Memorandum of Understanding
Teacher-Preparation Program

Parties. Texas Tech University (TTU), through its College of Education at Texas Tech University (TTUCOE) and its Information Technology Division (TTUITD) are collaborating with Smyer Independent School District (Smyer ISD) to improve educator preparation, with an end goal of improving Smyer ISD student achievement.

Purpose. The purpose of this Memorandum of Understanding (MOU) is to articulate the goals and responsibilities for reform, and to specify each party’s responsibilities associated with implementing the TechTeach Teacher preparation Program (the "Program").

A. COLLABORATIVE GOALS:

Goal 1
Design and implement within Smyer ISD, a district-based, clinically intensive teacher education program with the aim of mentoring TTUCOE students who are undergraduate students preparing to be teachers (“Teacher Candidates”) to become rated as highly competent in their subject-area, pedagogy and by the second year of teaching, to produce student achievement gain scores greater than the district average; and

Goal 2
Establish a framework for transferring de-identified Smyer ISD student data between the Smyer ISD and TTUITD for the purposes of monitoring and evaluating the preparation and effectiveness of Teacher Candidates who are working in Smyer ISD.

B. TTUCOE RESPONSIBILITIES

Related to Goal 1:

1) Screen and recruit talented and committed Teacher Candidates into competency-based teacher education programs.
2) Offer district immersion-style, competency-based teacher education programs in certification areas of expressed Smyer ISD need (e.g., Elementary Bilingual, ESL and Special Education)
3) Use Teacher Candidate clinical competency data (i.e. Information about subject-area, pedagogy, impact on formative and summative student achievement) to modify and address teacher education programs to better foster graduates' mastery of competencies. Clinical competency data will include the regular and frequent use of video-capture as one mechanism by which improvement of Teacher Candidates’ instructional practices is achieved. In recognition of the sensitivity of this practice, video of candidates’ instruction will be captured under the district media permission (see C.4. below) in the following manner:
   a. Capture of video. TTUCOE will:
      i. Center the Teacher Candidate as the focal point of the video; and
      ii. Unless otherwise required, the camera will be positioned in the classroom in such a manner so as to minimize capture of Smyer ISD students' faces, though some exposure is likely.
      III. Direct its Teacher Candidates to verify with Mentor Teachers (Smyer ISD teachers under whom TTUCOE Teacher Candidate work) whether any students have circumstances forbidding recording – and in such cases, the student or the camera will be positioned in such a way as to not capture this student in the recording.
   b. Handling and storage of video capture. TTUCOE will:
      i. Permit authorized individuals to use their TTU eRaider credentials to access videos (access authorization will be established by the TTUCOE program director with concurrence from the dean);
      ii. Prepare all Teacher Candidates to utilize the Teachscape application, a video capture software solution, for any recording associated with TTUCOE course assignments or performance assessments;
      III. Train Teacher Candidates to upload to the secure Teachscape site all video associated with course assignments or performance assessments within 24 hours of capture;
iv. Ensure the use of the app provides the security assurances necessary for recording in classrooms such that video captured with the Teachscape app is automatically erased from the device once uploaded to the secure website;  

v. Coordinate maintenance of video on the secure Teachscape website for a period not to exceed 10 years from time of capture; and  

vi. In the event of contract termination with Teachscape, TTU will retain all video content, and will store the content on a TTUCOE server at the TTU University Data Center. Note that if another vendor is engaged, every effort will be made to ensure that vendor complies with the terms of this MOU.  

c. Use of video for Instructional purposes. TTUCOE will upload video to the secure Teachscape site:  

   I. For purpose of self-observation and self-evaluation of Instructional practices;  
   II. To be used by TTU faculty members for purposes of observation and evaluation of the teacher candidates’ Instructional skill;  
   III. To be used for purposes of program evaluation;  
   IV. To possibly be used by TTU researchers to extract data relevant to instructional competencies of teacher candidates, contingent on TTU Institutional Research Board Human Subjects Committee review and approval; and  
   V. In no case will images of students appear in a public forum for purposes of self, candidate, or program evaluation, or for purposes of research presentation unless the identity of students is completely masked (e.g., blurring of facial or other identifying features).  

