

Title	Start	Due	Duration	Status	Assigned to
TEA Compliance Response		1/12/16	10/31/16 294d		
Campus admin receive copy of observation	1/12/16	5/31/16	101d	Completed	Janet Williams
Give US instructions for getting campus admin signature	1/12/16	1/12/16	1d	Completed	Christina Ellis
Collect admin signatures after observations	1/13/16	5/6/16	83d	Completed	Janet Williams
Make copies of observations with campus admin signatures	5/9/16	5/20/16	10d	Completed	Janet Williams
Send observation forms to TEA	5/31/16	5/31/16	1d	Completed	Christina Ellis
Compliance Audit Report				Completed	
Receive original report	2/25/16	2/25/16	1d	Completed	
Submit factual corrections	2/29/16	2/29/16	1d	Completed	
Receive response from Lorrie	3/17/16	3/17/16	1d	Completed	
Submit factual corrections again	3/17/16	3/17/16	1d	Completed	
Check on Report	4/22/16	4/22/16	1d	Completed	
Submit factual corrections again	5/6/16	5/6/16	1d	Completed	Christina Ellis
Receive final report from Lorrie	7/19/16	7/19/16	1d	Completed	
Documentation of practicum observations (principal)	1/18/16	5/31/16	97d	Active	Debra Price
Notify Cynthia Martinez-Garcia of practicum requirements	1/20/16	1/20/16	1d	Completed	Christina Ellis
Conduct field observations meeting TEA requirements	1/18/16	5/18/16	88d	Active	Debra Price
Send observation forms to TEA	5/31/16	5/31/16	1d	Active	Christina Ellis
Collect observation forms from faculty	5/9/16	5/20/16	10d	Active	Debra Price
Equate work experience with GPA	2/17/16	3/31/16	32d	Deferred	Sandra Stewart, Debra Price
Discuss work experience policy	2/17/16	3/11/16	18d	Deferred	Sandra Stewart, Debra Price
Write policy	3/14/16	3/18/16	5d	Deferred	Sandra Stewart, Debra Price
Approve policy	3/21/16	3/25/16	5d	Deferred	Stacey Edmonson
Send policy to TEA	3/31/16	3/31/16	1d	Cancelled	Christina Ellis
Ethics	1/25/16	2/24/16	23d	Completed	Matthew B. Fuller
Send email to faculty	2/8/16	2/8/16	1d	Completed	Matthew B. Fuller
Send report to TEA	2/26/16	2/26/16	1d	Completed	Christina Ellis
Faculty respond in Tk20	2/8/16	2/24/16	13d	Completed	Matthew B. Fuller
Run report of faculty respondents	2/25/16	2/25/16	1d	Completed	Andy Oswald
FBE in variety of settings	5/31/16	5/31/16	1d	Completed	Sandra Stewart
Designate time to observe in grade levels outside of certification field	1/18/16	4/1/16	55d	Active	Sandra Stewart
Send documentation to TEA	5/31/16	5/31/16	1d	Completed	Christina Ellis
Write policy	4/4/16	5/27/16	40d	Active	Sandra Stewart
Field supervisor certifications (valid)	2/19/16	3/14/16	17d	Completed	Andy Oswald
Create Tk20 Survey	2/19/16	2/19/16	1d	Completed	Andy Oswald
EPP staff Submit certificates	2/22/16	3/4/16	10d	Completed	Janet Williams
Run report of certifications		3/14/16		Completed	Andy Oswald
Submit report to TEA		3/14/16		Completed	Christina Ellis
Verify all certifications are valid	3/7/16	3/11/16	5d	Completed	Janet Williams
Informal Coaching in Student Teaching	1/18/16	5/31/16	97d	Completed	Janet Williams
Set expectations for interaction in FBE	1/12/16	1/12/16	1d	Completed	Christina Ellis
Informal coaching/interaction between US and ST	1/18/16	5/6/16	80d	Completed	Janet Williams
Collect Evidence of coaching	5/9/16	5/13/16	5d	Completed	Janet Williams
Submit evidence to TEA	5/31/16	5/31/16	1d	Completed	Christina Ellis
Send Lorrie sample to make sure we're on track	4/4/16	4/8/16	5d	Cancelled	Christina Ellis
Interaction in FBE prior to student teaching				Active	Christina Ellis
Create observation log	2/18/16	4/8/16	37d	Completed	Christina Ellis
Submit for faculty review	5/4/16	5/4/16	1d	Completed	Nancy Stockall
Finalize observation log	5/23/16	5/27/16	5d	Completed	Christina Ellis
Submit plan to TEA	5/31/16	5/31/16	1d	Completed	Christina Ellis
Create plan for inputting information electronically	6/1/16	7/29/16	43d	Completed	Christina Ellis, Andy Oswald
Communicate plan to instructors with field experience		9/23/16		Active	Sandra Stewart
Schedule mtg. w/ Sandra, Bill, Barbara, Janet	4/26/16	4/26/16	1d	Completed	Christina Ellis
Interactive conference after observation				Cancelled	
Minor changes to go through EPP				Cancelled	
Notify TEA of Online Programs				Completed	Matthew B. Fuller
Professional cert advisory committees	2/17/16	10/31/16	184d	Active	Debra Price
Meet with professional certification advisors	4/13/16	4/15/16	3d	Completed	Debra Price
Advisory committees meet	3/1/16	10/21/16	169d	Active	Debra Price
Collect agendas, minutes, and sign-in sheets	10/24/16	10/28/16	5d	Active	Debra Price
Submit documentation to TEA	10/31/16	10/31/16	1d	Active	Christina Ellis
Training of advisory committee members	3/29/16	10/31/16	155d	Active	Janet Williams
Train advisory committee members	3/29/16	3/29/16	1d	Cancelled	Janet Williams
Collect minutes and sign in sheet	4/4/16	4/8/16	5d	Completed	Christina Ellis
Train advisory committee members	10/3/16	10/14/16	10d	Active	Janet Williams
Collect minutes and sign in sheet	10/17/16	10/17/16	1d	Active	Christina Ellis
Submit documents to TEA	10/31/16	10/31/16	1d	Active	Christina Ellis



