

**COUNCIL FOR
TEACHER
EDUCATION

CONSTITUTION**

2008-2009

CONSTITUTION OF THE COUNCIL FOR TEACHER EDUCATION

OF

AUSTIN PEAY STATE UNIVERSITY

Article I: Purpose and Definition

The Council for Teacher Education (TEC) shall exercise general oversight of all phases of the teacher education unit and its programs in the context of the existing academic governance structure. Its responsibilities include the development of policies and procedures related to: state program approval and NCATE accreditation; teacher candidate recruitment, selection, admission and retention; instruction (courses, programs and delivery); field experience and clinical practice, candidate and program evaluation; and certification. It is the designated unit of the University for all basic (initial licensure) programs and shares the responsibility for advanced programs with the Graduate and Research Council.

The Council acts upon all course and program proposals related to teacher education forwarded from college curriculum committees and makes appropriate recommendations. It may also initiate academic or curricular studies or recommendations for revision related to teacher education, and may challenge the assignment of instructors to teach or supervise for any service in the teacher education unit. Final authority to assign instructors will reside in the academic departments.

Its actions become recommendations to the Academic Council or the Graduate and Research Council. The Council may appeal certain decisions to the President.

Article II: Membership

Section 1. Membership by academic position is provided for the:

- Director of Teacher Education
- Director of Clinical Teaching Experiences
- Coordinator of Graduate Education
- NCATE Coordinator or NCATE Assessment Coordinator
- Dean, College of Professional Programs and Social Sciences (ex officio)
- Dean of the Graduate School (ex officio)
- Vice President for Academic Affairs (ex officio)
- Certification Officer (ex officio)

All of these members have voting rights, except for the Director of Teacher Education, who serves as chairperson of the Council, and the ex officio members.

Section 2. A minimum of one member shall be appointed from each of the following academic areas or categories:

- School of Education (3)
 - K-6, 4-8, PreK-3
 - Special Education
 - Educational Leadership, Ed.S.

College of Professional Programs and Social Sciences (2)
 Psychology/Political Science
 Health & Human Performance
College of Arts and Letters (3)
 Languages & Literature
 Art; Music; Speech, Communication & Theatre
 Social Science (History and Philosophy)
College of Science and Mathematics (2)
 Natural Sciences
 Mathematics
LEA Teacher/Administrator (one Elementary)
LEA Teacher/Administrator (one Secondary)
Two Teacher Candidates (one undergraduate, one graduate)

Section 3. All members shall be appointed by the President upon recommendation from the Director of Teacher Education.

Section 4. Appointment shall include consideration of the following criteria to assure that a minimum fifty percent (50%) of the membership has K-12 experience and involvement in teacher education and public schools:

- a. continuous involvement, concern and interest in teacher education
- b. K-12 experience
- c. representative membership from disciplines with a major leading to Teacher licensure, and
- d. relative enrollment numbers in available licensure programs.

Section 5. There shall be a maximum of 21 members, exclusive of ex officio members.

Article III: Terms of Office

Membership, as defined in Article II: Section 1, is permanent in terms of the functioning roles. Membership, as defined in Section 2, shall be for a three-year period for each position except for LEA Teachers/Administrators (Elementary and Secondary) and Students (undergraduate and graduate) who will serve one-year terms. Consecutive terms are permitted.

Article IV: Meetings and Quorum

Meetings shall be held at the call of the chairperson or upon the written request to the chairperson by at least five (5) members, or by the Council at a prior meeting. At least one (1) meeting shall be held each semester of the academic year.

A quorum shall be those persons present at a meeting called in accordance with the previous paragraph at which a majority of voting members are present. Notices shall be distributed to members by regular mail or e-mail at least three working days before the meeting.

Article V: Amendments

These policies and procedures may be amended by a vote of the majority of Council members at a meeting subsequent to the one at which a formal proposal to amend is accepted. Such amended policies become effective upon approval of the Academic Council.

