

## AGENDA

College of Education Council  
September 10, 2003  
Room 301B, Porter Building  
2:00 p.m.

### 1. Call to Order.

Establishment of a Quorum. (There are 14 voting members; eight voting members constitute a quorum.)

2. Approval of the minutes of July 30, 2003. These may be found at [http://www.emich.edu/coe/newhome/COECouncil92\\_01/073003m.html](http://www.emich.edu/coe/newhome/COECouncil92_01/073003m.html) (COE Council agenda and minutes, 1992 forward, may be found at [http://www.emich.edu/coe/newhome/COECouncil92\\_01/coecouncil.htm](http://www.emich.edu/coe/newhome/COECouncil92_01/coecouncil.htm))

### 3. Elections.

- A. Election of a chair for 2003-2005.

“There shall be a chair of the COE Council, elected from among the faculty members of the COE Council. . .for a term of two years or until a successor is elected. The term of the chair shall begin in the fall of odd-numbered years. . . . In the absence of the chair, the secretary will preside.” (Article III.B.1)

- B. Election of a graduate student representative to Graduate Council for a one-year term, 2003-2004.

Ron Flowers, Leadership and Counseling, was the 2002-2003 representative. There has been a “gentle person’s agreement” for a number of years to rotate this, alphabetically, among departments. Continuing that tradition would make this year Special Education’s turn.

### 4. Reports of Committees

- A. Reports from Standing Committees

- i. Basic Programs Committee.
- ii. Committee on Advanced Programs
- iii. Professional and Affiliated Programs Committee
- iv. Personnel Committee
- v. Planning and Finance Committee

- B. Reports from COE Council ad hoc committees (None)

5. Reports from other College or University Groups
- A. Faculty Council
  - B. Graduate Council
  - C. Continuing Education Advisory Council
  - D. EMU Research Advisory Council
  - E. COE Program and Policy Advisory Board
  - F. COE Resource Development Board
  - G. COE Human Subjects/Research Advisory Committee
  - H. COE Student Advisory Committee
  - I. ad hoc Technology Advisory Committee
  - J. ad hoc Building Appearance Committee
  - K. ad hoc Diversity Committee
  - L. ad hoc Porter Chair Advisory Committee
  - M. ad hoc Education Alumni Hall of Fame Committee
  - N. Other COE Groups
    - O. COE Departments or Offices
    - P. Porter Building status
  - Q. NCATE/State preparation status. See <http://www.emich.edu/coe/NCATE2003/index.html>
  - R. Dean's report

6. Old business

Review of proposed revisions in "governance" structure.  
See Attachment 1.

7. New business

Request from Provost for formal input by September 12  
See Attachment 2.

8. Adjournment.

Next meeting: September 24-2:00 p.m., Porter 301B.

## **ATTACHMENT 1**

### THE PROFESSIONAL EDUCATION FACULTY

Of

### EASTERN MICHIGAN UNIVERSITY

1. There shall be a "Professional Education Faculty" at Eastern Michigan University. For a given academic year (and the following Spring/Summer), the members of the Professional Education Faculty shall consist of the persons (tenure-track, lecturer, adjunct lecturer) from throughout EMU who teach, or who are scheduled to teach, any of the courses (the "Professional Education Courses") listed in Appendix A. In addition, the Heads of all EMU departments that include one or more Professional Education Courses and the Deans and Assistant/Associate Deans of all EMU colleges that include one or more Professional Education Courses shall be members of the Professional Education Faculty. The Professional Education Executive Board shall select two students (each in a professional education program) and two PK-12 practitioners to serve one-year terms on the Professional Education Faculty. At the discretion of the chair, guests may attend meetings of the Professional Education Faculty, with voice but no vote.

2. The Professional Education Faculty shall meet at least twice a year, once near the beginning of the Fall semester and once during the Winter semester. The chair of the Professional Education Faculty may call additional meetings.

3. The Professional Education Faculty shall have two officers, elected by the group, from among the members of the group. These will be a chair and a secretary. Each will serve a one-year term and each will be elected during the Winter semester meeting of the Professional Education Faculty, to serve during the following academic year (and the Spring/Summer terms after the following academic year). The chair and the secretary shall be from two different colleges. There shall be no limit to the number of terms that the chair or the secretary may hold.

4. A quorum of the Professional Education Faculty shall consist of those members of the Professional Education Faculty who are present at an official meeting.

5. The chair, in consultation with the Dean of the College of Education, the Dean of the College of Arts and Sciences, and the Dean of the College of Technology (or their designees), shall set the dates, times, and places of meetings of, and the agendas for, the Professional Education Faculty. The chair, or in her/his absence, the secretary, will preside over meetings of the Professional Education Faculty.

6. The secretary, in consultation with the Dean of the College of Education, the Dean of the College of Arts and Sciences, and the Dean of the College of Technology (or their designees), shall maintain the membership list of the Professional Education Faculty, shall cause minutes of the meetings to be taken, and shall provide minutes for posting to the EMU web site where such records are maintained for NCATE accreditation and State program approval purposes. The secretary shall maintain the official membership lists of the Standing Committees and of the terms of office on these committees. The secretary shall maintain such other records related to the work of the Professional Education Faculty as may

be generated, including transmittal of actions of the body to the appropriate authorities for further processing. At the conclusion of the secretary's term of office, she/he shall turn over to his/her successor all records related to the work of the Professional Education Faculty.