Compliance Audit Report 2015-2016 Sam Houston State University

According to Texas Administrative Code (TAC) §228.10(b), "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.texas.gov for details.

Contact Information: Dr. Stacey Edmonson

County/District Number: 236501

SBEC Approval Date: October 1969

Texas Education Agency Program Specialist, Lorrie Ayers, conducted a five year Continuing Approval Compliance Audit of Sam Houston State University, Huntsville, TX, 77340, on December 1, 2015 – December 3, 2015 as required by Texas Administrative Code (TAC) §228. The audit was conducted in a Training format with Sam Houston State University staff actively engaged in a self-audit process. The following are the findings of the audit.

Scope of the Compliance Audit:

The scope of this audit is restricted solely to verifying compliance with Texas Administrative Code §227, §228, §229, §230, and Commissioner's Rule §149.

Data Analysis:

Information concerning compliance with Texas Administrative Code (TAC) governing educator preparation programs was collected by various qualitative means. A self-report and related audit documents were submitted to TEA in November, 2015. A review of documents, student records, EC-6 and PPR EC-12 course materials, and curriculum correlation charts provided evidence regarding compliance with TAC. In addition, TEA sent electronic questionnaires to Sam Houston State University stakeholders. The following responses were recorded: fifty-two (52) out of one hundred eighty-three (183), or 28%, from Advisory Committee members; one hundred eighteen (118) out of four hundred thirteen (413), or 28%, from principals; fifty (50) out of nine hundred thirty-one (931), or 5%, from educator candidates; twenty (20) out of one thousand four hundred twenty-two (1422), or 1%, from mentor teachers; and twenty (20) out of

forty (40), or 50%, from field supervisors. Overall two hundred sixty (260) out of two thousand nine hundred eighty-nine (2989) stakeholders, or 8%, responded to the questionnaires. Qualitative methods 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 to Texas Administrative Code.

Findings, Compliance Issues, and Recommendations:

“Findings” indicate evidence collected during the compliance audit process. If the program is “Not in Compliance” with any identified component, the program should consult the Texas Administrative Code and is required to correct the issue IMMEDIATELY. A “Compliance Plan” may be drafted that identifies compliance issues to be addressed and a timeline for completion. “General Recommendations” are suggestions for general program improvement and no follow up is required.

