One Year Post-Approval Compliance Audit Report 2012-2013
University of North Texas - Dallas
Traditional Initial 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 required by the Texas legislature for the regulation of all educator preparation programs in the state. Please see the complete Texas Administrative Code at www.tea.state.tx.us for details.

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County-District Number: 161701

Texas Education Agency (TEA) Program Specialists, Scott Lewis and Mixon Henry, conducted a one year post-approval compliance audit on June 4, 2013. The purpose of the visit was to verify that all components of Texas Administrative Code (TAC) that govern educator preparation programs are being implemented for a new educator preparation program. University of North Texas-Dallas (UNT-D) became a stand-alone institution on May 27, 2010, after Governor Rick Perry signed Senate Bill 629. The University of North Texas – Dallas was accredited by the Southern Association of Colleges and Schools in June, 2013.

SCOPE OF THE COMPLIANCE AUDIT:

The scope of this audit was restricted solely to verifying compliance with Texas Administrative Code (TAC) §227, §228, §229, and §230.

Data Analysis:

Qualitative methods of gathering and analyzing data were used. Prior to the visit, UNT-D submitted a self-report to TEA on April 8, 2013, which was used as baseline data concerning the program. The university also prepared documents, including course syllabi, which were reviewed during the audit. Dr. Sheryl Santos-Hatchett, Dean, Division of Education and Human Services, and Ms. Patricia McBride, Certification Officer, were present during the visit in order to clarify documentation. Content analysis, cross-referencing, and triangulation were used to evaluate the evidence for compliance. Evidence of compliance was measured using a rubric aligned to Texas Administrative Code.

Twelve people attended the Opening Session of the post-approval visit, including members of the UNT-D Advisory Committee, teaching staff, and EPP program staff. Dr. Sheryl Santos-Hatchett presented an overview of the educator preparation program.

The UNT-D EPP program is currently housed in a state-of-the art facility on the UNT-D campus in Dallas, Texas.

COMPONENT I: - GOVERNANCE OF EDUCATOR PREPARATION PROGRAMS Texas Administrative Code (TAC) §228.20

Findings:

The UNT-D Advisory Committee consists of fifty (50) members: twenty-two (22) from public and private schools; seventeen (17) members from institutions of higher education; nine (9) members from business and community, and three (3) members from an education service center. The program meets the TAC 228.20 requirements for committee composition.

According to the self-report and evidence gathered, the advisory committee met on October 18, 2012; January 11, 2013; March 19, 2013; and May 2, 2013. Minutes, agendas and sign-in sheets were available for the meetings that have been held. UNT-D meets the requirements for holding at least two advisory committee members per year.

According to documentation presented, advisory committee members are trained in the functions and requirements of a teacher education program, the structure of the state education governance, and the responsibilities and major functions of the advisory committee. The program meets TAC §228.20 requirement for ensuring that the board is aware of their roles and responsibilities.

Based on the evidence presented, the University of North Texas - Dallas, is in compliance with Texas Administrative Code (TAC) §228.20 – Governance of Educator Preparation Programs.

COMPONENT II: ADMISSION CRITERIA - Texas Administrative Code (TAC) §227.10

Findings:

The University of North Texas - Dallas meets or exceeds all requirements regarding admission required in Texas Administrative Code. All candidates accepted for admission must have:

- A 2.75 overall GPA in completed courses or a 2.75 GPA in the completed core. [TAC 227.10(a)(3)(A)].

- No grade lower than "C" in required core courses. [TAC §227.10(a)(7)]

- Met minimum requirements of one of the following: THEA, Accuplacer, or ACT/SAT/TAKS exemption [TAC 227.10(a)(4)].

- Evidence of good moral character and the mental, emotional, and physical ability to function effectively in a classroom. [TAC §227.10(a)(7)]

- A successful, structured oral English interview with a faculty member that will be scored with a rubric. [TAC 227.10(a)(6)]

- Completed an application [227.10(a)(6)]

- Completed a detailed degree plan [TAC §227.10(a)(7)]

- Complete writing sample as part of application process. The writing sample will be assessed according to established criteria (sentence structure, mechanics, coherent professional response, and appropriateness of content). Each writing sample will be scored by a minimum of two faculty members. [TAC §227.10(a)(7)]

- Two (2) signed professional reference forms [TAC §227.10(a)(7)]

The program produced an application flow chart which reflected the various steps for admissions, the interview questions and rubric, and the writing prompt and rubric for review.

