



2017 – 2018 Continuing Approval Review Report

Introduction

A 5-year Continuing Approval Desk Review was conducted by Vanessa Alba of the Arlington Baptist University (220703) educator preparation program (EPP) on April 3, 2019. 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. Arlington Baptist University was originally approved as an EPP on July 1, 2002.

Dr. D.L. Moody is the program Legal Authority and Brandi McDaniel, Back-up Legal Authority and Department Chair, is the primary EPP contact for the 2017-2018 review. Arlington Baptist University is approved for the following certificate classes: Teacher and Principal. The program has informed TEA that it will no longer offer the principal certificate and has opted out of requesting the addition of the Principal as Instructional Leader (PIL) certificate. Certification is offered in these routes: Undergraduate and PB. The EPP reported 16 program finishers for the 2016-2017 reporting year and 8 finishers for 2017-2018.

Candidate records were reviewed for ten (10) candidates from the following certificate classes: Teacher and Principal.

The results were discussed with EPP staff on April 17, 2019. Attending from the EPP were: Dr. Moody, Brandi McDaniel, Janie Taylor, Academic Dean, Brenda Miller, Compliance Officer, Cynthia Malphrus, Field Supervisor, and Stephanie Moo, Administrative Assistant.

Results

1. Admission requirements as identified in 19 TAC Chapters 227 and 241 were reviewed for seven (7) teacher and three (3) principal candidates.

All admission requirements were met for five (5) out of seven (7), 71%, teacher candidates. Two files did not meet requirements. One file contained an admit date in the ECOS that was different than the admit date reported on the GPA spreadsheet required for accountability purposes. The other file was not uploaded in ECOS as admitted and had no test approval, but was reported on the GPA spreadsheet required for accountability purposes.

The three (3) principal files reviewed did not meet admission requirements. The first file contained an admit date in ECOS that did not correspond to the formal offer of admission and was not found on a GPA spreadsheet as admitted. The second file was not uploaded as admitted per EPP disclosure that the candidate was not admitted to the program. However, the candidate status with the program was listed as a "Finisher" in 2016-2017 and contained an application for admission. The third file was not uploaded as admitted in ECOS, but contained a formal offer of admission letter. That file was not found on a GPA spreadsheet as admitted. None of the files contained screening activities as required in 19 TAC §241.5(c) and 19 TAC §241.45(c). The candidates are now also not eligible for the 068-principal certification.



Admission requirements were not met by all programs within the EPP and related data were not accurately reported to the Texas Education Agency as required by 19 TAC §229.3.

2. A review of candidate records revealed that candidate status in the teacher and principal programs were reported accurately in the Accountability System for Educator Preparation (ASEP) system for each year of enrollment. It was noted that one teacher candidate was entered as "Other Enrolled" in a certification area for which they were not admitted in the first year they were listed as "Other Enrolled", but that was corrected in the subsequent year. It was also noted that one principal candidate was uploaded as a "Finisher" even though the program disclosed that the candidate was not admitted to the principal program. Arlington Baptist University was 90% compliant.
3. Candidate records for clinical teaching and practicum as required by 19 TAC Chapters 228 and 241 were reviewed.

The teacher class documents revealed that the all seven (7) teacher candidates completed clinical teaching and the program provided adequate field supervision for all candidates completing clinical teaching assignments. All observation data reported in ASEP was accurate when compared with related documentation in candidate records. It was noted that two (2) files each did not contain an end time on one observation. The program also disclosed that it has now developed a method for ensuring that the field supervisor and campus administrator receive a copy of observation documentation. [19 TAC §228.35(g)(1)-(8)]

The principal files reviewed revealed that the principal program failed to provide adequate field supervision for the two (2) candidates completing a practicum. The program did provide evidence of the 160 clock-hour practicum for one candidate. While observation data is not required to be reported in ASEP, the program is required to retain documentation of the 160 clock-hour practicum and evidence of field supervision for 135 minutes in candidate records. [19 TAC §228.35(h)(1)-(3)]

4. A review of candidate records revealed that all three (3) teacher candidates who received standard certificates met requirements as identified in 19 TAC Chapter 230. One principal candidate received a standard certificate. The candidate met requirements as identified in 19 TAC Chapter 230 and the program provided a service record documenting more than the minimum of two years of teaching experience required. [19 TAC §241.60; 19 TAC §241.20]
5. All candidate records that evidence a candidate's eligibility for admission to the program and evidence of completion of all program requirements for a period of five years after a candidate completes, withdraws from, or is discharged or released from the program were not retained by the program. Specifically noted as missing were the principal field supervision documents. [19 TAC §228.40(f)]
6. Because Arlington Baptist University has opted to discontinue the principal program, has no principal candidates in its "other enrolled" or "finisher" lists, and has not admitted any new principal candidates, the program will no longer be accountable for principal certification TAC rules.



Next Steps

The EPP will submit evidence to TEA that deficiencies in these areas have been corrected on or before 9/1/2019:

- Require the date that the candidate is uploaded into ECOS to correspond exactly to the date on the formal offer of admission. [19 TAC §227.17(b)-(e)]
- Ensure that all observation documents include a start and end time noting a minimum of 45 minutes for each formal observation conducted by the field supervisor.
- To ensure continuity in record keeping and other related processes, consider creating a procedure manual documenting EPP processes.

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

Signature of Legal Authority **Date**

Printed Name of Legal Authority **Date**