

MAYVILLE STATE UNIVERSITY

FACULTY ASSOCIATION AND SENATE CONSTITUTION

Article XII Teacher Education Committee

Section A. Purpose

1. The purpose of the Teacher Education Committee (TEC) is to support continuous improvement of the teacher education program through consistent reviews of the liberal arts curricula and academic and clinical requirements for teacher certification. The Teacher Education committee facilitates the development and improvement of all teacher education programs and determines the criteria for admission to the Teacher Education Program. This committee formulates goals and objectives for teacher education curricula, reviews and recommends new courses and programs to the Curriculum Committee, and establishes policies and procedures regarding clinical experiences.

This committee oversees program and curriculum development to guide continuous improvement, implementation, assessment and the division of responsibilities that demonstrate strategic partnerships that meet the needs of the Education Preparation Program (EPP).

Section B. Membership Appointments

1. Faculty membership on the Committee, and subcommittees, will be limited to persons with professional preparation and experience in teacher education. Subject to the objection of the Faculty Senate, the membership shall be appointed by the chair of the Division of Education in consultation with the Vice President for Academic Affairs. Said appointments are effective with notification that they have been made to the President of the Faculty Association/Senate, no later than September 15. The Faculty Senate shall have one (1) month to note in writing to the Chair of the Division of Education its disapproval of any appointed member. The appointment process outlined above should be repeated in such instance for the appointment of a more suitable member. If the Faculty Senate does not act within one (1) month, the appointments shall be considered finalized.
2. The voting membership of this committee shall consist of the Vice President for Academic Affairs, a representative of each discipline offering a major in teacher education, and four faculty from the Division of Education. The above members will have shared responsibility and voting rights.
3. The TEC shall meet at least twice per semester or as needed.

Section C. Conducting Business

All business of the Teacher Education Committee shall be conducted in accordance with the following operating procedures:

1. A quorum for conducting business shall consist of a simple majority of the members of the Teacher Education Committee.
2. The meeting shall follow a written agenda provided to each member in advance of the meeting. Additional agenda items shall be accepted at the opening of the meeting with approval of the TEC members.

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3. The latest edition of *Roberts Rules of Order* shall be the governing rules of the TEC, except where those rules are altered by this Constitution or by-laws.
4. The convener of this Committee shall be the Chair of the Division of Education at MSU or his/her appointee. The members of the TEC shall designate a committee member to act as chair in case of the absence of the convener. The convener is responsible for all communication and distribution functions of the TEC. The convener shall be responsible for initiating the transaction of all business pertaining to the TEC and the distribution of information about all aspects of teacher education.
5. The convener may designate a parliamentarian of his/her choice to advise the convener on the points of order during the meetings.
6. Minutes of all TEC meetings shall be kept on the University's shared files system.

Section D. Subcommittee on Admission and Retention

1. This subcommittee screens and admits student applicants to the Teacher Education Program and to student teaching.
2. Voting membership for this subcommittee will include two faculty from the Division of Education and a representative from each discipline offering a major in teacher education.
3. The chair of the Division of Education serves as chair of this subcommittee.
4. This subcommittee shall meet at least once per semester or as needed.

Section E. Procedures

This Committee shall report all recommendations for policy involving faculty to the Faculty Senate.

Teacher Education Advisory Committee (TEAC)

Section A. Purpose

1. The purpose of the Teacher Education Advisory Committee (TEAC) for Mayville State University education preparation programs is to help the MSU Division of Education ensure collaboration with P-12 partners in program design and delivery, and evaluation of the unit and programs. The TEAC will assist the Division to co-construct mutually beneficial P-12 school and community arrangements, including technology-based collaborations for clinical preparation and shared responsibility for continuous improvement of candidate preparation. The Committee will collaborate with the Division in establishing mutually agreeable expectations for candidate entry, preparation, and exit; ensuring that theory and practice are linked; maintaining coherence across clinical and academic components of preparation; and sharing accountability for candidate outcomes.

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2. This Committee shall function as the major advising body for teacher education policies and programs at Mayville State University by:
 - a. Safeguarding the institutional philosophy for teacher education in concert with current national and state standards and practices.
 - b. Monitoring teacher education policies and program practices for conformity to institutional philosophy, state and national standards, and responsiveness to educational needs.
 - c. Identifying and encouraging use of the most effective approaches to teacher education.

Section B. Membership Appointments

The Chair of the Division of Education or his/her appointee shall serve as the convener (hereafter referred to as the “convener”) for the Committee and through that provide all support for communications, documentation and minutes of proceedings. The TEAC will be made up following representatives:

1. Secondary school (7-12) principal (1)
2. Elementary school Principal (1)
3. Currently practicing secondary teacher (1)
4. Currently practicing middle-level teacher (1)
5. Currently practicing elementary teacher (1)
6. Currently practicing early childhood teacher (1)
7. Student Education Association (SEA) President & Vice President (or SEA members designated to attend in their absence) (2)
8. School board member from a regional district (1)
9. Retired teacher (1)
10. Current member of the Teacher Education Committee (1)

Individuals will serve for two academic years on the Committee by invitation of the Chair of the Division of Education or his/her appointee and be eligible to serve for an additional term.

Section C. Conducting Business

Regular Meetings: The regular meetings of the TEAC shall be held once in both the Fall and Spring terms during the academic year of the MSU calendar. Specific times and locations of regular meetings shall be communicated in writing to all members prior to each meeting.

Special Meetings: A special meeting of the TEAC may be called at a designated time by the convener. The specific times and locations of special meetings shall be communicated in writing at least five school days prior to the special meeting.

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All business of the TEAC during both regular and special meetings is open to the MSU community and shall be conducted in accordance with the following operating procedures:

1. A quorum for conducting business shall consist of a simple majority of the members of the TEAC.
2. The meeting shall follow a written agenda provided to each member in advance of the meeting. Additional agenda items shall be accepted at the opening of the meeting with approval of the TEAC members.
3. The latest edition of *Roberts Rules of Order* shall be the governing rules of the TEAC, except where those rules are altered by this Constitution or by-laws.
4. The convener of this Committee shall be the Chair of the Division of Education at MSU or his/her appointee. The members of the TEAC shall designate a committee member to act as chair in case of the absence of the convener. The convener is responsible for all communication and distribution functions of the TEAC. The convener shall be responsible for initiating the transaction of all business pertaining to the TEAC and the distribution of information about all aspects of teacher education.
5. The convener may designate a parliamentarian of his/her choice to advise the convener on the points of order during the meetings.
6. Minutes of all TEAC meetings shall be kept by the convener and sent in writing to all members within ten school days following the meeting.

Section D. Ad hoc Committee

Ad hoc committees shall be created by action of the TEAC as specific needs and issues arise. The committees shall be comprised of members of the TEAC with respect to representation to the group which is affected by the issue and a representative from the teacher education programs at the University.

Effective Date of Document **9-1-15**