



Compliance Audit Report Summer of 2009 Houston Community College Initial Teacher 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 rules 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.

Contact Information: Ana Go

County/District Number: 101506

Program Specialist, Corrina Noriega, conducted a Texas Education Agency Compliance Desk Audit of Houston Community College. The focus of the compliance audit was the initial teacher certification program. The following are findings and recommendations for program improvement.

SCOPE OF THE COMPLIANCE AUDIT:

The scope of the audit was restricted solely to verifying compliance with Texas Administrative Code §227, §228, §229,

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 via Survey Monkey along with requested verifying documents. Because student records contain confidential information and could not be transmitted to TEA, student records were checked by the program using a check list supplied by TEA. In addition, electronic questionnaires developed by TEA were sent to Houston Community College stakeholders. Thirty-two (32) stakeholders responded to the questionnaires: Six (6) advisory committee members; seven (7) student teachers, clinical teachers, interns; five (5) field supervisors; one (1) principal; and six (6) cooperating teachers/mentors responded. Qualitative and quantitative methodologies of content analysis, cross-referencing, and triangulation of the data were used to evaluate the evidence. Evidence of compliance was measured using a rubric aligned with Texas Administrative Code. After the review of the information, the program

specialist arranged a telephone debrief to cover the findings of the audit. The findings were incorporated into the original survey monkey form and sent to the program. This summary report provides the findings and recommendations resulting from the audit.

COMPONENT I: Governance of Educator Preparation Programs- Texas Administrative Code (TAC) §228.20

FINDINGS:

Six (6) Advisory Committee members responded to the questionnaires. Review of these surveys as well as documents provided by the program indicated the Advisory Committee (AC) for the Houston Community College Educator Preparation Program does play an active role in the program. Document review indicated the advisory committee included representatives from the higher education and school district; however, regional service center and business and community interests were not represented in the AC. Meeting agendas, minutes and sign-in-sheets for past meetings were available for review. A review of meeting minutes from the meeting that did take place indicated the advisory committee were active participants in program design, delivery and evaluation. Documents also indicated that the director communicated regularly with the Advisory Committee via email. The committee had two meetings scheduled; however inclement weather caused the second meeting to be rescheduled. A meeting has been scheduled for the fall 2009 to make up for those cancelled due to inclement weather.

Based on the evidence presented, Houston Community College is in compliance with Texas Administrative Code §228.20 – Governance of Educator Preparation Programs.

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

FINDINGS:

All documents reviewed indicate Houston Community College has met the requirements of Texas Administrative Code (TAC) Section 227.10 - Admission Criteria. The college utilizes several avenues in order to recruit teacher candidates, including monthly information sessions. Review of program documents indicates compliance with state procedures and according to the self-report submitted by the college, student records are maintained according to state requirements. The program did not admit anyone under the 10% cohort rule in the last academic year.

Based on the evidence presented, Houston Community College is in compliance with TAC §227 - Admission Criteria.

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

FINDINGS:

According to the self-report, syllabi review and questionnaires submitted to TEA by faculty (4), Mentors (6), and interns (7), the curriculum utilized by Houston Community college is aligned to educator standards and TEKS. All seven teacher candidates indicated passing the state exams, with 85% of them passing on the first attempt. Based on the seven (7) teacher candidates responses to the questionnaire, they all were instructed in the seventeen topics required by TAC Rule 228.30 (b). Review of course syllabi indicated the seventeen topics required by TAC Rule 228.30 (b) were weaved throughout the courses. These syllabi also indicated which standards and competencies were covered in the course. All classes are delivered in hybrid form, using Blackboard Vista to deliver the curriculum online. The program assesses mastery of these seventeen areas through class discussions, multiple choice and essay tests, as well as lesson plan development and presentation. Review of the nine (9) faculty vitas demonstrated appropriate knowledge and expertise, and seven who responded to the survey are Texas certified teachers.

Based on evidence presented, Houston Community College is in compliance with Texas Administrative Code Section §228.30 – Educator Preparation Curriculum.

COMPONENT IV: Preparation Program Coursework and/or Training (TAC) §228.35

FINDINGS:

According to all documents reviewed, the Houston Community College is in Compliance with Texas Administrative Code (TAC) Section 228.35 - Program Delivery and On-Going Support. The six (6) mentors who responded to the questionnaire indicated that they all received training regarding their roles and responsibilities as a mentor, either by the educator preparation program or school district. All five (5) field supervisors were trained by the educator preparation program, and all are Texas certified teachers. All observation documentation as required by rule is in place and was available for review. As part of the ACP program requirements, teacher candidates must complete 30 hours of field experiences and complete various assignments associated with those experiences, including observing teachers in the classroom in order to analyze teaching strategies and lesson plan development. Students are also asked to complete questions about the experience as well as a 10-page essay discussing the field experience. According to the self report and questionnaires, written classroom observation forms are submitted by the field supervisor, site-based mentor and campus administrator with signatures and dates required to the program for review. Candidates are provided training throughout the academic year including training in current best practices, lesson planning and classroom management. If candidates are struggling, they are recommended for remedial training, counseling with their content specialist and field supervisor. A formal growth plan is also developed to monitor candidate's performance.

Based on evidence presented, Houston Community College is in compliance with Texas Administrative Code Section §228.35 – Program Delivery and On-Going Support.

COMPONENT V: Assessment and Evaluation of Candidates for Certification and Program Improvement – Texas Administrative Code (TAC) §228.40

FINDINGS:

The Houston Community College utilizes exams, quizzes, and course assignments as benchmarks. A candidate must have a 70% or higher score on practice exams and quizzes for eligibility for TExES registration to ensure success on state exams. Candidates complete a comprehensive completer survey, and advisory committee members submit formal and informal recommendations during meetings. The program also uses SBEC ASEP reports to evaluate the program. The program plans to implement an end-of-course evaluation for students to complete at the end of their training classes effective for the 2009/2010 academic year. The program is also planning to develop an external review process to provide more information to drive program changes.

Based on evidence presented, Houston Community College is in compliance with Texas Administrative Code §228.40 – Assessment and Evaluation of Candidates for Certification and Program Improvement.

PROGRAM RECOMMENDATIONS

Program Compliance Recommendations are based on the findings of the Texas Education Agency compliance audit. If the program is out of compliance with any component, please consult the Texas Administrative Code (TAC) and correct the issue IMMEDIATELY. General Recommendations are suggestions for program improvement only.

PROGRAM COMPLIANCE RECOMMENDATIONS: In order to meet requirements of Texas Administrative Code governing educator preparation programs, the following recommendations must be implemented immediately:

The Houston Community College Accelerated Teacher Certification Program has met all requirements and is in compliance with all TAC Rules which govern educator preparation programs.

OTHER PROGRAM RECOMMENDATIONS:

None at this time.