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**BYLAWS**

**COUNCIL FOR TEACHER EDUCATION**

**Article I. Purpose**

The Council for Teacher Education (CTE) is an established external committee of the Academic Senate that reports to the Academic Affairs Committee and the Provost. Its primary charge is to oversee academic programs leading to licensure of teachers and other professional education personnel who work in P-12 school settings. In this role, the CTE has five primary areas of responsibility: Leadership, Liaison/Advocacy, Planning/Development, Regulation, and Reporting.

**Article II. Membership**

A. CTE Composition – 31 voting members, 34 total members

1. Faculty Members, voting (16) – A total of sixteenfaculty members shall serve on the CTE.

Twelve of those sixteenfaculty members shall be appointed by the Provost in consultation with the college deans. These twelveappointments shall be confirmed by the Faculty Caucus of the Academic Senate and are currently distributed as follows: four from the College of Education; three from the College of Arts and Sciences; one each from the Colleges of Applied Science and Technology, Business, Fine Arts, and Milner Library; and one at-large faculty member that rotates among the six colleges represented on CTE

The thirteenth faculty member shall be recommended by the Dean of the College of Education and approved by the Provost

A University Laboratory Schools Faculty Associate shall serve as an ex-officio, voting member.

The University Curriculum Committee faculty chairperson (or faculty designee) shall serve as an ex-officio, voting member.

The Graduate Curriculum Committee faculty chairperson (or faculty designee) shall serve on an *ad hoc* basis as an ex-officio, voting member.

1. One coordinator or director of teacher education programs, voting (1) – This seat is chosen every three years among three colleges (CAS, CAST, CFA) from among those eligible, preferably with CAS holding the seat every other term due to its larger proportion of programs. The individual shall be appointed by the Dean of the College of Education and approved by the Provost. This seat may be occupied by any faculty member or administrative professional who serves as the coordinator or director of a teacher education program in a department/school within one of those colleges. It should be occupied by an individual from a program not represented within the faculty seats.
2. Students, voting (5) – Five teacher education student members who represent teacher education programs across campus shall be recruited through an all call process in April of each year where the chair of CTE announces the openings to teacher education candidates via teacher education program coordinators, department chairs and school directors, and the Student Government Association. Students who apply will receive membership on a first-come, first-serve basis within their college, with seats for each college filled by the CTE Executive Committee. At least one of the five student members must be from a graduate program. If a vacancy occurs in the middle of the academic year, the CTE Executive Committee will first review the list of students who applied in April to determine if there is an eligible replacement to fill this position. If there is not an eligible replacement, then the chair of the CTE will recruit a student to serve in this position in the manner described above.
3. Administrative *Ex Officio* Voting Members (9) – There are nine *ex officio* voting members representing the University administration. The six college deans (CAS, CAST, CFA, COB, COE, and Milner) or their designees, the COE associate dean for undergraduate education, the director of the Cecilia J. Lauby Teacher Education Center, and the Provost’s designee, shall serve *ex officio.*
4. *Ex Officio* Non-Voting Members (3) – The department chairperson from Educational Administration and Foundations, the department chairperson from Special Education, and the director from the School of Teaching and Learning will serve as *ex officio* non-voting members of the CTE. *Ex officio* non-voting members can vote within subcommittee meetings.
5. Non-Voting Committee Participants – Students, faculty (non-tenure track and tenured/tenure track), and administrative professionals who are not members of the Council for Teacher Education may be members of certain standing committees of the Council for Teacher Education. Such committee participants shall serve as non-voting members of these standing committees.”
6. Officers:
7. CTE chairperson – The CTE chairperson shall be appointed by the Provost from among the CTE membership in consultation with the college deans and confirmed by the CTE voting members. The chairperson continues to represent the program from which this person came. If a college dean serves as chair, this person cannot have a designee.
8. CTE vice chairperson – The CTE vice chairperson shall be elected annually by the CTE.
9. CTE secretary – The CTE secretary shall be elected annually by the CTE.
10. Attendance – The business of the CTE requires the regular attendance and full participation of each member. Notification before the scheduled meeting shall constitute an excused absence. The CTE member shall contact the chair of CTE in person, by telephone, or in writing. CTE shall follow the bylaws for the Academic Senate with respect to absence and the declaration of vacancies.

