

# **Teacher Education Committee Bylaws**

## **I. NAME**

The Teacher Education Committee of Tennessee Technological University

## **II. PURPOSE**

The Teacher Education Committee assists the Dean of the College of Education of Tennessee Technological University:

A. By proposing action to be taken on matters which relate to the Teacher Education Program.

Such matters may include:

1. Review the Teacher Education Program to ensure alignment with state requirements.
2. Examine curricula and procedures in relation to the teaching profession and propose changes as needed.
3. Establish admission criteria for teacher education.
4. Establish standards for the satisfactory completion of all teacher education curricula leading to recommendation for teacher certification.
5. Communicate TEC-related information to respective programs and units.

B. By acting upon recommendations for additions, changes, or deletions in professional education courses.

C. By receiving and acting upon recommendations for changes in existing Teacher Education curricula.

D. By serving as a liaison between departments of the University so as to facilitate intercommunication on all matters pertaining to the education of teachers.

All decisions made by the Committee must be in accordance with the rules and regulations of the University, the State Board of Education, the State Department of Education, and the TTU College of Education Office of Teacher Education.

## **III. MEMBERS**

A. **FACULTY/STAFF & P-12 PARTNERS** – The Teacher Education Committee shall be composed of persons who work with licensure candidates. Membership shall include eight

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faculty/staff members who work with licensure candidates and seven P-12 partners including one teacher and one principal from an elementary, middle, and high school, and a School Director as nominated by the Chair of the Upper Cumberland Director's Study Council.

- B. ADMINISTRATIVE – Permanent members of the Teacher Education Committee are the Dean and Associate Deans of the College of Education, and the Director of the Office of Teacher Education.
- C. STUDENT – A minimum of two (2) students, selected from a list of names submitted by the President of the Student Tennessee Education Association (STEA), will be members of the committee.
- D. TERMS OF OFFICE – Members (with the exception of the student members) and Administrative members will serve three (3) year terms of office, with appointment to become effective at the beginning of the fall semester. All appointments are subject to renewal at the discretion of the President of the University.
- E. ATTENDANCE AT MEETINGS – If a member is unavoidably absent from a meeting; he/she may designate a representative to attend in his/her place. The substitute (or representative) has to be someone from the same basic constituency of the academic community as the regular member and the chairperson of this committee needs to be notified prior to the meeting as to whom this proxy would be and under what circumstances he or she would be attending the meeting. This substitute (or representative) shall exercise the rights and privileges of the member for whom he/she is substituting; that is the right to vote, the right to make motions and the right to second motions. With the Committee's approval, the Chair may recommend to the President of the University a member's removal from the Committee because of excessive absenteeism.

### **IV. OFFICERS**

- A. CHAIRPERSON - The Chairperson shall be elected annually from the Committee membership and will serve one (1) to three (3) year terms of office, with appointment to become effective at the beginning of the Fall Semester. The responsibilities of the Chairperson shall include:

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1. Preside at all the meetings or designating another member to preside.
  2. Prepare a tentative agenda for each meeting for distribution to each member at least three working days prior to regular meetings and one day prior to special meetings.
  3. Approve minutes of meetings for distribution to the membership.
  4. Appoint special subcommittees and ad-hoc committees as required.
  5. Call special meetings when necessary.
  6. Supervise the preparation and distribution of an Annual Report of the Committee's activities.
  7. Serve as ex-officio for one (1) year after stepping down as Chairperson.
- B. EXECUTIVE OFFICER - The Dean of the College of Education will appoint a staff member to serve as executive officer and resource person, to provide staff support services and to speak for/administer the program of Teacher Education.
- C. DEAN, COLLEGE OF EDUCATION - The Dean of the College of Education will serve as a member of the Committee, in accordance with policies of the State Department of Education, State Board of Education, and CAEP.

### **V. MEETINGS**

- A. Regular meetings shall be scheduled each semester. The date and time for such meetings shall be included in the Administrative Calendar.
- B. The Chairperson may call a special meeting when he/she deems such action necessary.
- C. Items for inclusion in the agenda for a regular meeting must be submitted to the Chairperson at least five (5) working days prior the meeting. Items for inclusion in the agenda for a special meeting must be submitted to the Chairperson at least two (2) working days prior to the meeting.
- D. A majority of the Committee members present shall constitute a quorum.

### **VI. SUBCOMMITTEES**

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The Chair shall establish ad-hoc committees as needed. All matters considered by ad-hoc committees will be voted on by the ad-hoc committee and be presented to the full Teacher Education Committee at the next meeting.

### **VII. PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these procedures.

### **VIII. AMENDMENT OF PROCEDURES**

These procedures can be amended at any regular meeting of the Committee by a two-thirds vote of those present, providing that the amendment has been submitted in writing to each member at least three (3) working days prior to the meeting. Amendments to procedures are subject to final approval by the Administrative Council.

### **IX. EFFECTIVE DATE OF IMPLEMENTATION**

These modified procedures shall become effective at the beginning of the 2018 - 2019 academic year.