

Division of Teaching and Learning Teacher Education Committee

Bylaws

Approved, October 1999, Modified September 2000, September 2005

Description

The Teacher Education Committee (TEC) is a committee of the Division of Teaching and Learning defined and commissioned to serve the needs of the Division. Because the Division is so large, the TEC acts as a representative committee for policy, course and program review rather than the entire Division. This flattens the process and shortens the time for course and program approval. The membership of the TEC purposefully includes representatives of all of the various interests represented in the Division. These Bylaws have been formulated from a TEC subcommittee, revised and approved by the members of TEC (1998-99), and approved by the faculty in the Division of Teaching and Learning. Half of the membership is elected each year to maintain continuity. The TEC chair is elected from the voting faculty members at the beginning of the Fall semester. Only regular faculty members are eligible to vote on course, program and other curriculum decisions.

Membership

Elected members with two-year terms will alternate elected years so that only one-half of the elected membership is replaced each year. Members will be elected at the last Division meeting or by E-mail vote and begin serving the next academic year. The Teacher Education Committee (TEC) shall consist of the following:

<u>Members</u>	<u>Term in years</u>	<u>Elected by faculty in</u>
1 faculty of elementary education	2	Elementary Education
1 faculty of early childhood education	2	Early Childhood
1 faculty of secondary education	2	SE , K-12 and/or joint appointee, and/or K-12 faculty
1 faculty of middle education	2	Middle Education
1 faculty of special education	2	Spec. Ed.
1 faculty of physical education	2	Physical Ed
1 faculty from Div. Of Ed. Psych, Research & Meas.	2	Div. Of Ed. Psych
1 Clinical Faculty Members	1	invited by the TEC
1 Associate Dean for Undergraduate Education	1	appointed by COE Dean
1 Coordinator of Advisement and Certification	1	appointed by Div.
 <u>Optional Members</u>		
1 faculty of Level 1 Teacher Education	2	appointed by Div.
1 faculty of Level 2 Teacher Education	2	appointed by Div.
Endowed faculty from Div. of Teaching & Learning	2	Endowed faculty
1 Adjunct Faculty Member	1	invited by the TEC
1 Teaching & Learning Division Chair Designee	1	appointed by Chair
1 Member at Large	1	appointed by TEC

Functions of the TEC

The functions of the TEC are to:

- 1) review and report all new degree programs and courses and major revisions of existing programs to the faculty of the College of Education for its action;
- 2) monitor alignment with the guidelines of state and national accrediting agencies including curriculum standards, courses, programs, and syllabi;
- 3) recommend criteria for admission to and retention in the Teacher Education Program to the faculty of the Division of Teaching and Learning;
- 4) monitor standards of pre-professional behavior for students in the Teacher Education Program;
- 5) adjudicate differences concerning overlap and duplication of courses if such conflict cannot be resolved by the Division administration. When the TEC cannot adjudicate differences related to academic matters, the TEC shall refer the matter to the appropriate Associate Dean of the School of Education;
- 6) periodically review and recommend policies related to all aspects of teacher education, undergraduate admission and retention, and curriculum and instruction including grading, registration, scheduling and staffing to the Division;
- 7) form a subcommittee to hear appeals concerning admission to the Teacher Education Program, appeals concerning applications to and retention in the Teacher Education Program and clinical placements according to the procedures and policies adopted by the Division faculty; and
- 8) establish *ad hoc* subcommittees as necessary to carry out the duties of the TEC.

Chair of the Committee

The committee chair shall be elected from the voting faculty members of the TEC at the first meeting of each academic year and will have a term of one year. The chair shall: a) oversee the voting processes of the members for the following year, and terms and balance of representative members, b) call regular meetings and set the meeting agenda, c) ensure accurate and permanent recording of the proceedings, d) report to the Division of Teaching and Learning and College of Education, e) provide leadership role in ad hoc subcommittees of the TEC, and f) represent the TEC in all official action.

Limitations of the TEC

Course content and methods of teaching are within the purview of the faculty of the respective areas and can be reviewed by this committee when issues of overlap and duplication are brought to the attention of the TEC by an appropriate academic administrator or a member of the faculty. Overlap and duplication apply to the entire curricular offerings of undergraduate degree and certification programs within the Division of Teaching and Learning. In instances where courses reside in one division but are required in programs residing in the Division of Teaching and Learning, commonly known as service courses, the TEC may evaluate the appropriateness of the course(s) involved at least once every two years. In instances involving courses designated school-wide (EDUC), the TEC may make recommendations to the College of Education.

These By-laws must be approved by a two-thirds vote of the Division of Teaching and Learning and may be modified by a 50% plus one vote of the above faculty.