

COUNCIL FOR TEACHER EDUCATION BYLAWS

The Council for Teacher Education shall consist of the following members:

1. Department Heads of the Department of Teaching and Learning, Department of Counseling and Human Development, and the Department of Educational Leadership and Technology.
2. Assistant to the Dean and Director of Student Teaching
3. Assistant Dean and Coordinator of Alternate Certification.
4. Director of the Laboratory School.
5. One faculty representative each from all other departments offering a program in teacher education. Faculty representatives shall be appointed by the appropriate academic department head with approval of the Dean of the College of Education and Human Development.
6. A liaison from the College of Arts, Humanities, and Social Sciences and a liaison from the College of Science and Technology.
7. Two student members from teacher education, one undergraduate and one graduate, chosen by the Council.
8. Two representatives from the public schools chosen by the Council.
9. Dean, College of Education and Human Development (ex-officio member)
10. Representative from the Library (ex-officio member).

SECTION 1. - MEETINGS

- 1.1 Half of the voting members of the Council for Teacher Education plus one additional member shall constitute a quorum.
- 1.2 Meetings will be called at the discretion of the chairperson. Meetings will be open to all members of the faculty, who will have the right to speak on any item on the agenda.
- 1.3 Minutes of all meetings will be recorded by the secretary and distributed to the membership of the Council and to department heads with teacher education programs when a change impacts a degree program in that department.

1.4 Proposals, recommendations, and suggestions demanding Council decision must be submitted to Council members at least one week in advance of the meeting. Proposals not meeting the deadline may be discussed but no decision rendered. Exceptions to this rule must be approved by a 2/3 vote of members present.

1.5 Department heads should submit copies of proposals directly to Council members with a memo summarizing the proposed changes. The summary memo, copies of the original proposals and two copies of the proposals should be submitted to the chairperson at the same time.

SECTION 2 - TERMS OF OFFICE

2.1 Voting members shall serve one-year terms. Terms of office terminated by leaves of absence, illness, etc., shall be filled within one month by a special appointment of the Dean of the College of Education and Human Development.

2.2 The Dean shall serve as liaison to the College of Education and Human Development Curriculum Committee, the Graduate Council and the University Curriculum Committee.

SECTION 3. – OFFICERS

3.1 A chairperson shall be elected by the membership at the first meeting of the academic year for a one-year term and may be re-elected.

3.2 A secretary shall be provided by the Dean of the College of Education and Human Development.

SECTION 4. – DUTIES OF OFFICERS

The Chairperson:

4.1 Shall preside at all meetings.

4.2 Shall set the time and place of the meetings.

4.3 Shall prepare the agenda for meetings with the assistance of the secretary.

4.4 Shall appoint members to subcommittees.

4.5 Shall assist the secretary in the preparation of the minutes of all committee meetings.

The Secretary:

- 4.6 Shall prepare minutes of all meetings and shall distribute them according to item 1.3.

SECTION 5. - FUNCTIONS OF THE COUNCIL

- 5.1 Consider, develop, and recommend policies related to curriculum and instructional matters of the teacher education programs. Consider proposals submitted by the College of Education and Human Development Curriculum Committee and proposals affecting teacher education programs submitted by curriculum committees of the College of Arts, Humanities, and Social Sciences; College of Science and Technology; and the College of Nursing and Health Sciences.
- 5.2 Recommend curricula and instructional resource policies related to programs leading to graduate degrees or advanced credentials in teacher education.
- 5.3 Provide leadership in the development of undergraduate and graduate programs and curricula in teacher education and in the evaluation of existing programs.
- 5.4 Provide for continuous review and study of policies related to the administration of teacher education programs.

SECTION 6.- AMENDMENTS

- 6.1 Bylaws may be amended by a 2/3 vote of the members present. Amendments shall be submitted in writing to the membership at least one week prior to the meeting at which a vote is required.

Amended December 8, 1988

Amended April 17, 1996

Amended November 6, 2000

Amended February 20, 2002

Amended March 21, 2007