B. Eligibility for Membership

1. Faculty – All tenured faculty, probationary tenure-track faculty members, non-tenure-track faculty shall be eligible for membership. A Faculty Associate shall represent the University Laboratory Schools.
2. Students – Any student, undergraduate or graduate, who is enrolled full- time and has been admitted to a teacher education program shall be eligible for membership.
3. *Ex-Officio – Ex Officio* members who serve as representatives of a dean or the Office of the Provost need not also be tenured faculty or probationary tenure-track faculty members. They should, however, have an expertise or interest in teacher education at Illinois State University.

C. Terms of Office

 1. CTE Chairperson –

 The chairperson shall serve for a two-year term, commencing May 15. This

 appointment is renewable.

 2. Faculty – Appointed members of the CTE shall serve three-

 year terms. The term of office should start at the beginning of the academic

year. This appointment is renewable.

 3. Students – Student members shall serve one-year terms.

**Article III. Officers**

A. Elections

 At the first regular meeting of the Fall semester, the CTE shall elect a vice-chairperson and a secretary. The officers (chair and secretary) of the five committees shall be elected by their respective committees.

B. Duties of CTE Officers

1. Chairperson:

 a. Chairs CTE meetings.

 b. Sets agenda in consultation with the CTE Executive Committee.

 c. Appoints and provides the charge to *ad hoc* committees of the CTE

 as deemed necessary to carry out CTE functions.

d. Sends letter specifying a member’s work with CTE, at the request of a department chairperson or director, in December of each year. A standard student letter will be sent to students at the end of the year.

1. Vice-Chairperson:

 a. Acts as chairperson in the absence of the chairperson.

 b. Serves as a member of the CTE Executive Committee.

1. Secretary:

 a. Collects agenda items from CTE members.

 b. Sends agenda to members at least four days in advance of

 scheduled meetings.

 c. Takes minutes of CTE meetings and send to members within

 ten days after each meeting.

1. Chairpersons of the five standing committees:
	1. Chair meetings of their respective committees.
	2. Report activities of their respective committee.to the CTE on a regular basis.
	3. Serve as members of the CTE Executive Committee or designate a committee member to serve.

C. Executive Committee

 1. Membership:

 The Executive Committee of the CTE shall consist of the CTE chairperson, vice chairperson, secretary, the director of the Cecilia J. Lauby Teacher Education Center, and the five chairpersons of the standing committees or their designees.

 2. Responsibilities:

 The primary responsibilities of the CTE Executive Committee shall include:

a. planning agendas for CTE meetings, and

b. responding to letters of inquiry or concern that are addressed to the CTE.

**Article IV. Functions and Responsibilities**

A. Leadership

1. Provide leadership for the development and enforcement of academic standards so Illinois State University can provide “undergraduate and graduate education which is of the highest quality in the State of Illinois” as it pertains to undergraduate and graduate educator preparation programs.
2. Review state and national issues and trends in teacher education, make appropriate recommendations to the University, colleges, and departments and serve as a forum for University-wide discussion of reform issues.

B. Liaison/Advocacy

1. Inform systematically the University community about major issues, concerns and developments in teacher education at the local, state, and national level.
2. Inform the Illinois State Board of Education, accrediting bodies, and other organizations at local, state, and national levels of issues and concerns related to teacher education and programs at Illinois State University.
3. Develop methods for involving public school personnel in CTE activities.

C. Planning/Development

1. Work with the Provost, Academic Senate, and the Academic Planning Committee, on specifying the role of teacher education within this multi-purpose institution and participating in University academic planning as it relates to teacher education. This planning role includes:
	1. anticipating needs for new programs or new initiatives;
	2. making the Provost and the University’s academic planners aware of these anticipated needs;
	3. working with the Provost’s office and the University’s planners in seeking ways to request and to obtain funds to implement new initiatives;
	4. working with the Provost and the University’s academic planners in identifying the nature of the ongoing changing role of teacher education in the mission of the University; and,
	5. advising the Provost and University academic planners regarding educator preparation programs which have been designated for consolidation or elimination.
2. Encourage cooperation among departments and colleges to work for common educational goals.

