



2017 – 2018 Continuing Approval Review Report

Introduction

A 5-year Continuing Approval Desk Review was conducted by Vanessa Alba for the University of Dallas (057507) educator preparation program (EPP) on December 14, 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. University of Dallas was originally approved as an EPP on September 13, 1969.

Dr. Aime Sarker is the program Legal Authority and Kathryn Penland is the primary EPP contact for the 2017-2018 review. University of Dallas is approved for the following certificate classes: Teacher Class only. Certification is offered in these routes: Undergraduate and Post-Baccalaureate. The EPP reported thirteen (13) program finishers for the 2016-2017 reporting year and ten (10) finishers for 2017-2018.

Candidate records were reviewed for ten (10) candidates from the following certificate classes: Teacher class. The results were discussed with EPP staff on January 8, 2019. Attending from the EPP were: Dr. Aime Sarker and Kathryn Penland.

Results

1. Admission requirements as identified in 19 TAC Chapter 227 were met by the the EPP and related data not accurately reported to the Texas Education Agency as required by 19 TAC §229.3. Each candidate admitted was either an undergraduate or a post-baccalaureate candidate. All, but one, had unofficial transcripts submitted through the university's tracking system. This is acceptable if the transcript is not issued to the student and then provided to the EPP. One file contained a transcript issued to student. The EPP was 90% compliant. All files contained an application, writing sample scored on a rubric, and a resume.
2. A review of candidate records revealed that candidate status in the teacher programs were reported accurately in the Accountability System for Educator Preparation (ASEP) system for each year of enrollment. Six (6) out of ten (10) files reviewed, 60%, were accurately reported as other enrolled or finisher for each year they were in the undergrad or post-bac program. Two (2) out of ten (10), 20%, did not complete the EPP and were removed from the system as required. One file was admitted, but never began the program. One file was admitted and a finisher in the same year. All candidates (100%) were accurately reported.
3. Candidate records for clinical teaching as required by 19 TAC Chapter 228 revealed that the undergrad program failed to provide adequate field supervision for one (1) out of three (3) candidates that completed clinical teaching assignments. Two (2) candidates did not return for clinical teaching. The program was 66% compliant. All, but one (1) record for observation data reported in ASEP was accurate when compared with related documentation in candidate records. The one file reported an observation that was 40 minutes in duration. All observations are required to be a minimum of 45 minutes in duration per 19 TAC §228.35(g)(1). The EPP reported that it did not start keeping



observation data for candidates in clinical teaching until the fall of 2018. All five (5) candidates in the post-bac program had not started clinical teaching at the time documents were submitted to TEA for review. Three (3) post-bac candidates completed clinical teaching in the fall of 2018 copies of observations were not required to be provided for review. Observation data was reported in ECOS at the beginning of the spring semester, which is acceptable. The EPP was advised to enter observation data at the end of each semester, or shortly thereafter, to avoid having to upload all documents at the end of the academic year.

- 4. A review of candidate records revealed that the three (3) candidates who received a standard certificate met all requirements as identified in 19 TAC Chapter 230.
- 5. Not all candidate records were retained by the University of Dallas. [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 September 1, 2019:

- Accept only official transcripts at the time of admission. One file reviewed contained an unofficial transcript issued to student. The remaining files contained unofficial transcripts submitted through the university's tracking system, which is acceptable if they are not issued to students. While the program met the standard, the program was advised of the requirement. [19 TAC §227.10(a)(1-2)]
- Require all observations conducted by the field-supervisor to be at a minimum of 45 minutes in duration. [19 TAC §228.35(g)(1)]
- Retain all documents that evidence each candidate's eligibility for admission to the program and evidence completion of all program requirements for a period of five years after the candidate completes, withdraws from, or is discharged or released from the program. [19 TAC §228.40(f)]
- To ensure continuity in record keeping and other related processes, strongly consider creating a procedure manual documenting EPP processes.

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

Signature of Legal Authority **Date**

Printed Name of Legal Authority **Date**