4) Provide for Smyer ISD a full-time person to serve as the teacher education program coordinator and district-program liaison (“TTU Program Coordinator”).  

5) Work with Smyer ISD personnel to collaboratively select, train, support, and evaluate Smyer ISD teachers serving as Mentor Teachers to Teacher Candidates.  

6) Require its Teacher Candidates to abide by the rules of conduct contained within the TTUCOE Student Handbook and the Smyer ISD Policies and Procedures. In the event of non-academic student misconduct that violates criminal law or requires disciplinary action, all applicable Smyer ISD and TTUCOE policies will be followed.  

7) Prior to working with Smyer ISD Students in classrooms, TTUCOE will inform its Teacher Candidates of any requirements to submit to any security screens imposed by Smyer ISD, including a fingerprint background check.  

8) Provide a TTUCOE liaison to work with Smyer ISD technology operations.  

C. SMYER ISD RESPONSIBILITIES  

Related to Goal 1: Smyer ISD will inform parents of the teacher assessment activity, and explain the measures taken to specifically avoid video capturing their students. Smyer ISD will:  

1) Collaborate with TTUCOE to identify schools, principals and up to 100 Mentor Teachers to participate in the Program’s initial teacher preparation initiative, and support fidelity of implementation;  

2) If space is available, provide a school-based classroom to be used for TTU Teacher Candidate coursework that is sufficient in size to hold up to 30 Teacher Candidates and equipped with all the technologies commonly available in most classrooms within designated school building;  

3) Provide office space for the TTU Program Coordinator on, at least, one campus where TTU Teacher Candidates are placed. The space should be secure, and adequate for administrative duties and conferences with Individual Teacher Candidates. If no space can be provided at a campus, then a similar space can be utilized at a Smyer ISD administrative office location;  

4) Incorporate on its parent-permission form that media coverage includes the use of video-capture technology in classrooms for purposes of evaluating and improving the instructional practice of TTUCOE Teacher Candidates; and  

5) Permit a twice-yearly administration of K-12 student feedback about Teacher Candidates utilizing The Classroom Engagement Inventory (CEI) (Wang, Bergin, & Bergin, 2014) or a similar survey, in a manner
that permits linkage of student responses, student demographic information and student achievement results to individual Teacher Candidates. TTUCOE and Smyer ISD will repeat the following steps twice yearly (pretest and posttest) for each Mentor Teacher / Teacher Candidate pair, that will help Smyer ISD de-identify Information about Smyer ISD students:

a. TTUCOE will identify classrooms where Teacher Candidates are placed, and where the CEI is to be administered. A spreadsheet containing matched pairs of Teacher Candidates and Mentor Teachers will be sent to the district data contact in advance of administration of the Inventory to allow for more time to pull records and create the match between Smyer ISD students and Mentor Teachers.

b. Scantron forms will be printed with forms numbered 1-25 for students (i.e., the “Scantron number”) and a six-digit number for the Teacher Candidate (i.e., 000001).

c. TTUCOE will assign a TC number to specific pairs of Teacher Candidates and Mentor Teachers, and distribute the forms to the Teacher Candidates. The same number will be used for pre and post-test.

d. The Mentor Teacher will record students’ names next to the Scantron number on a roster provided, administer the questionnaire, collect, and return questionnaires to the Program Coordinator, who then returns the form to TTUCOE.

e. The Mentor Teacher sends a copy of the roster (i.e., containing Scantron number and student name) to the district data contact specified at the end of this agreement, and maintains a copy for historical record. The Mentor Teacher uses this list to distribute the questionnaire at post-test.

f. The Smyer ISD data contact matches student name to district number, creates a “masked” number for each record, and then sends
   i. A table showing the Scantron number and the masked number ONLY;
   ii. Background data requested (C.6. below)

g. TTUCOE will produce a Teacher Candidate-level report showing class averages on each variable disaggregated by gender and race/ethnicity enabling the Teacher Candidate to focus improvement efforts on specific groups of Smyer ISD students. Should any identifiable data be inadvertently provided, TTU will destroy immediately.