Audit Communications:

The audit opened on December 1, 2015 at the Region 6 Education Service Center. The following Sam Houston State University (SHSU) staff were in attendance: Stacey Edmonson, Matt Fuller, Debra P. Price, Janet Williams, Christina Ellis, Jean Hubbartt, and Sandra Stewart. On Day 2, the following staff were in attendance: Sandra Stewart, William Edgington, Barbara Greybeck, Christina Ellis, Debra P. Price, and Matt Fuller. Compliance issues and missing documents were reviewed with staff each afternoon. Additional documents were submitted by SHSU staff, and a Compliance Plan was generated cooperatively with staff, on the final day. SHSU staff in attendance at closing were: Sandra Stewart, Jean Hubbartt, Andy Oswald, Matt Fuller, Debra Price, Janet Williams, Christina Ellis, and Stacey Edmonson. Anthony Harris and Cynthia Martinez-Garcia met with TEA staff on the final day, but did not attend the closing.

COMPONENT I: COMMITMENT AND COLLABORATION - Texas Administrative Code (TAC) §228.20

FINDINGS:

- 1) The Sam Houston State University (SHSU) staff were actively engaged in the audit process.
- 2) The Advisory Committee membership currently consists of one hundred fifty-seven (157) members representing public or private K-12 schools; nine (9) members representing an Education Service Center; six (6) members representing higher education; and one (1) member representing business and community interests. Sam Houston State University meets TAC §228.20(b) minimum requirements for Advisory Committee composition. Per sign-in sheets, average meeting attendance is 36 members.
- 3) According to meeting minutes, the SHSU Advisory Committee has met consistently two times per year since October 2014 per TAC §228.20(b).

- 4) Meeting minutes provide evidence that advisory committee business addressed the “design, delivery, evaluation, and major policy decisions” of the EPP. Meeting minutes and training materials indicate that advisory committee member training is inconsistent [TAC §228. 20(b)].

COMPLIANCE ISSUES TO BE ADDRESSED (see Compliance Plan):

- 1) Advisory committee members are inconsistently trained in their roles and responsibilities. [TAC §228. 20(b)]

Corrective Action (per Compliance Plan):

Create a plan for reviewing roles and responsibilities with advisory committee members annually. Capture evidence of training in meeting minutes and retain member sign-in sheets and minutes in program files.

Based on the evidence presented, Sam Houston State University is **Not in Compliance** with Texas Administrative Code §228.20 – Governance of Educator Preparation Programs.

RECOMMENDATIONS:

- Consider giving CPE credits to advisory committee members for their participation where appropriate.
- Insure that all certification classes within the Sam Houston State EPP are represented on an advisory committee.
- Conduct quality control on ASEP and other annual reports to insure accuracy of data reported.

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

FINDINGS

- 1) Sam Houston State University (SHSU) is accredited by Southern Association of Colleges and Schools.
- 2) Transcripts in candidates' records provide evidence that candidates are admitted with a GPA of higher than 2.5. The current published admission GPA is 2.75. [TAC §227.10(a)(3)(A)]

- 3) Review of transcripts indicates candidates are consistently admitted with a minimum of 15 hours of coursework in Math/Science if seeking certification at grades 7 or above or 12 hours of coursework in other content areas. [TAC §227.10(a)(3)(C)]
- 4) Candidates' records contain documentation that basic skills scores are collected as part of admission requirements. [TAC §227.10(a)(4)]
- 5) Effective September 1, 2015, applicant interviews take place via Interview Stream and are scored with a rubric. Prior to September, an oral "My Life" project was used as a screening tool. Documentation is retained in candidates' records. [TAC §227.10(a)(6)]
- 6) There were no out-of-country candidates reviewed in records.
- 7) Candidates are required to complete a background check. Results are retained in candidates' records.
- 8) The following rule updates, effective March 1, 2016, were reviewed with educator preparation program staff:
 - a. The EPP should inform all applicants that they will be required to undergo a criminal history background check prior to employment as an educator and prior to clinical teaching. [TEC §22.083]
 - b. The EPP should inform all applicants and candidates that they may request a preliminary criminal history evaluation letter from TEA regarding the person's potential ineligibility for certification due to a conviction or deferred adjudication for a felony or misdemeanor offense. [TAC §227.101]
 - c. Formal admission, including written letter of invitation and written letter of acceptance, is required. [TAC §227.17]
 - d. The effective admission date is the date of the applicant's written acceptance. [TAC §227.17]
 - e. Each EPP must maintain a cohort average of 3.0 or higher, excluding CTE candidates. [TAC §227.19]
 - f. Applicants and candidates must be provided updated information regarding the "supply and demand forces on the educator workforce in this state", and on "the performance over time of the educator preparation program" [TEC §21.044(e)]

