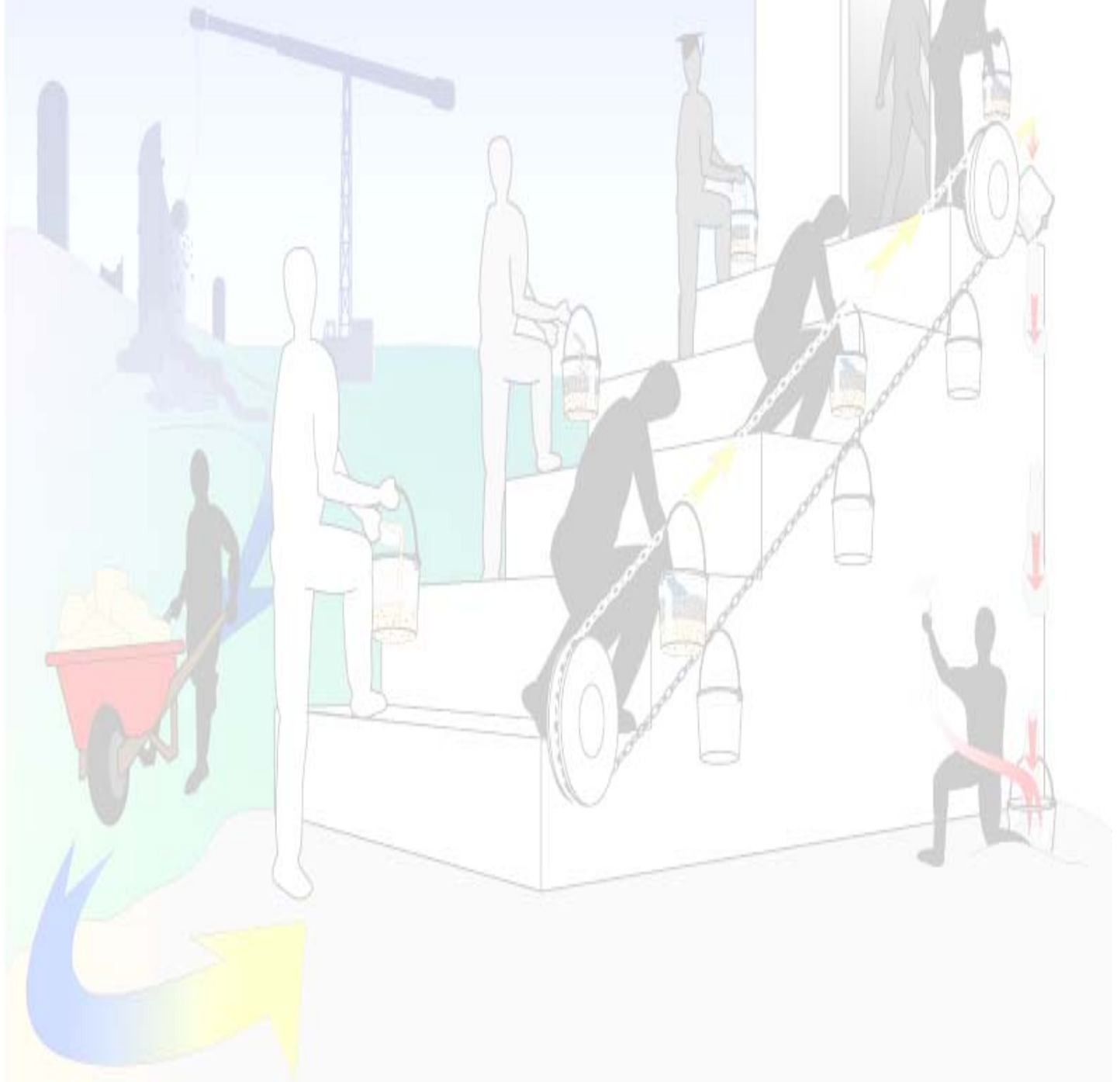


# Teacher Education Council Bylaws and Guidelines Indiana State University



Teacher Education Council

2006 - 2007

# **Bylaws and Guidelines**

## **Indiana State University**

### ***1. Introduction – Overview & Charge***

The preparation and licensure of professional educators is a major priority at Indiana State University. The College of Education and its Dean are designated by the University as holding primary authority and responsibility for such preparation. The Teacher Education Committee (TEC) is charged with the overall responsibility to assist in the planning, approving and coordinating of the various undergraduate and graduate programs which prepare licensed educators for the preschool through high school settings (PK-12). The Committee shall make certain the University is in compliance with the standards of the Indiana Department of Education, Division of Professional Standards and the standards for the National Council for Accreditation of Teacher Education as well as other relevant accrediting bodies (see Academic Affairs). All curricular and other academic items including assessment which would have a modifying effect on educator preparation at the University are within the charge of the TEC.

### ***2. Membership***

The Dean of the College of Education shall designate as voting members of the TEC, 18 members of the Indiana State University faculty with substantial interest and involvement in the institution's programs which prepare licensed educators. Eight of those individuals will have been nominated by other academic deans – four from the College of Arts and Sciences, one from the College of Business, one from the College of Health & Human Performance, one from the College of Technology, and one from the School of Graduate Studies. The remaining 10 shall come from the College of Education. These 18 individuals will serve staggered 3-year terms. In designating committee members, care should be taken to provide balanced and broad representation in terms of services, race, gender, rank, age, and experience. The Dean of the College of Education shall also designate as voting members serving a one-year term, an elementary or secondary teacher or school administrator, and undergraduate student who is in good standing in a teacher education program, and a graduate student who is in good standing in a graduate program coordinated by the College of Education. In sum, the TEC shall be comprised of 21 voting members. The President of the University or his/her designee will confirm the membership of the TEC. A current list of