

TEXAS WOMAN'S UNIVERSITY
COUNCIL FOR EDUCATOR PREPARATION (CEP)
BYLAWS

ARTICLE I: NAME AND DEFINITION OF THE COUNCIL

Section 1: Definition of the Council for Educator Preparation (CEP)

The Council for Educator Preparation (CEP) is responsible for reviewing and making recommendations on matters affecting the University's educator preparation programs. Its purpose is to promote excellence in all educator preparation programs and to support compliance of the programs with professional standards, including those of specialized professional associations, accrediting agencies, accountability and certification standards, the State Board for Educator Certification, the State Board of Education, the Texas Higher Education Coordinating Board, and the Texas Education Agency.

Section 2: Governance of the CEP

The Council for Educator Preparation (CEP) functions as the governing body for the EPP at TWU. Educator Preparation is represented in multiple colleges across the University. The Council for Educator Preparation shall elect a chair and a vice-chair to serve two-year terms. The CEP makes recommendations regarding educational programming to the Dean of COPE in compliance with both state and national requirements.

Section 3: CEP Representation

The membership of the CEP consists of 22 voting representatives. Faculty representatives are appointed by the Deans of the appropriate colleges in consultation with the respective departments. In addition, the CEP appoints two student representatives. Student CEP members are appointed by the Dean of the College the student represents, from recommendations from the current CEP members. Student representatives are appointed for a minimum one-year term starting in September and ending in August. Membership is apportioned among the colleges which have educator preparation programs based on each college's percentage of students admitted to the Educator Preparation Program in an academic year. Members serve three-year staggered terms.

Representatives from the following areas may participate in the CEP as ex-officio members: College Deans; Graduate School; Undergraduate Studies & Academic Partnerships; Institutional Research and Data Management; Student Life; Enrollment Services; Academic Assessment; Library; Pioneer Center for Student Excellence; Pioneer Center for Faculty Excellence, COPE Office of Educator Preparation Services, and COPE Professional Development Center. Ex-officio members are non-voting members whose work may be affected by the actions of the council or who could provide helpful input to the council. Representatives from other university entities may attend/participate as ex-officio members upon approval of the council.

ARTICLE II: RELATIONSHIP TO OTHER UNIVERSITY COUNCILS

Since the CEP is the official body for recommending actions regarding the development, administration, evaluation, and revision of undergraduate and graduate educator preparation courses, programs, and faculty pertaining to educator preparation, it has the following relationships with other university Councils and specific responsibilities.

The CEP is a committee, the majority of which is made up of faculty representatives, that monitors the overall curriculum of educator preparation programs. The CEP is the initial step in the process of university-wide councils reviewing proposals for additions to and changes in degree programs and/or emphasis areas in educator preparation programs. The CEP's review of proposals focuses on the examination of educator preparation issues and concerns in programs with regards to state and University standards for all educator preparation programs. After reviewing proposals, the CEP sends its recommendations forward within the University as needed.

ARTICLE III: AREAS OF RESPONSIBILITY

The CEP responsibilities include but are not limited to the following areas:

The Council for Educator Preparation recommends actions regarding the development, implementation, coordination, evaluation, and revision of undergraduate and graduate educator preparation programs and policies at TWU to the next level of University governance. The CEP's responsibilities include the following:

A. Communication

The CEP is a forum for disseminating and discussing information related to educator preparation from external agencies, bodies, and professional associations, particularly in regard to required rules, regulations and policies of state and federal agencies as they impact educator preparation programs. The CEP also actively participates in meetings of the University's state-mandated external Educator Preparation Advisory Committee (EPAC) and considers input and recommendations from the EPAC.

B. Curriculum and Programs

The CEP reviews and recommends actions on proposed programs and/or program changes related to educator preparation curriculum, issues, and standards. This review facilitates communication and implementation of educator preparation and standards across the university.

C. Students

1. Admissions. The CEP systematically reviews and makes recommendations on university-wide admissions criteria and procedures for educator preparation programs leading to state certification.
2. Recruitment. The CEP reviews and makes recommendations regarding efforts, strategies, and activities to recruit diverse, high-quality students for educator preparation programs.
3. Retention. The CEP recommends strategies, policies and/or procedures regarding the retention of students in educator preparation programs.

