

## **PROFESSIONAL EDUCATION COUNCIL**

### **Western Kentucky University**

#### **Bylaws**

##### **I. NAME OF THE ORGANIZATION**

The name of this body is the Professional Education Council of Western Kentucky University.

##### **II. PURPOSE**

The Professional Education Council of Western Kentucky University has as its purpose to provide planning, oversight, and direction for all of the University's professional education programs.

##### **III. FUNCTIONS**

- A.** To make recommendations to appropriate bodies and/or officials regarding academic programs, academic policies, and scholastic regulations pertaining to professional education courses and programs at Western Kentucky University
- B.** To review and act upon all proposals submitted to it by departments and programs within the University
- C.** To initiate studies and develop policies pertaining to the curriculum, to scholastic regulations, or to other matters referred to the Professional Education Council by the Dean of the College of Education and Behavioral Sciences, the Provost/Vice President for Academic Affairs, or the University Senate
- D.** To recommend to appropriate bodies and/or officials the establishment of new programs for the preparation of students to meet professional, state, and institutional standards for practice in Preschool through Grade 12 settings
- E.** To establish and implement policies and standards for admission to professional education
- F.** To establish and implement policies and standards for admission to student teaching
- G.** To review and act upon applications for admission to professional education and applications to do student teaching
- H.** To receive and review annual reports regarding the assessment of programs leading to certification by Kentucky's Education Professional Standards Board
- I.** To receive and review annual reports regarding the use of assessment data in programs leading to certification by Kentucky's Education Professional Standards Board
- J.** To provide oversight of student progress (including student teaching, internships, and other field experiences) toward program completion
- K.** To make decisions and hear student appeals regarding admission to and continuance in the university's professional education programs, and to hear appeals of decisions to dismiss students from programs leading to certification by Kentucky's Education Professional Standards Board.
- L.** To establish subcommittees as needed for accomplishing the work of the Council

#### IV. COMPOSITION OF THE PROFESSIONAL EDUCATION COUNCIL

- A. **Ex-officio Members** (voting)
1. Dean, College of Education and Behavioral Sciences (chair)
  2. Associate Dean for Academic Programs, or other college faculty member or administrator appointed by the Dean (vice chair)
  3. Director, Office of Teacher Services and School Relations
  4. Director, EdD program
- B. **Elected Faculty Members** (voting)
1. Each academic department/unit that offers a program leading to certification by Kentucky's Education Professional Standards Board (EPSB) may elect one faculty representative per program area. A "program area" is defined as a content area in which an EPSB-approved graduate and/or undergraduate major is offered.
  2. Graduate Council representative
  3. University Senate representative
- C. **Student Members and Alternates** (voting)
1. One undergraduate student representative and one undergraduate student alternate representative, both enrolled in programs leading to certification by Kentucky's Education Professional Standards Board, and appointed by the Student National Education Association
  2. One graduate student representative and one graduate student alternate representative, both enrolled in programs leading to certification by Kentucky's Education Professional Standards Board, and appointed by the Professional Education Council
- D. **Professional Educator Members and Alternates** (voting)
1. One classroom teacher appointed by the Kentucky Education Association. One alternate classroom teacher representative may be appointed.
  2. One school principal, superintendent, guidance counselor, school psychologist, or pupil personnel director appointed by the Executive Director of the Green River Regional Educational Cooperative. One alternate representative may be appointed.
- E. **Advisory Members** (non-voting)
1. University Registrar
  2. Teacher Certification Officer
  3. Associate Dean for Accountability and Research

The Dean may appoint other advisory members as appropriate.

#### V. QUALIFICATIONS AND TERMS OF OFFICE

- A. **Faculty**
1. Membership Qualifications: Individuals holding full-time faculty appointments are eligible for election as representatives to the Professional Education Council.
  2. Term of Office: Elected faculty representatives shall serve two-year terms that begin August 15 of the first year and end twenty-four months later on August 14 of the second year. Elections to fill vacancies shall be conducted by the department where the vacancy has occurred and shall be only for the unexpired term. Faculty representatives are eligible for re-election.
- B. **Students**
1. Membership Qualifications: Student representatives must be enrolled in programs leading to certification by the Education Professional Standards Board and are appointed by the Student National Education Association.

2. Term of Office: Student representatives shall serve one-year terms and may be reappointed.

C. **Professional Educators**

1. Membership Qualifications: The classroom teacher representative and alternate shall be appointed by the Kentucky Education Association. The school principal, superintendent, guidance counselor, school psychologist, or pupil personnel director representative and alternate shall be appointed by the Executive Director of the Green River Regional Educational Cooperative.

2. Term of Office: Professional educator representatives shall serve two-year terms.

**VI. OFFICERS OF THE PROFESSIONAL EDUCATION COUNCIL**

A. **Chair:** The Dean of the College of Education and Behavioral Sciences shall serve as chair.

B. **Vice Chair:** The Dean of the College of Education and Behavioral Sciences shall appoint a vice chair from among the college faculty or administrators.

C. **Secretary/Recorder:** The Chair shall appoint a Secretary/Recorder, who need not be a member of the Professional Education Council.

