

BY-LAWS for Teacher Education Committee

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 as follows:

- A. By proposing action to be taken, or legislating when authorized, on matters which relate to the Teacher Education Program: such matters would include, inter alia, the following:
 - 1. Reviewing periodically (the long-range plan) for the Teacher Education Program.
 - 2. Studying and evaluating the effectiveness of curricula and procedures in relation to the needs of the teaching profession and considering and implementing needed changes in existing curricula, procedures, and organization suggested by results from such study.
 - 3. Developing policies and establishing criteria with respect to admission of students in this program.
 - 4. Developing policies and standards for the satisfactory completion of all teacher education curricula leading to recommendation for teacher certification.
- B. By receiving and 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.
- E. School personnel program requirement changes are accomplished through the following process.

All decisions made by the Committee must be in accordance with the rules and regulations of the university, the State Board of Education, and the policies adhered to by the Office of Teacher Licensing, and the State Department of Education.

III. MEMBERS

The Teacher Education Committee shall be composed of persons who have professional and scholarly preparation, are experienced in elementary or secondary teaching, have continuing experience in elementary or secondary schools, are significantly involved and well informed about the preparation of teachers and the problems of the schools, and have experience in, and commitment to, the task of teacher education. Continuing experience is demonstrated through such activities as supervising students in field experiences and practica, working with school personnel on curriculum revision, providing in-service education and engaging in research in school settings.

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A. FACULTY – Faculty members to include the following distribution of representatives:

1. UNIVERSITY

- Early Childhood/Child & Family Studies (COE)
- Multidisciplinary Studies (Elem. and Middle Ed.) (COE)
- Secondary Education (COE)
- Special Education (COE)
- Music Education (COE)
- Art Education (COE)
- World Languages (Arts & Sciences)
- Science (Arts & Sciences)
- Mathematics (Arts & Sciences)
- Social Studies (Arts & Sciences)
- Agriculture Education/Family & Consumer Sciences (College of Agr. & H. Ecology)
- School Counseling (COE)
- School Psychology (COE)
- Instructional Leadership (COE)
- Exercise Science, Physical Education and Wellness (COE)
- English/Theater/Speech (Arts & Sciences)
- Technology (COE as appointed by ITS/ACS)
- 2+2 Faculty (COE)
- Advising Center representative (COE)
- Director of the Child Development Lab (COE)

2. P-12 PARTNERS

- Teacher from an elementary school
- Teacher from a middle school
- Teacher from a high school
- Principal from an elementary school
- Principal from a middle school
- Principal from a Secondary school
- School director as nominated by the Chair of the Upper Cumberland Superintendent's Study Council
- TEA Representative

B. ADMINISTRATIVE – Permanent members of the Teacher Education Committee are the Dean, Associate Dean, Assistant Dean, and the Director of Teacher Education for the College of 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-STEА.

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- D. **TERMS OF OFFICE** – Members (with the exception of the student members and administrative members) will serve one (1) to 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 Tennessee Technological 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.

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 the following:
1. Preside at all the meetings or designate 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 TEC'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. The responsibilities of the Executive Officer shall include the following:
1. Assist the Chair as co-parliamentarian.
 2. Record the minutes of each meeting.
 3. Take attendance at each meeting and maintain attendance records.
 4. Assist the Chair in setting the agenda and conducting other functions as deemed necessary.

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- 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 and NCATE.

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 all Committee members shall constitute a quorum.

VI. SUBCOMMITTEES

There are two (2) 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 will be voted on by the sub-committee but must be presented to the full Teacher Education Committee at the next meeting. Five (5) sub-committee members will constitute a quorum.

A. CURRICULUM SUB-COMMITTEE

The function of the committee is to review and evaluate all departmental curricula leading to Tennessee licensure of teachers. It will also recommend needed curricula changes so that curriculum duplication does not occur.

Graduate Curriculum Sub-Committee

Members shall include the following:

- Associate Dean – Chairperson & Permanent Member
- Director of Teacher Education – Permanent Member

Departmental Chairperson for:

- Music & Art
- Curriculum & Instruction
- Counseling & Psychology
- Exercise Science, Physical Education and Wellness

The Chairperson of the respective departments above will appoint one graduate faculty member from each of their areas.

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Undergraduate Curriculum Sub-Committee:

Members to include the following:

- Assistant Dean – Chairperson & Permanent Member
- Director of Teacher Education – Permanent Member

Departmental Chairperson for:

- Music & Art
- Curriculum & Instruction
- Counseling & Psychology
- Exercise Science, Physical Education and Wellness

The Chairperson of the respective departments above will appoint one undergraduate faculty member from each of their areas.

B. ADMISSIONS AND RETENTION SUB-COMMITTEE

The function of this committee is to review, and when necessary recommend to the Teacher Education Committee, changes in admission and retention guidelines and standards. In addition, the sub-committee is empowered to hear and act upon disciplinary cases involving teacher education students. Disciplinary actions will follow the steps below:

Step 1. A referral is made to the Office of Teacher Education (OTE) by professional education faculty, content area faculty, academic advisor, public school personnel or other relevant personnel. Candidate/student is informed of the area of concern.

Step 2. Director of Teacher Education and Assistant Dean for Student Support review referral and determine if situation can be sufficiently addressed by an informal discussion with the candidate/student.

Step 3. If informal discussion/mediation does not rectify the issue, or if it is the decision that the concerns merit a formal review, the Director of Teacher Education and the Assistant Dean for Student Support will identify a Review Team composed of Teacher Education Committee members (including representatives from each area on the Committee). If necessary, other individuals who have relevant information may be asked to attend without a vote.

Step 4. Student/candidate is notified in writing of Review Team Meeting (time and place) and given written explanation of the procedure that will be followed in the meeting.

Step 5. Review Team meets with student/candidate who has received referral. Student/candidate is given opportunity to respond.

Step 6. Review Team will consider all the evidence presented and make a recommendation to OTE who has the final decision responsibility.

Possible Outcomes

1. No action taken.

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2. Warning with recommendation for suitable remediation.
3. Warning with recommendation for suitable remediation plus additional or increased supervision and/or coursework.
4. Recommendation to remove from Teacher Education Program or deny initial admission.

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 2010-2011 academic year.