Committee Organization

The Council for Educator Preparation shall elect a chair and a vice-chair to serve two-year terms. The CEP accomplishes its responsibilities through the work of the following committees:

A. Executive Committee

The Executive Committee consists of the CEP Chair, Vice-Chair, and members of the standing committees. Ex Officio members are the Dean and Associate Dean of the College of Professional Education.

This committee is responsible for:

1. Planning the agenda for Council meetings;
2. Recommending members of the standing committees to the CEP;
3. Discharging other duties assigned to it by the CEP.

B. Field Experiences and Clinical Practice Committee

This committee is responsible for reviewing and making recommendations to the CEP in regard to:

1. policies and procedures for the placement of students in appropriate field experience and clinical sites;
2. the development and implementation of high quality clinical and field experiences;
3. procedures related to the evaluation of
 - a. candidates in field experience and clinical sites,
 - b. field experience and clinical site supervisors, mentors and cooperating teachers,
 - c. the appropriateness and effectiveness of field experiences and clinical sites.

C. Academic Programs Committee

This committee is responsible for reviewing and making recommendations to the CEP in regard to:

1. requirements for specific certificate programs;
2. educator preparation courses related to educator preparation degrees/certifications;
3. proposals for new programs or revision of existing programs.

D. Education Student Affairs Committee

This committee is responsible for reviewing and making recommendations to the CEP in regard to:

1. policies and procedures for ensuring diversity among educator candidates;
2. candidate admission to educator preparation;
3. procedures and strategies for recruitment and retention of educator candidates;
4. dispositions of educator preparation candidates.

ARTICLE V: EXTERNAL STAKEHOLDERS

Faculty CEP members are appointed by the Dean of each college represented on the CEP for a three-year term starting in September and ending in August. After a general announcement to faculty, Deans will seek recommendations for appointment to the CEP from the faculty members in the various departments represented in the CEP. At the end of the three-year term

another faculty representative may be appointed or the current one may be reappointed; terms will be staggered.

The following representatives will be staggered and rotated among the entities to be represented:

Two P-12 local education agency representatives are appointed by the Chair of the CEP from recommendations by CEP members and input from departments, for a two-year term beginning in September and ending in August. They may be reappointed. Terms will be staggered.

One community college representative is appointed by the Chair of the CEP from recommendations of CEP members for a two-year term starting in September and ending in August.

One Regional Education Service Center representative is appointed by the Chair of the CEP from recommendations of CEP members for a two-year term starting in September and ending in August.

ARTICLE VII: RESPONSIBILITIES OF CEP MEMBERS

Members are expected to attend all regularly scheduled meetings of the CEP. Members are expected to communicate concerns of the CEP to faculty and concerns of faculty to the CEP. Members of the CEP are expected to represent and consider what is in the best interests of candidates and P-12 students in their discussions.

ARTICLE VIII: VOTING

Full Council Voting

The voting members of the Council make recommendations to the Dean in accordance with state and national accreditation requirements.

Proxy Voting

While proxy voting is discouraged, members may select a proxy as long as an email designating the person as proxy is given to the CEP Chair by the start of the meeting. A person may hold only one proxy vote (may represent one person and him or herself, maximum).

Online Voting

When necessary, the council will vote electronically on time-sensitive items of business after discussion.

- A three (3) business day window will be allowed for electronic voting.
- A motion and a second will be made to vote. A motion and a second will be made for discussion, which will be open for 24-hours.
- A vote will take place.
- Voting options:
For _____
Against _____

Abstain _____
Hold for additional discussion at next meeting _____

ARTICLE IX: RESIGNATIONS AND REPLACEMENTS

Faculty CEP members must submit a letter of resignation to the Dean of their college and send a copy to the Chair of the CEP. The Dean of the CEP member's college may appoint a replacement for the CEP member for the remainder of the member's term. Replacement CEP members should be selected based on recommendations from the faculty in the department with a program to be represented.

Student and external agency representatives must submit a letter of resignation to the Chair of the CEP who, in consultation with CEP members, will replace the representative for the remainder of the member's term.

If any CEP representative is not consistently participating by attending CEP meetings and/or CEP committee meetings (or completing committee assignments), the Chair of the CEP will initiate a conversation with the representative, then, if necessary, will consult with the entity which appointed the representative concerning his or her replacement. This will occur after two (2) consecutive meetings of the regularly scheduled CEP are missed (summer sessions are not included in the regular schedule of CEP meetings).

