



2017 – 2018 Continuing Approval Review Report

Introduction

A 5-year Continuing Approval Desk Review was conducted by Vanessa Alba of the Concordia University (227505) educator preparation program (EPP) on April 1, 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. Concordia University was originally approved as an EPP on January 20, 1984.

Dr. James McConnell, Dean, College of Education, is the program Legal Authority the primary EPP contact for the 2017-2018 review. Concordia University is approved for the following certificate classes: Teacher, Principal, Reading Specialist, and Superintendent. Certification is offered in these routes: Undergraduate and Post-Baccalaureate. The EPP reported 219 program finishers for the 2016-2017 reporting year and 170 finishers for 2017-2018.

Candidate records were reviewed for twenty (20) candidates from the following certificate classes: Teacher, Principal, Reading Specialist, and Superintendent.

The results were discussed with EPP staff on April 12, 2019. Attending from the EPP were: Dr. McConnell, Dr. Chris Winkler, Director, Ed.D. program, Dr. Lori Einfalt, Director, M.Ed. program, Carol Trovall, Chair, Undergraduate Education, Alison Chai, Certification & Compliance Officer, and Lynne Schultze, Assistant Director of Student Academic Planners & Graduate Academic Planner for the College of Education.

Results

1. Admission requirements as identified in 19 TAC Chapters 227, 239, 241, and 242 were met by all programs within the EPP and related 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 in all programs were reported accurately in the Accountability System for Educator Preparation (ASEP) system for each year of enrollment. [19 TAC §229.3(f)(1)]
3. Candidate records for clinical teaching, internship, or practicum as required by 19 TAC Chapters 228, 239, 241, 242 revealed that the teacher program provided adequate field supervision for all three (3) candidates completing clinical teaching. Seven non-teacher class candidates completed practicum requirements. Five (5) completed a practicum for 160 clock-hours and one (1) completed the 160 clock-hour practicum while on a probationary certificate. The program revealed that it did not retain observation documents for one (1) reading specialist candidate. All observation data reported in ASEP was accurate when compared with related documentation in teacher candidate records. Observation data is not required to be reported in ASEP for non-teacher candidates, but the EPP is required to retain evidence of that observation data. All data was retained for six (6) out of seven (7), 86%, non-teacher files reviewed.
4. A review of candidate records revealed that all three (3) teacher and three (3) non-teacher candidates who received standard certificates met requirements as identified in 19 TAC Chapter 230 and the related principal, superintendent, and reading specialist



requirements for standard certification. [19 TAC §241.60; 19 TAC §241.20; 19 TAC §242.20; 19 TAC §239.93]

5. Except for one observation file, 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 retained as required. [19 TAC §228.40(f)]

Next Steps

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

- 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”.

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| Signature of Legal Authority | Date |
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