

BY-LAWS TEACHER EDUCATION COMMITTEE

Preamble

The Teacher Education unit at Fayetteville State University is administered from the Office of the Dean of the School of Education. The Director of Teacher Education is the designee responsible for the oversight of teacher education programs and is accountable to the Dean of the School of Education for all recommendations relating to such programs.

Article I. Purpose

The Teacher Education Committee is the body which ensures adherence to standards of state, regional and national accrediting agencies. Therefore it assumes the responsibility to facilitate and coordinate program evaluation efforts related to teacher education across all licensure areas.

The Committee believes that a formal, systematic and continuous evaluation process of teacher education and licensure is critical to maintaining excellence in the preparation of teachers.

All teacher preparation programs adhere to the policies and procedures outlined by the Teacher Education Committee. The Teacher Education Committee develops, recommends, and implements curriculum policies and general administrative decisions involving the preparation of teachers.

Appointments to the Teacher Education Committee are made by the Dean of the School of Education. The membership consists of university professors, student majors, public school representatives, local administrative agency (LEA), and community college personnel.

Article II. Function

1. Advise the Dean of the School of Education on all matters related to teacher education, including:
 - a. policies for the admission and retention of pre-service teachers,
 - b. policies and standard for teacher education programs,
 - c. the design, the analysis, and dissemination of results for follow-up studies of teacher education graduates,

- d. interdepartmental, intercollegiate, and public school communications and cooperation on matters relevant to teacher education,
 - e. teacher education programs' compliance with the standards and guidelines set forth by the North Carolina Department of Public Instruction (DPI), the National Council for Accreditation of Teacher Education (NCATE) and the Southern Association of Colleges and Schools (SACS).
2. Review and recommend approval of teacher education curricula.
 3. Establish standing and or ad-hoc committees and their charges.

Article III. Membership

Section 1. Committee Composition

- a. University representatives shall include:
Department Chairs and university supervisors from each licensure program, the Director or designee of support units to the teacher education program (Continuing Education, Student Advisement Center, University College), and the Director of Teacher Education.
- b. Public School representatives shall include:
Site administrators, central office personnel, classroom teachers, and community college personnel.
- c. Students representatives shall include:
Teacher education majors from each level of licensure offered by the University (elementary, middle grades, and secondary).

Section 2. Eligibility for Membership

- a. Faculty – all teacher education faculty members who hold continuing appointments and who are full-time faculty members at Fayetteville State University.
- b. Public School Personnel – any full time, licensed public school educator who is a cooperating/partnership teacher, counselor, supervisor, or administrator currently involved in teacher education and employed by the respective superintendent.
- c. Student – any student, undergraduate or graduate, who is enrolled full time and has been admitted to the teacher education program.

Section 3. Terms of Office

- a. University faculty members serve by virtue of positions held at the University.
- b. Public School representatives serve a one-year term. However, they are eligible for reappointment. Terms begin concurrent with the fall semester of the University and conclude at the end of the second summer session.
- c. Student members serve a one-year term. Terms begin with the fall semester and conclude at the end of the second summer session.

Article IV. Officers

Section 1. Officers

The Chair of the Committee is the Dean of the School of Education. The Director of Teacher Education will serve as secretary.

Section 2. Duties of Officers

- a. Chair – The Dean of the School of Education will serve as permanent Chair. As such he/she will:
 1. chair Committee meetings,
 2. approve the agenda,
 3. assign to the appropriate Committee member(s) items for discussion and recommendations,
 4. appoint and provide the charge to ad-hoc committees as deemed necessary to carry out Committee functions,
 5. determine and recommend to the Committee changes in the Bylaws,
 6. report to the Committee all actions taken on recommendations by the Faculty Senate, Graduate Council, University Administration, and other organizations impacting teacher education.
- b. Secretary – The Director of Teacher Education will serve as secretary. As such he/she will:
 1. preside at meetings as directed,
 2. serve as parliamentarian of the Committee,
 3. assist the Chair in setting the agenda and conducting other functions as deemed necessary,
 4. serve as the Committee representative to the public schools.