D. Regulation

1. Monitor program requirements as mandated by the State or by accrediting bodies in teacher education to assure their timely implementation.
2. Request program approval from the Illinois State Board of Education.
3. Establish and monitor policies related to teacher education curricula within the University.
4. Serve as a curriculum committee within the University curricular process, reviewing and approving teacher education curriculum proposals prior to their submission to the University Curriculum Committee and the Graduate Council.
5. Ensure students have the opportunity for due process in resolving problems related to teacher education; this is partially accomplished via the establishment of the Teacher Education Review Board and through providing a description of due process procedures via the [Cecilia J. Lauby Teacher Education Center web page](https://education.illinoisstate.edu/teacher/clinical/appeals.php) (see [https://education.illinoisstate.edu/teacher/).](https://education.illinoisstate.edu/teacher/) Due process procedures will be reviewed and approved by the CTE, including student members, during scheduled bylaw review or as changes are needed.
6. Ensure the development of assessment plans related to teacher education as mandated by the University, State, and appropriate accrediting agencies or as advocated by the CTE, and monitor the implementation of these assessment plans. This includes designing and conducting follow-up studies of teacher education graduates, as well as analyzing and reporting the results to appropriate parties.
7. Formulate, monitor, and revise policies for the admission and retention of pre-service teachers and other education professionals.

E. Reporting: CTE reports to the Academic Affairs Committee (an internal committee of Academic Senate) and the Provost.

**Article V. Organizational Structure**

 The CTE shall be composed of five standing committees: Curriculum, Student Interests, University Liaison and Faculty Interests, University Teacher Education Assessment Committee, and Vision Committee. Each CTE member, with the exception of the chairperson and Provost’s designee, shall be assigned by the CTE chairperson in consultation with the CTE Executive Committee to one of these standing committees. Members and non-members may be invited to participate in subcommittee meetings on an *ad hoc* basis where their expertise is required.

1. Curriculum Committee
2. The Curriculum Committee shall consist of nine CTE members:
	* 1. a representative from CAS, CAST, CFA, COE, COB, and Milner Library,
		2. the University Curriculum Committee designee,
		3. the Graduate Curriculum Committee designee, and
		4. one student.
3. The primary responsibilities of the Curriculum Committee shall

 include:

1. recommending, monitoring, and acting on

 teacher-education curricula that lead to licensure. The CTE

 Curriculum Committee may make decisions on the following sorts of matters and refer on to the University Curriculum Committee for action without vote by full CTE:

1. *Pro forma* revisions to courses or programs (for example, course number or title change);
2. new courses and course deletions independent of program changes (electives);
3. course revisions independent of program changes. These might include, but are not limited to: prerequisites, semester hours, title, and content when clear rationale is provided; and,
4. minor program revisions (for example, changes to electives, substitution of new courses for old, additions or deletions of courses with clear rationale when change to total number of hours in a major or sequence is 7 or fewer or in a minor program is 4 hours or fewer).
5. All decisions are reported as information items to the CTE to determine if CTE should consider them for a vote. If there is an objection by a member of the CTE, the item will be moved to a vote of the entire CTE.
6. recommending that the CTE vote on:
7. changes to programs;

1. revisions that sigificantly affect how students progress through a program;
2. programs that require exceptions to University policy (for example, secondary programs that do not require the standard professional education courses);
3. new and deleted programs; and,
4. any proposal when requested by one or more curriculum committee member.
5. recommending positions on issues of academic standards and quality of programs.
6. reviewing state and national reports on teacher education reform and making appropriate recommendations to the CTE for further action.
7. monitoring curricular requirements mandated by the state or by accrediting bodies and overseeing their timely implementation.
8. maintaining a relationship with the University Curriculum Committee.
9. maintaining a relationship with the Graduate Curriculum Committee.
10. Student Interests Committee

	1. The Student Interests Committee shall consist of eight CTE members and one non-CTE member:
		1. a non-CTE representative from Clinical Experiences and Licensure Processes (CELP);
		2. four faculty and/or staff members from CTE (with a priority to have various colleges represented);
		3. one *at large* faculty or staff from CTE representing another relevant campus teacher education program; and
		4. three student CTE members representing teacher education programs from different colleges.
	2. The primary responsibilities of the Student Interests Committee shall be to:
		1. ensure that procedures exist to facilitate student access to due process;
		2. represent student interests regarding university teacher education processes;
		3. plan, promote, and judge the annual academic competition; and
		4. foster communication between students and the CTE.

