three formal observations based on the TAC §241.15 Principal Standards and Associated Competencies. The documentation provided was inconsistent and it could not be determined if the program met the requirement of TAC §228.35(f).

Initial contact by the field supervisor was made during the 5503 Practicum Course and meets the requirements of TAC §228.35(f). Contact was made during the actual course and documented in current candidate files. However, from the evidence provided, TEA could not determine whether or not all candidates had a field/university supervisor as prescribed in TAC §228.35(f).

Per TAC §228.35(f), the field supervisor shall document instructional practices observed and provide written feedback to the candidates' campus administrator. There was inconsistent documentation provided that verified if the campus principal mentor had received a copy of the written feedback. A "Log of Activities" was completed by the candidates. The duration for each activity varied by candidate. Each was signed by the university/field supervisor; however it could not be determined when the log was signed or whether or not the length of the observation met the requirement of TAC §228.35(f).

Per TAC §228.35(5), informal observations and coaching shall be provided by the field supervisor as appropriate. Candidates who are struggling at any point in the principal preparation program are provided with a "Dispositions Referral" if they need assistance in any of the areas identified in the "Dispositions Assessment". From the documentation in the binders provided during the audit, the candidates listed in the "Dispositions Assessment" did not correlate to the candidates in the principal preparation program. A visual check was made by both program specialists prior to leaving the site and the information could not be verified.

**Based on evidence presented, Prairie View A&M University is not 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 candidate assessment and benchmarking process as prescribed by TAC §228.40(a). The evidence provided was a “Certification Requirements Form”. Although that form was in each of the candidate files reviewed, it was not consistently utilized to monitor or track candidate progress through the principal preparation program. There were benchmarks and structured assessments within the online courses that were reviewed prior to the audit. They included items such as projects, exams, and readings. In order for candidates to move to the next online portion of the course, candidates had to complete the projects, exams, and readings. Because the evidence provided was inconsistent, TEA was unable to determine if the process in place was consistently utilized by the university and therefore did not meet the requirements of TAC §228.40(a) or TAC §228.40(b).

As evidence of program evaluation, Graduation Exit Surveys for the Spring 2011 candidates were provided by Prairie View A&M University and available for review during the audit as follows: The graduate responses were aggregated by university staff and placed on top of the all individual responses. The responses in aggregate that were available included comments such as the following:

- “Professors need to be more accessible”; and
- “More open lines of communication”.

According to TAC §228.40(d), Prairie View A&M University retains documents in a secure location for admission to the program and completion of all program requirements for a period of five years after program completion. The evidence provided was a visual presentation by program staff that records are maintained for all candidates after program completion since 2002. They are kept in a locked file room and there is one key that is maintained by the certification officer. Prairie View A&M University meets the requirements of TAC §228.40(d) record retention.

**Based on evidence presented, Prairie View A&M University is not 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 requests that each candidate sign a letter stating that he/she has been informed of the code’s contents and understands his/her responsibilities. These letters are placed in each candidate’s record. For the online principal preparation coursework, this documentation is stored electronically within each online course. In addition, the Texas Educator’s Code of Ethics is reviewed with the faculty and advisory committee members. They were also asked to sign a letter of understanding. This documentation was available for review.

**Current Accreditation Status**

Prairie View A&M University is Accredited-Warned based on an overall pass rate lower than the set standard and the low pass rate of a specific ethnic group.

**Standard I: Results of Certification Exams**

| <b>Pass Rate Performance:</b> | 2008-2009<br>Final 80% Standard | 2009-2010<br>70% Standard | 2010-2011<br>75% Pass Rate |
|-------------------------------|---------------------------------|---------------------------|----------------------------|
| Overall:                      | 90%                             | 71%                       | 96%                        |
| Demographics:                 |                                 |                           |                            |
| Female                        |                                 | 68%                       |                            |
| African American              |                                 | 68%                       |                            |
| Certification Test Areas:     |                                 |                           |                            |
| Generalist EC-6               |                                 |                           | 78.6%                      |
| Principal EC-12               |                                 | 68.2 %                    |                            |
| Educational Diagnostician     |                                 | 33.3%                     |                            |

**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 §228.10 Admission Criteria**

- Require an application for all applicants to the post-bac program that leads to degree and certification in professional classes of certificate per TAC §227.10(6);
- Require an interview or other screening instrument for all applicants to professional classes of certification and maintain consistent documentation per TAC §227.10(6); and
- Apply all published admission criteria consistently per TAC §227.10(7). This includes the Graduate Record Exam and three letters of recommendation.

#### TAC §228.35 Program Delivery

- Require documentation of observations focused on standards for candidates seeking professional certification. The observations must be conducted by the Field Supervisor, who in the case of Prairie View A&M University is the University Professor, and followed by an interactive conference. This should be corrected immediately;
- Require all candidates seeking professional classes of certification to document and complete a practicum that is a minimum of 160 clock hours in length per TAC §228.35(d)(3). This should be corrected immediately;
- Ensure that all mentors, for candidates seeking a professional class of certification, have received training per TAC §228.35(e). This should be corrected immediately;
- Ensure that all candidates seeking certification in professional classes, such as the principal certificate, are supervised accordingly per TAC §228.35(f). This should be corrected immediately;
- Ensure that all observations and feedback during the course of the practicum for candidates follow the requirements of TAC §228.35(f). This should be corrected immediately; and
- Ensure that all candidates on a probationary certificate seeking professional certification are observed following the requirements of TAC §228.35(f). Those observations shall be focused on the TAC §241.15 standards for principal certification for candidates on a probationary principal certificate. This should be corrected immediately.

#### TAC §228.40 Assessment and Evaluation of Candidates for Certification and Program Improvement

- Ensure that established benchmarks and structured assessments are consistently utilized.

#### GENERAL PROGRAM RECOMMENDATIONS:

- Align the terminology of Prairie View A&M University to that of Texas Administrative Code;
- Utilize the forms developed by Prairie View A&M University consistently to track candidates from application to certification; and
- Utilize iNACOL Standards to develop and evaluate online coursework.

#### Component I Recommendations:

- Reduce the number of Prairie View A&M staff on the advisory committee by at least half;
- Consider adding committee members who are human resource directors, cooperating teachers/mentors, professional certificate holders, and past and present teacher candidates to the advisory committee;
- Consider forming sub-committees 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 foundation on the committee;
- Consider using technology, such as webinars or conference calls, as an alternative in order to facilitate more active participation in the advisory committee; and

- Include conversations and associated documentation regarding professional classes of certification in the advisory committee minutes as evidence that the discussions occurred.

Component II Recommendations:

- Utilize a checklist to ensure that all admissions requirements, as they relate to principal certification and other professional classes of certification, are documented in every applicant's file.

Component III Recommendations:

- Continue to align all certification classes with the educator standards (such as those outlined in TAC §241.15 for principal certification) to ensure an aligned curriculum for all professional certificates offered ; and
- Seek ways to strengthen the College of Education communication process especially regarding changes in curriculum, testing, or certification requirements.

Component IV Recommendations:

- Ensure that probationary certificate, testing, and certification requirements, and certification recommendations match;
- Continue to provide and document annual training for field supervisors and principal mentors;
- Provide a minimum of three observations of at least 45 minutes each in duration every year that a candidate is on a probationary certificate; and
- Ensure that additional coaching and support that is provided by the field supervisor is documented.

Component V Recommendations:

- Continue to utilize candidate performance data as the foundation for program and curriculum improvement.