

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 Educator Preparation Program (EPP). This committee formulates goals and objectives for teacher education curricula, reviews, approves 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 Dean and 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 Dean and 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 a representative of each discipline offering a major in teacher education, a representative of the MAT, and five faculty from the Division of Education. The above members will have shared responsibility and voting rights. The Vice President for Academic Affairs is an Ex-Officio committee member.
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.
3. The TEC will have one meeting at the start of each semester designated to review student status for program admission and retention. The TEC will address student admission and retention issues as needed during subsequent TEC meetings throughout a semester.
4. 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.
5. The convener of this Committee shall be the Dean and Chair of the Division of Education at MSU or his/her appointee. The members of the TEC shall designate a committee member as acting convener 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.
6. The convener may designate a parliamentarian of his/her choice to advise the convener on the points of order during the meetings.
7. Minutes of all TEC meetings shall be kept on the University's shared files system.
8. This Committee shall report all recommendations for policy involving faculty to the Faculty Senate.