1. University Liaison and Faculty Interests Committee
	1. The University Liaison and Faculty Interests Committee shall consist of at least five CTE members:
		1. two representatives from the College of Education;
		2. two representatives from other colleges, with at least one from the College of Arts and Sciences; and
		3. one representative from the Laboratory Schools.
	2. The primary responsibilities of the University Liaison and Faculty Concerns Interests Committee shall include:
		* 1. working with the Academic Affairs Committee and the Academic Senate in seeking approval of changes in the bylaws;
			2. planning and promoting an annual colloquium in the spring;
			3. leading the process of evaluating scholarships with assistance from other CTE members.
2. University Teacher Education Assessment Committee
3. The University Teacher Education Assessment Committee shall consist of at least seven members:

	* 1. five representatives (one from each of the following: CAS, CAST, CFA, COB, and COE; all CTE members);
		2. at least one other CTE member;
		3. one non-CTE representative from CELP; and,
		4. seven non-CTE members with representation from at least three colleges.
4. The primary responsibilities of the University Teacher Education Assessment Committee shall be to:

	* 1. evaluate and recommend proposals for changes in the teacher education assessment system to comply with external regulations, to reflect current knowledge in the field of study, and to provide data for program decision making;
		2. review data derived from the assessment system and make concerns and successes known to specific programs and/or to the CTE;
		3. serve as a resource to support strong program assessment practices in teacher-education programs; and
		4. evaluate assessments for fairness, validity, and reliability and report the results to the CTE.
5. Vision Committee
6. The Vision Committee shall consist of at least nine members (one of whom must represent a graduate program):

	* 1. four representatives from the CTE;
		2. at least two additional teacher education faculty and/or staff who are not members of the CTE; and
		3. one CTE student member and two non-CTE student members. One of the three student members must be a graduate student.
7. The primary responsibility of the Vision Committee shall be to:

	* 1. communicate the vision concerning major issues of teacher education to the ISU community and beyond;
		2. develop and revise the teacher education strategic plan and conceptual framework; and
		3. coordinate outreach to community P-12 school partners, current and former students of teacher-education programs, and the wider public.

**Article VI. CTE Meetings**

1. Regular Meetings

 The CTE should normally hold regular meetings at least once a month during the academic year and may meet during the summer months. Guests may participate in discussion only with the consent of the chairperson. As an external Senate committee, meetings of the CTE are governed under the Open Meetings Act.

1. Quorum

Where not otherwise specified by the Senate, a quorum (a majority of the voting membership of CTE or any of its committees) must be present to conduct CTE or committee business.

1. Voting
	1. Each individual serving as an appointed or *ex-officio* member of the CTE shall be a voting member, with the exception of the chairpersons from Educational Administration and Foundations and Special Education, and the director of the School of Teaching and Learning. The chairpersons from Educational Administration and Foundations and Special Education, and the director of the School of Teaching and Learning may vote in committee.
	2. Decisions of the CTE shall be made by a simple majority of the voting members present when aquorum is present**.**
	3. The usual method of taking a vote is by voice. A member of the CTE may call a hand or roll call vote.
2. The Agenda

Members of the Illinois State University community desiring to bring specific matters to the attention of the CTE shall communicate in writing to any member of the CTE Executive Committee. The secretary of the CTE shall publicize the agenda at least four days before each regular meeting. Members of the CTE may introduce subjects at any meeting for consideration at a subsequent meeting.

1. Minutes

 Approved minutes of the CTE meetings shall be emailed to members of the CTE and others upon request and posted on the CTE website within ten days after each meeting. At least one permanent file of minutes shall be kept electronically by the clerical support person for the CTE.

1. Special Meetings

 Upon written request of a least one-third of the CTE members, special meetings must be called by the CTE chairperson within five school days of the receipt of the request.

**Article VII. Review of these Bylaws**

These bylaws and the conceptual framework for professional educator preparation at Illinois State University, shall be reviewed by the University Liaison and Faculty Interests Committee at a minimum every five years following the last approval by the Academic Senate. Recommendations of this Committee shall be submitted to the CTE and the Academic Senate for approval.

* (Approved May 2, 1989 by Council for Teacher Education)
* (Revised October 3, 1989/Reapproved October 17, 1989 by Council for Teacher Education)
* (Approved by Academic Senate November 28, 1990)
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