**VII. COMMITTEES OF THE PROFESSIONAL EDUCATION COUNCIL**

A. **Standing Committees**

1. Academic Policy Committee

The Academic Policy Committee shall have as its purpose to develop, implement, and review academic policies related to programs in professional education. Five members shall be appointed by the Chair from the membership of the Professional Education Council, with no more than two members from any one college. The members of the Academic Policy Committee shall select one member to serve as chair. Meetings will be called as needed.

2. Admission and Retention Committee

The Admission and Retention Committee shall have two purposes: to hear appeals regarding denial of admission to programs leading to certification by Kentucky's Education Professional Standards Board, and to review the status of students admitted to certification programs and make recommendations regarding continuance. Five members shall be appointed by the Chair of the Professional Education Council from the membership of the Council: one PEC member who holds a professional certificate in education; three university faculty members, at least one of whom represents a department outside the College of Education and Behavioral Sciences; and the vice chair of the Professional Education Council, who shall serve as chair of the Admission and Retention Committee. Meetings will be called as needed. The committee may propose such rules as it deems necessary for the conduct of committee business, and these rules must be approved by the full Professional Education Council.

B. **Ad Hoc Committees**

The Chair of the Professional Education Council may create ad hoc committees as needed and may appoint members of ad hoc committees from either the membership or from outside the membership, as appropriate to the purpose for which the ad hoc committee is created.

**VIII. AMENDMENTS TO BYLAWS**

Amendments to the Bylaws of the Professional Education Council require a two-thirds majority vote of the membership for adoption.

**IX. RULES AND PROCEDURES OF THE PROFESSIONAL EDUCATION COUNCIL**

A. **Organization**

1. Chair: The Chair shall preside at the meetings of the Professional Education Council and shall be responsible for seeing that the agenda is prepared and that the minutes of the meetings are properly kept. The Chair may create ad hoc committees as needed and may appoint members thereto.
2. Vice Chair: The Vice Chair shall preside at meetings of the Professional Education Council in the absence of the Chair and shall assume other duties at the request of the Chair.
3. Secretary/Recorder: The Secretary/Recorder shall be responsible for preparing the agenda for all meetings, keeping the minutes for all meetings, and notifying the members of all meetings.

B. **Meetings**

1. Schedule: Regular meetings of the Professional Education Council shall be held on the second Wednesday of the month at 3:30 PM. Exceptions may be made for holiday periods. June and July meetings shall begin at 2:00 PM. Special meetings may be called at the discretion of the Chair.
2. Quorum: A quorum shall consist of a simple majority of the voting members of the Professional Education Council.
3. Parliamentary Authority: the Sturgis Standard Code of Parliamentary Procedure shall be the parliamentary authority of the Professional Education Council.
4. Voting Requirements: An affirmative vote of a majority of those present shall be required for passage of motions. Normally, voting shall take place by voice or by show of hands, but any member may request a vote by secret ballot, and that request shall be granted.

*Discussion* pertaining to a specific department/unit may be conducted without representation from that department or unit. However, *action* on any matter pertaining to a specific department or unit shall occur only if a representative from that department/unit is present.

On occasion, with consent of the membership, a vote may be conducted electronically. The conditions and requirements for conducting an electronic vote shall be specified at the time that a matter is put to a vote. If a member objects to making a decision by voting electronically, a meeting shall be called at a time announced by the Chair.

5. Visitors: All meetings shall be open to visitors, but visitors may be seated separately from members. The privilege of addressing the members of the Professional Education Council may be granted to a visitor at the Chair's discretion.

6. First and Second Readings: Most matters brought before the Professional Education Council require only one reading. Proposals to amend the bylaws of the PEC and proposals related to other substantive matters, as determined by the Chair, require two readings. Prior to a vote on a motion, a member may move to require two readings on that motion. The motion to require two readings may be debated, and it requires approval by two-thirds of the voting members present. If the Chair has ruled that a matter requires two readings, a member may move to waive the second reading. The motion to waive the second reading may be debated, and it requires approval by two-thirds of the voting members present.

7. Agenda and Minutes: The agenda for a meeting of the Professional Education Council and the minutes of the previous meeting shall be prepared by the Chair with the assistance of the Secretary/Recorder. Items for inclusion on the agenda must be submitted to the Secretary/Recorder by the deadline stipulated by the Chair. All proposals must follow the formats established by the Undergraduate Curriculum Committee. The agenda and the minutes of the previous meeting shall be distributed to Professional Education Council members a reasonable time prior to the meeting.

8. Alternates: A faculty member who cannot attend a meeting is responsible for designating another faculty member in the

member's department (or unit of representation) to attend and vote in the member's place. A student member who cannot attend a meeting shall be responsible for designating another qualified student member to attend and vote in the member's place. Professional educator members who cannot attend a meeting are asked to notify their appointed alternates to attend and vote in the member's place. The member should provide the alternate with agenda materials. Members are expected to notify the Secretary/Recorder when they have asked alternates to attend in their places.

A member who misses two consecutive meetings or three non-consecutive meetings within an academic year without sending his/her alternate may be removed from office if a majority of the Professional Education Council votes to recommend removal. The department of the member who has been removed will then be contacted and asked to elect another representative.