Based on the evidence presented, the University of North Texas - Dallas is in compliance with Texas Administrative Code (TAC) §227.10 – Admission Criteria.

COMPONENT III: CURRICULUM - Texas Administrative Code (TAC) §228.30 - EDUCATOR PREPARATION CURRICULUM

Findings:

There are currently fourteen (14) faculty members. The entire faculty has either Texas or out of state teacher certification and years of public or private school experience. UNT-D provided a vita for each the faculty members in the Department of Education documenting their knowledge and experience.

The University submitted curriculum correlation charts and syllabi to TEA that show alignment of coursework with standards, competencies, TEKS, and the 17 topics mandated by TAC §228.30. UNT-D will be allowed to change curriculum now that they have Southern Association of Colleges and Schools (SACS) accreditation.

The UNT-D program requires each EC-6 candidate to take the following courses: EDEE 4330 Science in Grades EC-6, EDEE 4340 Social Studies in Grades EC-6, 4350 Math in Grades EC-6, and 4860 Reading & Language Arts in Grades EC-8. Dyslexia, as required by the 82nd Legislature, is covered in EDRE 4860 Reading & Language Arts in Grades EC-8 and EDRE 4450 Reading and Writing.

Based on the evidence presented, the University of North Texas - Dallas is in

compliance with Texas Administrative Code (TAC) §228.30 – Educator Preparation Curriculum.

COMPONENT IV: PROGRAM DELIVERY AND ONGOING SUPPORT – Texas Administrative Code (TAC) § 228.35

Findings:

All coursework is delivered face-to-face at UNT-D with total clock hours of coursework and training for initial elementary and middle school teacher certification of six hundred twenty-three (623) hours. One hundred seventy-three (173) clock hours of field-based observations are done in conjunction with specific classes. Signed observation logs were available verifying the field-based observations.

Thirty (30) hours of test preparation is completed using both a UNT-D test preparation program and the T-CERT. Candidates receive test approval from the Certification Officer after completing specified courses with a grade of "C" or better and have completed appropriate TExES practice exams. Remediation is also provided for TExES exam failures.

Student teaching is a 14-week, full day experience in public and private schools in surrounding school districts. Campus placement records and observation forms verifying three required observations and interactive conference were located in the candidates' records.

Each student teacher had a cooperating teacher assigned in collaboration with the local school district. UNT-D offers cooperating teacher training at the beginning of each semester. Cooperating teachers receive the UNTD Student Teacher Handbook and a link to an online training. Once they have completed the online training, cooperating teachers sign the Cooperating Teacher Agreement form which states they have received the handbook and the online training. These acknowledgements were available during the compliance review.

Field supervisors were trained utilizing the TEA PowerPoint and UNT-D Student Teacher Handbook. Training was provided on January 7, 2013, to six field supervisors.

The field supervisors and student teachers met for the first time on the UNT-D campus at a student teaching orientation. Field supervisors were required to meet on the K-12 campus within the first three weeks of the student teaching assignment. Each field supervisor made four formal observations with evaluations of the student teacher each semester. Observation forms indicating date and time in/time were present in the candidates' records. All observations contained comments on observed teaching practices and interactive conferences followed.

Based on the evidence presented, UNT-D is in compliance with Texas Administrative Code (TAC) §228.35 – Preparation Program Coursework and/or Training.

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

Findings:

UNT-D monitors candidates' progress through coursework grades, GPAs, and professional dispositions. Candidates must meet with faculty advisors and apply for various Block classes and student teaching.

UNT-D evaluates its overall program effectiveness once every 12 months with the participation of the advisory committee. Qualitative evaluations of coursework and from candidates are utilized as well as evaluations from field supervisors, cooperating teachers and campus principals. Data from the Accountability System for Educator Preparation (ASEP) concerning pass rates on certification exams, specifically number of attempts, is also used in the evaluation process.

All student records will be maintained for a minimum of five years in a secure area.

