

Teacher Education Advisory Committee By-Laws

(Approved January 18, 2006)

Mission Statement

As the representative body of the Professional Education Faculty, the Teacher Education Advisory Committee will

- Provide a forum for the exchange of information and perspectives about professional education practices and programs;
- Review all programs that lead to educator certification to ensure the Board of Regents (BOR) guarantee can be fulfilled and to further ensure successful assessments by state, regional, and national professional education accrediting agencies (for example, PSC, SACS, NCATE);
- Make recommendations to the University's faculty concerning professional education programs regarding development, accreditation, certification, and related issues;
- Make recommendations to the appropriate University administrative levels concerning programs that lead to educator certification.

To facilitate the Committee's work to meet its mission within the University, these By-Laws have been established.

Article I TITLE

This committee shall be known as the Teacher Education Advisory Committee (TEAC) of the University of West Georgia. TEAC shall function as the representative body of the Professional Education Faculty. Within the By-Laws, Committee refers to the Teacher Education Advisory Committee (TEAC).

Article II PROFESSIONAL EDUCATION FACULTY

A Professional Education Faculty (PEF) member will be defined as someone with (a) an earned doctorate, appropriate terminal degree, or exceptional expertise (including that gained by classroom teachers, media specialists, etc.) that qualifies them for their professional role, and (b) specific, ongoing experience directly related to the training of teacher candidates in programs leading to certification in the public schools.

At the beginning of each academic year, the Vice President for Academic Affairs (VPAA) will call for nominations to the PEF. Nominations may be made at any time during the year. Nominations should be sent to the Chair of TEAC. As nominations are received, the Chair of TEAC will place this on the regular meeting agenda for a vote.

full-time administrators shall not serve as voting members but may serve as advisors. See Section 3.

Section 3 *Ex Officio* Members

The Vice President for Academic Affairs or his/her designee shall be a non-voting member of the Committee.

The Deans of the College of Arts and Sciences, the College of Education, the Richards College of Business, and the Graduate School, or their designees, may serve as advisors to the Committee.

Section 4 Terms of Service

The term of service for voting members shall be two (2) years, with the exception of the elected chair of the Committee (see Section 5).

There shall be no limit on the terms any member may serve. Members may be reelected to consecutive terms. A voting member of TEAC shall be elected for a 2-year term.

Section 5 Officers

The Officers of the Committee shall be a Chair and a Secretary. The Chair and the Secretary will be elected by Committee members from the membership.

Section 6 Chair's Responsibilities

The Chair shall

- a. preside at TEAC meetings.
- b. be a voting member of the Committee.
- b. determine and publish dates, times, and places of regular Committee meetings
- c. call special meetings as necessary.
- d. prepare and publish for the membership 5 working days in advance of any meeting an agenda.
- e. report the recommendations of the Committee to the appropriate dean(s).
- f. report the recommendations of the Committee to the appropriate committee of the Faculty Senate and/or the appropriate administrative office.
- g. preside at meetings of the Professional Education Faculty.

The Chair's term of service shall be for two (2) years.

Section 7 Secretary's Responsibilities

The Secretary shall

- a. record and make available for the Committee members minutes of each meeting of the Committee.

- b. record and make available for the Professional Education Faculty minutes of each meeting of the Professional Education Faculty.

Section 8 Publication of the Minutes

Minutes of meetings of both TEAC and the Professional Education Faculty shall be published on the Web with a link from the Homepage of the Vice President for Academic Affairs.

Article IV GENERAL RESPONSIBILITIES

Section 1 Program Recommendations

The committee shall approve or deny requests by the respective colleges of the University for any and all additions, deletions, and modifications of programs that prepare educators for the schools. That is, all actions requested by such programs that in the ordinary course of faculty governance require a formal request that requires the submission of the University's "Request for Program or Course Addition, Deletion, or Modification" form and any requisite accompanying documentation.

While course additions, deletions, and modifications in themselves do not require TEAC approval, the following requests by existing programs that prepare educators for the schools do require TEAC approval:

1. additions of courses as requirements or electives to the program
2. deletions of courses as requirements or electives from the program
3. modifications of the role of a course within the program (i.e. change from a requirement to an elective, a change in the number of semester hours a course will count in the program, etc.)

Section 2 Other Committee Activities

The Committee will serve as a forum for the review of a wide range of issues associated with the preparation of educators and school counselors and leaders and for other issues consistent with the mission of the Committee.

Article V POLICIES AND PROCEDURES

Section 1 Nominations

- a. VPAA will call for nominations no later than March 15 of each academic year. Departments with programs with representation on TEAC as outlined in Section 1, Article 3, may nominate eligible candidates to run for elections to serve on TEAC.

- b. All nominated candidates must be a PEF member.
- c. Each public school system may nominate candidates from the PEF to run for election as the representative of the public schools.
- d. The University of West Georgia chairs of departments and school system superintendents will forward their nominations to the Office of the Vice President for Academic Affairs.

Section 2 Elections

- a. By April 1 all nominees shall be categorically listed on a single ballot. The responsibility for preparing the ballot shall lie with the Office of the Vice President for Academic Affairs.
- b. Members of the Committee shall be elected by a vote of the Professional Education Faculty. Elections will be held by April 30th. Ballots will be counted by the VPAA's office.

Section 3 Meetings

- a. Regular Meetings. To effect timely action, the Chair shall establish regular meetings each semester sufficiently in advance of announced regular meetings of the Undergraduate Academic Programs Committee (UAPC) and the Committee on Graduate Studies (COGS).
- b. Called Meetings. The Chair may call meetings of the Committee by giving notice five working days before the meeting. The Committee may vote to waive the requirement of a five-day notice. A working day shall be defined as any day Monday through Friday while classes are in session that is not an official University holiday.
- c. Procedures.
 - 1. Meetings: All meetings of the Committee shall be open to all faculty and administrators. The Committee may request the presence or help of any faculty member, administrator, or students it deems necessary.
 - 2. Quorum: A quorum shall be defined as more than 50 percent of the voting membership.
 - 3. Voting: Voting shall be by voice. At the discretion of the Chair or upon the request of a voting member, vote may be by show of hands or by paper ballot. Also the Committee may also elect to use electronic voting when expedient.
 - 4. Substitutes: When necessary, substitutes may serve in place of elected voting members of the Committee at meetings or in discussions, conducted either in person or through electronic media. On such occasions, substitutes may vote in place of regular voting members. Substitutes must be members of the Professional Education Faculty and must come from the same area, though not necessarily the same program, as the elected voting members they replace. Prior to the meeting, the

TEAC voting member must report to the TEAC Chair the name of the substitute.

Article VI SUBCOMMITTEES

The Committee shall have the authority to establish standing and ad-hoc subcommittees as it deems necessary to accomplish its mission.

Article VII RATIFICATION

These By-Laws must be ratified by a two-thirds majority of the votes cast by the Professional Education Faculty.

Article VIII AMENDMENTS

- a. Members of the Committee may request amendments to these By-Laws.
- b. Action on amendments to the By-Laws must be announced as part of the agenda of a regular meeting of the Committee.
- c. Amendments require a two-thirds majority of the votes cast by the Committee to pass.
- d. Amendments must be ratified by a two-thirds majority of the votes cast by the Professional Education Faculty.