

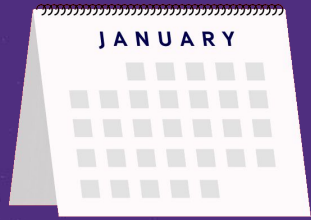
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The Audit Made Me Do It: Creating Better Processes

Dr. Sharon Ross

Dr. Laura Estes

Dr. Stephanie Atchley



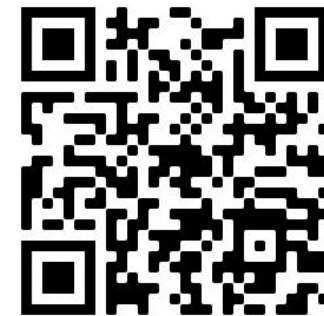
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Timeline



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- **August 8, 2019- Notified of the 5 Year Desk Review**
- **January 21, 2020- Received the EPP Status Report Document**
- **February 14, 2020- EPP Status Report Due**
- **March 2, 2020- Designated Candidate List Received**
- **March 5, 2020- Designated Candidate Records Due**
- **May 8, 2020- Received Preliminary Findings**
- **May 15, 2020- Phase 1: Additional Supporting Documentation Due**
- **September 15, 2020- Additional Evidence of Compliance**
- **July 23, 2020- Final Report Received**
- **October 19, 2020- Next Steps Documentation Due**
- **November 13, 2020- Clarification of Next Steps Documentation**
- **December 11, 2020- Official Notification**



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Alternative Teacher Certification Program

The Audit Made Me Do It: Creating Better Processes

#TMATE

Dr. Laura Estes, Associate Professor/Director





Bottom Line

- ★ If it is included in the Texas Administrative Code or Texas Education Code, your program needs a process for it.
- ★ Processes **MUST** be in writing.
 - Handbook
 - Website
 - Forms



What I Learned...



- ★ When in doubt, create a process.
- ★ Your program handbook is your best friend! Make sure it covers EVERYTHING with TAC & TEC citations.
- ★ Digital Files are the way to go!
- ★ Common nomenclatures are essential.





Keys to Our Success

- ★ We created student file checklists that streamlined the process of record submission.
- ★ We were able to create a way to demonstrate our clinical teachers are meeting their requirements.
- ★ We also created an “Evaluation of the intern/clinical teacher in relation to the TEA Educator Standards”.

**Handouts provided
for each bullet.**



Audit Results

- ★ TEA was easy to work with throughout the whole process.
- ★ I got the impression that TEA truly wants to help us all be in compliance. In no way did it feel like a “Gotcha Situation.”





Principal Certification Program

Improved Processes - The Audit Made Me Do It!

#TEAismyforeverfriend

Dr. Stephanie Atchley, Assistant Professor

Just when I thought I was done....



EPP Status Report

19 TAC §228.10(b)(1) At the time of the review, the entity shall submit to the TEA staff a status report regarding its compliance with existing standards and requirements for EPPs.



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EPP Status Report

I AM

A

Single

B

Taken

✓

Craving Pizza Hut

Candidate List Documentation



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Designated Candidates - The candidates' records to be reviewed will be pre-determined by the TEA review team. Those candidates designated for review, referred to as "Designated Candidates", are selected from EPP Finisher lists (Other Enrolled and Finisher) and the Status Report. Candidate names are generally selected from the current reporting year and the previous reporting year but if necessary, may be selected from reporting years within five (5) years of the review date.

[Requested Documentation](#)

[Documentation Examples](#)

Rubrics, Rubrics and More Rubrics



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Screening Instrument(s)/Activity(s)-[19 TAC §227.10(a)(8)]

An applicant must submit an application and participate in either an interview or other screening instrument to determine if the EPP applicant's knowledge, experience, skills, and aptitude are appropriate for the certification sought.

[Rubric Examples](#)



Superintendent Certification Program

Improved Processes - The Audit Made Me Do It!

#Ilearnedalot!