Related to Goal 2:
Using the list provided by TTUITD (D.1., below), provide a data table containing the following information about Smyer ISD students taught by Mentor Teachers working with Program Candidates.

6) For each student in the list, Smyer ISD will provide to TTUITD (If available) twice yearly (January and June) the following data fields associated with K-12 students assigned to the identified Mentor Teachers:

a. Ethnic code
b. Gender
c. Economic disadvantage code (free and reduced lunch)
d. Special education status
e. Cumulative grade point average
f. Student gain/growth score for previous two years (if available)
g. District Assessment Test scores by subject
h. District Assessment Test scores by standard (criteria)
i. State Assessment Test scores by subject
j. State Assessment Test scores by standard (criteria)
k. Limited English status
l. G&T status
m. At-risk indicator
n. Mobility (moves per year)
o. Disciplinary counts
p. Attendance counts
7) This list will be created in the following manner so that student demographic and performance data will be de-identified.
   a. Smyer ISD will take two steps in de-identifying the data to be transferred to TTUITD:
      i. Requested data will be consolidated into a single table, identifying students by their
         Smyer ISD student ID; and
      ii. Smyer ISD will generate a unique, random number to be used only to identify students
         in data exchanges with TTUITD.
   b. Smyer ISD will transfer the de-identified data to TTUITD, that will then provide the data to
      TTUCOE.
   c. Smyer ISD, as the custodian of the confidential student data, will maintain the translation tables
      and at no time will share the conversion tables with anyone at TTU. Only Smyer ISD will have the
      ability to match individual student identity with the data being transferred.

8) Provide to TTUITD all the data fields itemized in C.6. for the Smyer ISD students of TTU Teacher
Candidates if they are hired by Smyer ISD, beginning for the school year 2014-2015 and extending to the
termination date of this MOU. Additional provisions:
   a. If available, Smyer ISD will also provide value-added scores for this group of teachers, and all
detailed value-added data collected for that teacher, as defined by the project leadership group.
   b. If possible, permit TTUCOE to administer The Classroom Engagement Inventory to Smyer ISD
      students in the classes taught by Teacher Candidates ultimately hired by Smyer ISD.
   c. The data compiled for Teacher Candidates hired by Smyer ISD may be delivered separately, but
      in the same manner described in the aforementioned data exchange guidelines.

D. TTUITD RESPONSIBILITIES
   Related to Goal 2:
   1) TTUITD will provide Smyer ISD with the names of specific Mentor Teachers to be included in the data
      request as outlined in C.6., above.
   2) TTUITD will use procedures to maintain anonymity of individual Smyer ISD students. This will be
      accomplished by TTUITD having access only to de-identified information for students, and never
      possessing the data ID translation table enabling identification of individual students associated with the
      demographic and assessment data being transferred. No exceptions will be granted under this MOU.
   3) TTUITD will provide Smyer ISD with the names of specific Teacher Candidates from TTU hired by Smyer
      ISD for whom data is requests as outlined in C.6., above.
E. CONTACTS

Technical contacts for the MOU execution described herein are as follows:

**TTUITD**
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Implementation and further technical contacts will be exchanged upon execution of the MOU.

Executive contacts for this MOU:

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F. **MODIFICATIONS/TERMINATIONS**
This MOU shall be effective upon signature by both parties and may be amended at any time by mutual written agreement of the parties. Either party may terminate this MOU without cause and without penalty by providing forty-five (45) days written notice to the other party. Throughout the term of this MOU, and upon termination, each party shall be solely responsible for data in their possession, and neither party shall have the authority to use transferred data tables for purposes other than those outlined in this MOU, or required by law.

G. **DISASTER RECOVERY**
The TTU IT Division is the central IT support unit of TTU. As such, in the event of a disaster, data transfer processes may be deferred in order to concentrate efforts on the recovery of mission-critical central IT and other TTU systems.

H. **EXECUTION OF UNDERSTANDING**
The undersigned authorize this cooperative understanding under the aforementioned terms.

Sam Segram
Chief Information Officer
Office of the CIO
Texas Tech University

Dane Kerns
Superintendent
Smyer Independent School District

6/9/2015

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