members of the TEC will be retained in the College of Education Dean's Office and posted at the TEC website. Finally, Ex-officio members will include the following: Dean, College of Education; Associate Dean, College of Education; Dean, School of Graduate Studies; Associate Dean, College of Arts and Sciences; Associate Dean, College of Health and Human Performance; Associate Dean, College of Business; Associate Dean, College of Technology; and, Director, Education Student Services.

### **3. *Executive Committee***

The Executive Committee is the duly authorized standing committee of the TEC. Executive Committee members shall serve a two-year term. No member shall serve for more than one consecutive term.

#### **3.1 *Composition***

The Executive Committee shall be comprised of the Dean of the College of Education (Ex-officio, non-voting), the Associate Dean of the College of Education (Ex-officio, non-voting), the Chairperson of the TEC (elected by the TEC members, voting), the Parliamentarian (elected by the TEC members, voting), and the Secretary of the TEC (elected by the TEC members, voting).

#### **3.2 *Executive Committee Policies***

- The Dean of the College of Education is the University's official representative for teacher education.
- The Chairperson of the TEC is elected by the membership during the March meeting for the following academic year.
- The Secretary of the TEC is elected by the membership during the September meeting for one academic year.
- The Parliamentarian of the TEC is elected by the membership during the September meeting for one academic year.
- The Chairperson of the TEC will place all items on the agenda submitted to the TEC.
- The Secretary of the TEC will distribute the agenda and previous meeting's minutes seven (7) calendar days prior to a meeting to all TEC members and College of Education faculty.
- The Executive Committee will receive and disseminate Unit Assessment System summaries annually.
- The Executive Committee will receive requests directed to the TEC and either place them on the TEC agenda act on behalf of the TEC for proper disposition if the matter is routine.
- The Executive Committee shall act on all matters determined by the TEC.

### **4. *Meeting Dates***

Regular meeting of the Teacher Education Committee will be at 3:30 pm on the 3<sup>rd</sup> Tuesday of each month. Special meetings may be called if necessary. Scheduled meeting dates will be retained in the College of Education Dean's Office and posted at the TEC website.

## **5. *Quorum***

A majority of the membership (i.e., 11 members) shall constitute a quorum.