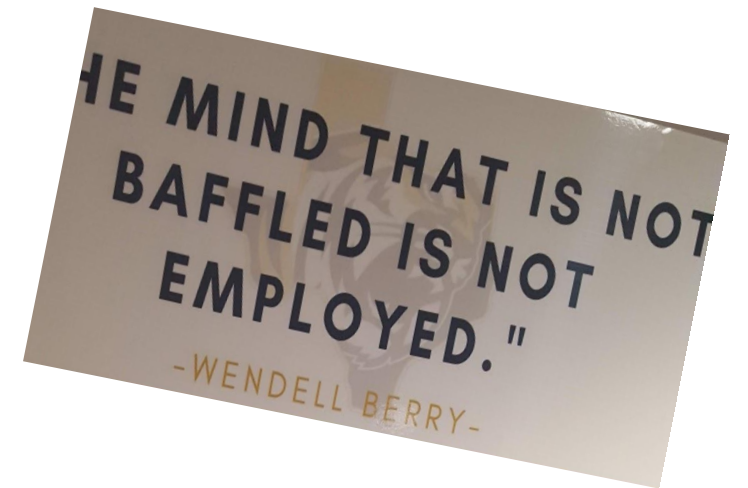
Dr. Sharon Ross, Assistant Professor/Coordinator

COLLEGE OF GRADUATE STUDIES

Dept. of Educational Leadership and Technology

Improvement Processes...as a result of the AUDIT

- 1st year in Higher Education - 2019
- Baptism by TEA AUDIT (Fall 2019, Spring 2020)
- Continuous Improvement Lives On



School improvement is not a mystery. Incremental, even dramatic improvement is not only possible but probable under the right conditions.

-Author: Michael J. Schmoker



Quality comes not from inspection but from improvement of the process.

-W. Edwards Deming

2 out of 6 Deficiencies Addressed

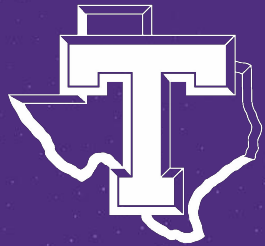


* Coursework must be updated to include training in dyslexia and mental health, substance abuse, and youth suicide as required in 19 TAC §228.30(c)(2) and §228.30(c)(3) and a digital literacy evaluation followed by a prescribed digital literacy curriculum as required in 19 TAC §228.30(c)(8).

* Update and implement practicum requirements to ensure candidates complete a minimum of 160 clock-hours of standards-based activities. Ensure activities are verified by site supervisors and related documentation is retained in candidates' records. [19 TAC §228.35(e)(8) and §228.40(f)]



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....and a digital literacy evaluation followed by a prescribed digital literacy curriculum as required in 19 TAC §228.30(c)(8).

The instruction required must:

- A. Be aligned with the latest version of the International Society for Technology in Education's standards as appears on the ISTE website;
- B. Provide effective, evidence-based strategies to determine a person's degree of digital literacy and,
- C. Include resources to address any deficiencies identified by the digital literacy evaluation.



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**ISTE Standards
included in
Coursework**

EDAD 6380 Superintendent Leadership and Communication

ISTE Standard to Include: (Visionary Planner/Empowering Leaders)

EDAD 6381 Superintendent Leadership and Human Resources

ISTE Standard to Include: (Equity and Citizenship Advocate)

EDAD 6382 Superintendent Leadership and Resources Allocation

ISTE Standard to Include: (Systems Designer)

EDAD 6383 Superintendent Leadership and Accountability

ISTE Standard to Include: (Connected Learners)

EDAD 6384 Superintendent Leadership Practicum

ISTE Evidence of Proficiency (Add a video portfolio of digital learning activities from each standard)



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Aligned by using ISTE Standards correlated with courses....

Evidenced based strategies: ISTE included in coursework, quizzes, written documentation of assignments, portfolio submitted (students evaluate their district and must show their tech skills and knowledge in coursework).

Resources to address deficiencies: Portfolio and assignments include reflections and next steps



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Update and implement practicum requirements to ensure candidates complete a minimum of 160 clock-hours of standards-based activities. Ensure activities are verified by site supervisors and related documentation is retained in candidates' records. [19 TAC §228.35(e)(8) and §228.40(f)]

.....SO I UPDATED THE PRACTICUM ACTIVITIES REQUIREMENTS!

Student Signature/ Date

 9/30/2021

Advisor Signature/Date

Department Head Signature/ Date

Certification Officer Signature/Date

Site Supervisor/Superintendent Signature & Date

My signature indicates recommendation of certification due to a successful practicum.

NEW



NEW

Statement of Approval to recommend certification:

As Site-Supervisor/Superintendent, I acknowledge that activities were completed under my mentorship and this candidate was successful in this practicum. I further acknowledge that I am in agreement with the university field supervisor to recommend certification for this individual.

Site Supervisor/Superintendent Name (Printed)

Site Supervisor/Superintendent Name (Signed)

Date:

University Field Supervisor (Name (Printed)

University Field Supervisor (Name (Signed)

Date:

(No more than 5 hours of duty logged and no more than 15 hours of professional development hours logged that you attended)

Q&A