ARTICLE X: OFFICERS

The officers of the CEP shall be the Chair, Vice Chair, and Chairs of any committees formed by the CEP. A secretary from the COPE office serves as the recording secretary and is not an officer.

A. Chair

The Chair's responsibilities include but are not limited to:

1. Chairing the regular meetings of the CEP and its Executive Committee.
2. Maintaining the Council for Educator Preparation Bylaws.
3. Communicating with internal and external stakeholders.

B. Vice Chair

The Vice Chair's responsibilities include but are not limited to:

1. Assisting the Chair with CEP activities and responsibilities.
2. Chairing the CEP meetings when the Chair cannot do so.
3. Chairing the CEP Executive Committee when the Chair cannot do so.

C. Committee Chairs

Committees may be designated within the CEP to address or research issues as needed. When this occurs, the chair of committee is selected from the regular voting members of the CEP. Committee Chairs' responsibilities include but are not limited to:

1. Chairing the regular meetings of the committee.
2. Executing the charge of the committee.
3. Communicating concerns of the committee members to the Officers and the CEP.
4. Attending the Executive Committee meetings.

ARTICLE XI: EXECUTIVE COMMITTEE

The purpose of the CEP Executive Committee is threefold: (1) to prepare the agenda for the monthly meeting, (2) to develop long range plans to present to the CEP and Dean of the College of Professional Education, and (3) to assist the Dean of the College of Professional Education whenever requested concerning matters of educator preparation programming at TWU.

A. Executive Committee Membership

The members of the Executive Committee shall be the Chair, Vice Chair, Dean, Associate Dean/TWU Certification Officer, and the Director of Educator Preparation Services, and the Director of the Office of Clinical Practices. The Chairs of any committees appointed through the CEP during the year are also members of the Executive Committee.

B. Executive Committee Meetings

The Executive Committee shall meet prior to the monthly meeting of the CEP. The chair of CEP records meeting minutes. Other meetings may be called by the Chair of the CEP as needed. Normally, members should be given a notice of one week for a meeting.

C. Duties and Responsibilities of the Executive Committee

The Executive Committee shall prepare the agenda, review proposals for the meeting, initiate action, and oversee long-range planning for the CEP.

ARTICLE XIII: MEETINGS

The CEP meets every month during the regular semesters (August through May). Meetings are open to all university faculty members, educator preparation students, and local education agency representatives.

Section 1: Quorum

A simple majority of the voting members of the CEP constitutes a quorum.

Section 2: Special Meetings

The Chair may call special meetings as needed. Any committee Chair may request a special meeting. At least one week notice and an agenda should be given for all meetings unless an emergency situation does not permit this notification time.

Section 3: Meeting Agenda

Items for the agenda must be submitted to the Chair at least 2 working days prior to the regularly scheduled Executive Committee meeting date (one week before the CEP meeting). The meeting

agenda is distributed to CEP members, Deans, and Chairs of departments with educator preparation programs one week before regular meetings. Representatives will be encouraged to post meeting information for notification of all interested parties. Items for voting will be distributed with the agenda one week prior to the regularly scheduled meeting.

Standard Agenda Format

- 1.0 Forum: Guest Speaker
- 2.0 Call to Order
- 3.0 Approval of Minutes
- 4.0 Approval of Agenda
- 5.0 Officers' Reports
 - 5.1 Dean
 - 5.2 Chair/Vice Chair
- 6.0 Associate Dean/Certification Officer's Report
- 7.0 Directors' Reports
- 8.0 Committee Chairs' Reports
- 9.0 Forum Report (external representatives)
- 10.0 Program area Reports
- 11.0 Unfinished Business
- 12.0 New Business
- 13.0 Announcements
- 14.0 Adjournment

Section 4: Minutes

The minutes of the regular meetings are recorded by the recording secretary and distributed to CEP members, Deans, and Chairs of departments with educator preparation programs no later than a week after the regular monthly meeting. Reports of committees are summarized in the minutes and copies of the complete reports and are available through a central repository. Minutes of special meetings are recorded by a selected committee member and distributed to the above people in a reasonable amount of time.

ARTICLE XIV: AMENDMENTS TO THE BYLAWS

These bylaws may be amended at any regular meeting of the Council by a two-thirds vote provided the amendment has been submitted in writing at the previous regular meeting. Amendments to the bylaws must then be approved by the Dean of COPE, Academic Council, the Provost, and the President prior to publication and implementation.

Updated and approved December 2018