

Evidence 2.1.6 TEC By-Laws

TEACHER EDUCATION COMMITTEE
BY-LAWS

Revised September, 2013

TEACHER EDUCATION COMMITTEE BY-LAWS

1. Name

The organization is designated as the Teacher Education Committee at Northern Kentucky University.

2. Purposes

- 2.1 The Teacher Education Committee is the official body to establish the policies for admission and retention of students in teacher education and is the responsible body for establishing the requirements for students exiting teacher education programs as approved by the College of Education and Human Services.
- 2.2 The Teacher Education Committee approves all undergraduate and graduate level curriculum changes for teacher education programs whether these changes are in the general education, specialty, or professional education components, after initial approval by the program's respective department.
- 2.3 The Teacher Education Committee is the official body ruling on student appeals of any policy and/or curriculum matter. Appeals are channeled through the chairperson of the Teacher Education Committee.
- 2.4 The Teacher Education Committee may establish ad hoc committees as necessary. All ad hoc committees and chairpersons of these committees are appointed by the chairperson of the Teacher Education Committee as well as are all standing committees.
- 2.5 The Teacher Education Committee may delegate selected governance procedures to other units when appropriate.
- 2.6 The Dispositions Committee is a sub-committee.

3. Chairperson

- 3.1 The Dean of the College of Education and Human Services and/or his/her designee shall be responsible for organizing, scheduling and conducting all Teacher Education Committee meetings.

4. Teacher Education Committee Meetings

- 4.1 The Teacher Education Committee meets on the second Wednesday of each month at 3:30 P.M., unless otherwise notified by the chairperson of the Committee.

- 4.2 The Teacher Education Committee ordinarily meets during the academic year only. However, at the discretion of the chairperson of the Committee, a summer meeting may be called.
- 4.3 Meetings of the Teacher Education Committee are conducted according to Roberts Rules of Order.
- 4.4 The agenda for each meeting is distributed to Committee members at least one week prior to the meeting date. The Committee may receive agenda items at the meeting if time permits. Such agenda items are considered at the end of the published agenda.

5. Composition of the Teacher Education Committee

- 5.1 The Teacher Education Committee is composed of the following 36 voting members:
 - a. Dean of the College of Education and Human Services. This person will vote only in case of a tie.
 - b. Coordinator of Clinical Experiences and KTIP
 - c. Associate Dean, College of Education & Human Services
 - d. Associate Dean, College of Arts & Sciences
 - e. Chair, Department of Teacher Education
 - f. Chair, Department of Counseling, Social Work, & Leadership
 - g. Chair, Department of Kinesiology & Health
 - h. Faculty representatives elected by the College of Education and Human Services (one from each group below)
Elementary / Middle / Secondary / Ed Leadership / IECE / Special Education / HEA-PHE / School Counseling / MAT / MAED – TAL / Advising Center
 - i. Elementary principal
 - j. Middle school principal
 - k. Secondary principal
 - l. Elementary teacher
 - m. Middle school teacher
 - n. Secondary / P-12 teacher
 - o. School Counselor
 - p. Undergraduate student representative
 - q. Graduate student representative
 - r. One faculty representative(s) for each approved teacher education program. This person is appointed by the respective chairperson of the teacher education program.
 - English
 - World Languages and Literatures
 - Math
 - Chemistry

Visual Arts
Biology
Social Studies
Music
Earth/Space Science
Physics

5.2 All non-ex officio members are appointed for a period of two years. Committee members may be appointed to succeeding terms.

6. Quorum

For purposes of officially conducting business, a quorum consists of the majority of voting members.

7. Amendments to by-law

These by-laws are amended by a two-thirds vote of the membership of the Teacher Education Committee. Any changes to the by-laws must be approved by the Provost and presented to the Board of Regents of Northern Kentucky University for final approval.

8. Voting

All motions are approved on the affirmative vote of a majority of voting members present at that meeting.

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