Based on the evidence presented, Sam Houston State University is **In Compliance** with Texas Administrative Code §227.10 - Admission Criteria.

RECOMMENDATIONS:

DATE: FEBRUARY 25, 2016
TO: LORRIE AYERS, TEA PROGRAM SPECIALIST
FROM: DR. STACEY EDMONSON, DEAN
 COLLEGE OF EDUCATION
 SAM HOUSTON STATE UNIVERSITY
SUBJECT: CORRECTIONS TO TEA COMPLIANCE AUDIT REPORT

Dear Ms. Ayers,

We would like to begin by thanking you for your time and dedication to providing feedback on our programs. We have reviewed the Compliance Audit Report and would like to submit factual corrections for your review. Below you will find our list of suggested corrections with corresponding page and section. Plain text indicates that the text was copied from the Site Visit Report. *Italics* indicate a desired addition, and text that has been ~~struck through~~ indicates a desired removal. Explanations for the requested changes, if necessary, are indicated by underlined text.

<u>Page & Section</u>	<u>Correction</u>
Pg. 2-Audit Communications	...attendance at closing were: <i>Anthony Harris, Cynthia Martinez-Garcia, Sandra Stewart, Jean Hubbart, ...</i>
Pg. 2-Findings--#2	The Advisory Committee currently consists of ten (10) <i>greater than seventy (70)</i> members representing public or private...
Pg. 3-Compliance Issues	Based on the evidence presented, Sam Houston State University is Not in Compliance <i>In Compliance</i> with Texas Administrative Code §228.20... <u>See explanation above.</u>
Pg. 3-Recommendations	<u>General Recommendations</u> <u>Label of section is inconsistent with other Components</u>
Pg. 3-Recommendations	Remove bullets 1, 2, and 4. <u>These recommendations are not listed on the compliance plan created with the EPP and delivered to you December 3, 2015 and February 18, 2016.</u>
Pg. 3-Findings--#1	The educator preparation program is currently seeking NCATE certification. <i>has been accredited by CAEP since 1954.</i>
Pg. 6-Findings--#2	FBE logs are not consistently retained in candidates' <i>electronic</i> records. <u>Candidates' logs of FBEs were presented in their electronic records, which is reflected in Finding #6. Maintaining FBE logs is not listed as a compliance discrepancy on the Compliance Plan created with the EPP.</u>
Pg. 6—Findings--#5	Reflections of FBE activities are <i>inconsistently</i> not retained in candidates' records, however syllabi indicate the reflections... <u>3 of 8 candidates' records contained reflections of the FBE.</u>

Instructions for completing Field Experience Log

1. Enter exact times. Do not round.
2. Enter exact number of minutes. Do not round.
3. District Names do not need ISD.
4. Include school level in school name. Elementary School=ES; Intermediate School=IS; Middle School=MS; Junior High = JH; High School=HS
5. To look up a campus number, go the TAPR report lookup site (<https://rptsvr1.tea.texas.gov/perfreport/tapr/2015/srch.html?srch=C>), and search for the campus. The campus number is on the first page of the report.
6. Activities: Briefly describe the activity you engaged in while in the classroom. If you did not participate in instructional activities, your time should be labeled "Observation." Examples of activities include: leading small group instruction, tutorials, teaching a lesson, attending parent/teacher conference, etc.
7. Mentor's signature: Your host teacher should verify and sign your log daily.
8. Total number of minutes for each sheet in last row. Report as HOURS : MINUTES. EX: 136 minutes = 2:16