Article V. Committee Meetings

Section 1. Regular Meetings

The Committee shall hold regular meetings, bi-monthly (August through May) during the academic year, and may meet during the summer months as deemed necessary. The Chair may convene special called meetings. All meetings are open. Visitors to the Committee may participate in discussion only with the consent of the Chair. The meetings will be conducted in accordance with the latest edition of Roberts' Rules of Order as it affects committees.

Section 2. Quorum

A majority of the membership of the Committee shall constitute a quorum.

Section 3. The Agenda

Fayetteville University faculty, students and public school personnel desiring to bring specific matters to the attention of the Committee shall communicate, in writing, to the Chair or Vice-Chair seven working days or more preceding the meetings at which these matters are to be considered. This time limit may be altered by a majority vote of the Committee. The Chair of the Committee shall confirm the meeting agenda and publicize the meeting at least five working days before each meeting.

All matters related to teacher education that requires action by the Faculty Senate must first be considered and acted on by the Teacher Education Committee.

Section 4. Minutes

Minutes of the Committee shall be recorded, and distributed at the next scheduled meeting. Minutes of all meetings shall be maintained in the Office of Teacher Education.

Section 5. Special Meetings

Upon request or approval of at least one-third of the Committee, special meetings must be called by the Chair of the Committee within seven (7) days of receipt of such request. The Committee may also be called into session when deemed necessary by the Chair. Notice of the time and place will be distributed to the Committee at least one full week prior to the meeting.

Article VI. Amendment to Bylaws

Amendment of the Bylaws shall require a vote of two-thirds of those members of the Committee present and voting at a regular or properly called meeting at which a quorum

is present. Fourteen (14) days notice of pending bylaws change must be given to members of the Committee.

Article VII. Sub-Committees

There are four (4) sub-committees as described below of the Teacher Education Committee. In addition, the Chair shall establish ad-hoc committees as needed. All matters considered by sub-committees must be presented to the full committee.

Executive Sub-Committee

Membership: Dean, Assistant Dean, Department Chairs from the School of Education, and the Director of Teacher Education (7). The Dean shall Chair the sub-committee.

Functions--considers matters relating to administrative policies and procedures of the teacher education programs.

Quorum: Four (4) members constitute a quorum.

Curriculum Sub-Committee

Membership: Six (6) members, two (2) of which must be faculty members in the School of Education, plus the Director of Teacher Education and one teacher education student. The Chair shall be elected by the sub-committee members.

Functions--review and evaluate all departmental curricula leading to North Carolina licensure of teachers and special services personnel. It will also recommend needed curricula changes so that curriculum duplications do not occur.

Quorum: Four (4) members constitute a quorum.

Admission and Retention Sub-Committee

Membership: Four (4) members, one (1) of which must be a faculty member from the School of Education, plus the Director of Teacher Education. The chair shall be elected by the sub-committee members.

Functions--reviews, and when necessary recommends to the Teacher Education Committee, changes in the admission and retention guidelines and standards. In addition, the sub-committee is empowered to hear and act upon disciplinary cases involving teacher education students.

Quorum: Three (3) members constitute a quorum.

Evaluation and Planning Sub-Committee

Membership: Three (3) members, one (1) of which must be a faculty member from within the School of Education, plus the Director of Teacher Education. The chair shall be elected by the committee.

Functions--insures that systematic evaluation of teacher education programs and its graduates is provided to the appropriate persons, departments, agencies, and schools.

Quorum: Two (2) members constitute a quorum.

Article VIII. Ad-Hoc -Committees

Ad-hoc committees shall be appointed by the Chair as needed. All ad-hoc committees shall be composed of a minimum of one (1) appointee from the Teacher Education Committee and may include (but not necessarily) members of the teacher education faculty at-large, public school personnel, or other publics that impact teacher education.

TEACHER EDUCATION SUB-COMMITTEES

Executive (7)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Curriculum (6)

- 1.
- 2.
- 3.
- 4.
5. (SOE)
6. (SOE)

Admission and Retention (4)

- 1.
- 2.
- 3.
4. (SOE)

Evaluation and Planning (3)

- 1.
- 2.
3. (SOE)