Article VI: Committees

The Council for Teacher Education chair shall appoint members to the following committees for two year terms. Each committee shall meet a minimum of once per-semester unless otherwise noted.

Section 1. An Admission/Retention Committee of no fewer than 5 faculty members from within the teacher education unit shall review and approve applications for candidates as they move through the milestone process. In addition they shall determine fairness and appropriateness of assessment process. The committee chair shall be appointed by the Director of Teacher Education and approved by the Teacher Education Council.

Section 2. An Appeals Committee of no fewer than 5 faculty members shall handle all appeals submitted by candidates seeking a waiver to the milestone review process. The committee shall also be responsible for review of candidate dispositional issues. The committee chair shall be appointed by the Director of Teacher Education and approved by the Teacher Education Council.

Section 3. A Secondary/K-12 Advisory Committee of all external K-12 and secondary education methods teachers (or TEC members representing these programs), and a methods teacher from programs in either elementary or special education shall review and coordinate field and clinical experiences and methods courses taught in these academic departments. It shall be chaired by the Director of Clinical Teaching Experiences.

Section 4. A Unit Assessment Committee composed of no less than six members of the Council, selected to represent all colleges and programs, and no less than one LEA representatives shall review unit data and make recommendations for unit changes. The committee chair shall be appointed by the Director of Teacher Education and approved by the Teacher Education Council.

Section 5. A Program Evaluation Committee composed of representatives from the School of Education and the secondary/K-12 coordinators shall analyze data related to programs and to suggest program changes based on state mandates and data analysis. The committee chair shall be the Director of Teacher Education. The committee will meet at the annual data retreat.

Section 6: Assessment System Review Committee composed of representatives from the School of Education and the secondary/K-12 coordinators shall analyze the assessment system.

The committee chair will be the assessment coordinator.

Article VII: Relationships With Other Councils

Section 1. Relation to the Academic Council. All proposals regarding undergraduate programs approved by the Council for Teacher Education must be submitted to the Academic Council for final approval before they progress to the President. The Academic Council may not amend proposals but may return them to the Council for Teacher Education with recommendations or suggestions for changes. In the events of an unresolved conflict, the Council for Teacher Education, by a vote of the majority, may file a formal appeal with the President, who will resolve the issue.

Section 2. Relation to the Graduate and Research Council. All proposals regarding advanced (graduate) programs in teacher education will be submitted to the Council for Teacher Education and then to the Graduate and Research Council for consideration. If both Councils approve the proposal, the Dean of the Graduate School will forward it to the Academic Council. In the event a proposal is approved by the Council for Teacher Education and minor changes are recommended by the Graduate and Research Council, the Director of the School of Education and the Dean of the Graduate School will attempt to resolve the dispute and resubmit it to the Graduate Council before it goes to the Academic Council.

If substantive issues are raised, it will return to the Council for Teacher Education with the recommendation from the Graduate and Research Council.

If the matter is not resolved at this point, the proposal will be sent to the Academic Council which will arbitrate the disagreement after both the Council for Teacher Education and the Graduate and Research Council present their concerns.

Article VIII: Adoption

These policies and procedures shall become effective by a majority vote of the existing Council for Teacher Education and additional approval by the Academic Council.

Approved by Council for Teacher Education
on January 27, 1981

Endorsed by Graduate and Research Council
on February 3, 1981

Endorsed by Academic Council
on February 5, 1981

Approved by the University Assembly
on February 26, 1981

Approved by President Robert O. Riggs
on March 27, 1981

Revisions approved by the Council for Teacher Education 11/08/88

Revisions approved by the Council for Teacher Education 10/21/93

Revisions approved by the Council for Teacher Education 11/19/97

Revisions approved by the Council for Teacher Education 4/9/02

Revisions approved by the Council for Teacher Education 11/14/02

Revisions approved by the Council for Teacher Education—01/12/06

Revisions approved by the Council for Teacher Education - 01/10/07

Revisions approved by the Council for Teacher Education – 12/10/08