Based on the evidence presented, UNT-D is in compliance with Texas Administrative Code (TAC) §228.40 – Assessment and Evaluation of Candidates for Program Improvement.

COMPONENT VI: Professional Conduct. - Texas Administrative Code (TAC) §228.50

UNT-D provides training on the Texas Educator's Code of Ethics to it faculty and staff as well as to the candidates. Verification was through coursework review and meeting sign-in sheets.

Based on the evidence presented, the University of North Texas - Dallas is in compliance with Texas Administrative Code (TAC) §228.50 – Professional Conduct.

PROGRAM RECOMMENDATIONS

> Program Compliance Actions are based on the findings of the Texas Education Agency compliance audit visit. If the program is out of compliance with any component, consult the Texas Administrative Code (TAC) and correct the issue IMMEDIATELY. Failure to comply with TAC rules governing educator preparation programs may result in action by the State Board for Educator Certification (SBEC) per TAC §229 beginning in 2010.
>
> Other recommendations are suggestions for program improvement only.

COMPLIANCE ACTIONS:

None at this time.

OTHER RECOMMENDATIONS:

Component I: Governance of Educator Preparation Programs:
- Ensure that new advisory committee members are trained as changes occur. Continue to implement the process of holding two advisory committee meetings per year and maintain the invitations, agendas, minutes, and sign-in sheets as evidence that the meetings have occurred;

- Consider utilizing an advisory committee meeting template to ensure that required TAC items are covered at each of the two meetings per year (an academic year is from September 1-August 31 of a specified year);

- Consider utilize technology such as Webinars and phone conferencing for meetings to encourage more advisory committee participation

Component III: Educator Preparation Curriculum:

- Consider creating a uniform template for all course module syllabi that contains the following: Educator Standards, TEKS, goals and objectives for each course, assessments, and additional requirements for each course offered that leads to certification within the certification program; and

- Utilize the TEA STAR chart for the candidate and the campus in the technology course at http://starchart.epsilen.com/;

- Utilize the TEA developed training for meeting "Teachers' Responsibilities for the STAAR Test Administration" at http://texas.testsecuritytraining.com/TestAdministratorTraining.aspx. It may be used for a

whole group or individually. A certificate can be printed upon completion. This is the same training that teachers must complete prior to STAAR testing; and

- Utilize the dyslexia information found on the TEA website at http://www.tea.state.tx.us/index2.aspx?id=4434 or at http://www.region10.org/dyslexia/.

Component IV: Program Delivery and On-Going Support:

- Have candidates sign a FERPA agreement prior to student teaching, clinical teaching or internship;

- Provide Continuing Professional Education (CPE) to cooperating teachers/mentors, and advisory committee members to encourage continued participation.

Component VI: Professional Conduct

- Consider utilizing the TEA approved Ethics training for both candidates and staff within the program to ensure that this topic is adequately addressed by the program & maintain evidence that that the training has occurred. For more information visit http://www.tea.state.tx.us/ethics/;

Standard Recommendations:

- Continue to follow the State Board for Educator Certification (SBEC) and the State Board of Education (SBOE) meetings and/or review the minutes to ensure that the program staff is knowledgeable about current Texas Administrative Code;

- Participate in Annual Deans/Directors Meetings to ensure that the program director is knowledgeable about current Texas Administrative Code and future changes to Texas Administrative Code (Webinar Series);

- Continue to participate in webinars provided by the Division of Educator Certification & Standards to ensure that the program staff is knowledgeable about current requirements and changes in Texas Administrative Code;

- Continue to maintain communication with the program specialist assigned to the program for the purpose of asking questions about current requirements in TAC for Governance; Admissions; Curriculum; Program Delivery & On-Going Support; and Program Evaluation (TAC § 227-229);

- Align the verbiage of the program to that of current Texas Administrative Code. For example: Applicant / Candidate / Field Supervisor / Internship / Clinical Teacher;

- Ensure that the Dean/Director/Program Staff utilizes the EPP Staff Information page http://www.tea.state.tx.us/eppinfo.aspx to access pertinent information that EPP's frequently request; and

- Ensure that TEA staff has the most current and up-to-date contact information by sending