## **6. *Agenda***

Anyone desiring to bring specific matter to the attention of the TEC shall communicate, in writing, to the TEC Chairperson 14 calendar days or more preceding the meeting at which the matter is to be considered. This time limit may be altered by a majority vote (i.e., two members) of the Executive Committee of the TEC.

## **7. *Minutes***

Minutes of the TEC shall be maintained by the TEC Secretary and posted on the TEC website once approved. Minutes of a previous meeting will also be electronically available 10 calendar days prior to a regularly scheduled meeting of the TEC.

## **8. *Policies***

The TEC will:

- Ensure a continuous review of professional education licensure programs.
- Maintain primary responsibility for the College of Education's Unit Assessment System.

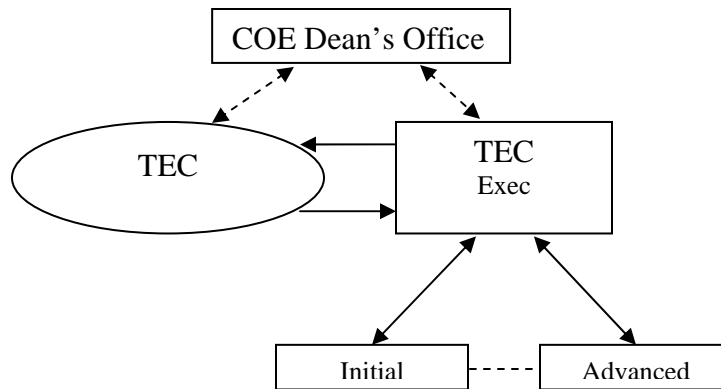
## **9. *Unit Assessment Planning Committees***

The planning and coordinating of curricular design and development are fundamental faculty responsibilities. These responsibilities extend to initial and advanced programs relevant to professional education licensure. Unit governance (e.g., TEC) recognizes stakeholders closest to this decision-making responsibility, including administrative elements of the governance structure. The Initial Unit Assessment Planning Committee (IUAPC) and the Advanced Unit Assessment Planning Committee (AUAPC) are standing committees charged with reviewing respective program assessment summaries, providing feedback to programs, and providing an annual report to the TEC Executive Committee. A current list of initial and advanced programs relevant to professional education licensure will be retained in the College of Education Dean's Office, Educational Student Services and posted at the TEC website.

### ***9.1 Meetings***

The Unit Assessment Planning Committees (i.e., AUAPC & IUAPC) will meet during the academic year at times sufficient to meet their responsibilities. Additionally, the Committees shall work closely with the TEC Executive Committee and the College of Education Dean's Office throughout the academic year in carrying out their responsibilities.

### ***9.2 Unit Assessment System Planning Committee Framework***



### ***9.3 Advanced Unit Assessment Planning Committee***

Purpose - reviews advanced program assessment summaries, provides feedback to programs, and provides an annual report to TEC Executive Committee.

#### **Committee Composition**

- Five to seven members
- Members are nominated by the Dean's Office and affirmed by the TEC in such a way as to have three-year staggered terms
- At least three TEC members with regular graduate faculty status
- At least one representative from Content Areas with regular graduate faculty status
- Chair to be elected annually in the spring by members

### ***9.4 Initial Unit Assessment Planning Committee***

Purpose - reviews initial program assessment summaries, provides feedback to programs, and provides an annual report to TEC Executive Committee.

#### **Committee Composition**

- Seven to nine members committees
- At least three TEC members
- Members are nominated by the Dean's Office and affirmed by TEC in such a way as to have three-year staggered terms
- At least one member from ESPY or SPED
- At least two representatives from Content Areas
- Chair to be elected in the spring by members
- At least one member should be active in an all grades program
- Department chairs from EESE and CIMT will serve as ex officio

## ***9.5 Unit Assessment System Institutionalization Strategy***

### **9.5.1 Potential Timeline**

- The Dean's Office will aggregate/summarize and disseminate UAS data no later than August 1.
- Assessment Day - on or about the first contract day in August. Presentations would include program reviews and advanced program service courses reporting to programs.
- Initial/Advanced Feedback on Assessment reports—completed on or about September 15. Reports would be by developmental level (i.e., early childhood, elementary, 5-12, all-grade) at the initial level and by program at the advanced level.
- Initial/Advanced Committee Report to TEC Executive Committee—by October 1
- TEC Review of UAS Activities and Unit-wide activities—November meeting of TEC

### **9.5.2 Annual Assessment Day**

A single day dedicated to reporting out on program data. The program will be arranged principally by Unit Assessment System (UAS) matrix as defined for the initial and advanced areas. The annual assessment day would be a campus-wide event and organized by the TEC Executive in coordination with the COE Dean's Office.

Each program including all content areas would prepare a brief summary of major assessments in their programs, utilizing data from Educational Student Services (ESS) and the Office of Strategic Planning, Institutional Research and Effectiveness (OSPIRE). Other data (i.e., candidate and program level) should be disclosed as such and articulated in the brief summary report. The summary report would not exceed five pages including data. The report would be organized around:

- Summary of Curriculum Changes
- Summary of UAS matrix derived assessments
- Summary of Reflective Activities Related to Assessment Data
  - Faculty meetings as documented in minutes
  - Program/Specialization meeting as document in minutes
  - Assessment committees as documented in minutes
- Summary of Anticipated Changes in forthcoming academic calendar
- Other Summative Program Data

The report will be forwarded to either the Initial Unit Assessment Planning Committee (IUAPC) or the Advanced Unit Assessment Planning Committee (AUAPC) for review and feedback. Each program would prepare and present a brief presentation of their report results to the entire campus community, including external constituencies served by the unit. The presentation would not exceed 15 minutes with additional time for discussion/dialogue.

Prospective entities to participate in the Assessment Day presentations and potential activities include:

#### Morning Presentations

- Education Student Services
  - Report conceptual framework (i.e., BCP) progress rates (i.e., frequencies/percentages) for the entire unit at the initial level—as well as break outs by developmental level (K-5, 5-12, & all grades)
- Elementary Education
- Secondary Education (CIMT)
- All-Grades Programs
- *Content Areas as appropriate*

#### Afternoon Presentations

- Education Student Services
  - Report summary data for initial entry into advanced programs, as available
- Individual COE Programs(i.e., advanced level)
- *Service Areas as appropriate*

### **9.5.3 Feedback to Programs by mid-September**

The IUAPC and AUAPC will provide feedback to the programs concerning the Assessment Day reports, presentations, and discussion/dialogue. The feedback will be in the form of a brief memo that includes recommendations, as appropriate. The memo will be transmitted to the TEC Executive Committee and the individual program.

### **9.5.4 Summary of Assessment Activities to TEC Executive Committee & TEC**

The IUAPC and AUAPC will provide a brief summary of UAS strengths and concerns as well as selected program issues/concerns, as appropriate to the TEC Executive Committee for review by October 1. The TEC Executive Committee will review the summary and forward to the entire membership of TEC for discussion at the November meeting. Based on the TEC Executive Committee review and in consultation with the College of Education Dean's office, a series of discussion points will be identified and forwarded to the TEC membership prior to the November meeting.

## **10. Sub-Committees**

Sub-committees of the TEC shall be established by the TEC Chairperson as needed. Sub-committees shall be composed of at least one member of the TEC and may include members of the University faculty, public school personnel, and other stakeholders impacting teacher education. All matters considered by sub-committees must be presented to the TEC for final action.

## ***11. Appeals***

Candidates with appeal requests related to professional education and licensure will be referred to the College of Education Congress Due Process Guidelines. However, the TEC Executive Committee shall remain informed of the final disposition of appeals related to education and licensure by the Dean of the College of Education.

## ***12. Amendment Process***

Annually, the appropriateness of the TEC will be reviewed by affirming and/or recommending amendments to the Guidelines and Bylaws for consideration. Amendments to the Guidelines and Bylaws require a two-thirds approval of those TEC members present and voting at regular meeting at which a quorum is present.