7. The meetings of the Professional Education Faculty shall, in general, include (a) reports from the Standing Committees, (b) information sharing about the professional education programs of Eastern Michigan University and the external influences on these programs, (c) discussion of current educational issues, and (d) consideration of future directions of the professional education program. The Professional Education Faculty may make informal or formal recommendations to any of the Standing Committees or to the Professional Education Executive Board. The Professional Education Faculty may create ad hoc committees.

8. During the Winter semester meeting of the Professional Education Faculty, the body shall elect a Nominations and Elections Committee. This committee shall consist of five members of the Professional Education Faculty. This committee must include at least one member from each College represented among the members of the Professional Education Faculty. The Nominations and Elections Committee shall select its own chair.

9. It shall be the responsibility of the Nominations and Elections Committee to prepare a slate of nominees for all Standing Committee vacancies. (See Standing Committee structures below.) Nominees, other than students and PK-12 representatives, shall be members of the Professional Education Faculty at the time of nomination. Each person nominated shall have agreed to serve, if elected. Ordinarily, the slate of nominees will be presented to the Fall meeting of the Professional Education Faculty, at which point nominations from the floor will be accepted and an election will be conducted. However, unless the Professional Education Faculty determines otherwise, the Nominations and Elections committee may, if it wishes, solicit additional nominations for any vacant position by email or by campus mail and may hold the election by electronic or paper ballot. (Any person so nominated must agree to serve, if elected, prior to being placed on the ballot.) In such a case, the chair of the Nominations and Elections Committee shall report the outcome of the election to the chair and to the secretary.

10. It is expected that faculty members assigned to teach Professional Education Courses meet the qualifications and participate in the activities defined in the NCATE *Standards*, in the various requirements of the Michigan Department of Education, and, where applicable, by a Specialized Professional Association.

#### PROFESSIONAL EDUCATION STUDENTS COMMITTEE

1. The charge of the Professional Education Students Committee shall be to:
  - A. Recommend to the Professional Education Executive Board minimum requirements, criteria, and procedures for selection, admission, retention, and exit from all professional education programs (initial teacher preparation, professional-level certification, advanced programs) at Eastern Michigan University, with the understanding that departments and programs may have more stringent criteria.
  - B. Study and recommend (to the Professional Education Executive Board and to others) ways to maintain and increase an academically able and culturally

diverse student population for the professional education programs.

C. Study and recommend (to the Professional Education Executive Board and to others) ways to increase the numbers of persons entering “high demand” fields and the numbers of persons whose demographic characteristics are under represented in the profession.

D. Review and make recommendations as necessary concerning dismissal from any professional educator program.

E. Act upon all appeals and grievances regarding selection, admission, retention, and exit from the program that do not fall under general University policy.

F. Respond to referrals from the Professional Education Executive Committee.

G. Conduct studies and make recommendations from the findings concerning the effectiveness of selection, admission, retention, advising, and exit policies.

H. Serve as an advisory and coordinating body among all the relevant academic advising functions related to professional education.

2. The membership of the Professional Education Students Committee shall be elected by the Professional Education Faculty for three-year terms, except that the student and PK-12 representatives shall serve one-year terms. For the initial composition of the Professional Education Students Committee, the Nominations and Elections Committee shall designate, by random assignment, one-third of the faculty member terms to be for one year, one-third of the faculty member terms to be for two years, and one-third of the faculty member terms to be for three years. When a vacancy occurs in midterm, the person elected to fill the position shall serve a term equal to the remainder of the original term for that position. Persons may be reelected to membership on this committee.

3. The Professional Education Students Committee shall consist of eight voting members, distributed initially as follows. The Professional Education Executive Committee may, from time to time, adjust the distribution of the eight voting members to reflect numerical shifts among the student population.

- A. An undergraduate student in a professional education program.
- B. A graduate student in a professional education program.
- C. A PK-12 representative.
- D. 3 members from the College of Education
- E. 2 members from the College of Arts and Sciences
- F. 1 member from the College of Technology

4. The Professional Education Students Committee shall also include two, ex officio, non-voting members:

- A. The Dean of the College of Education or his/her designee.
- B. The Associate Dean of the COE/Office of Academic Services or her/his designee.

5. The members of the Professional Education Students Committee shall elect a chair and a secretary from among the membership each for a one-year term. The officers may be reelected. During her/his term of office, the chair shall serve as a member of the Professional Education Executive Board.

6. The Professional Education Students Committee shall determine its own quorum for conducting business and shall establish its other procedural rules. In cases where the Professional Education Students Committee has not determined a matter, or this document does not provide guidance, Robert's *Rules of Order* shall prevail.

7. The Professional Education Students Committee may establish such subcommittees as it sees fit and the membership of any subcommittee may include any university-affiliated personnel, including, but not limited to, faculty members not part of the Professional Education faculty, staff members, students, cooperating teachers, and other P-12 personnel from schools with an EMU affiliation.

#### PROFESSIONAL EDUCATION ASSESSMENT COMMITTEE

1. The charge of the Professional Education Assessment Committee (PEAC) shall be to:

A. Provide leadership and guidance in the evaluation of professional education undergraduate and graduate programs to ensure their compliance with standards of the Michigan Department of Education and NCATE.

B. Provide leadership for the development and ongoing monitoring of an assessment system for the professional education program as a whole that satisfies NCATE Standard 2 and complements the ongoing program reviews/assessments of the EMU Division of Academic Affairs and that of other external review bodies (NCA, NASM, CACREP, etc.)

C. Disseminate conclusions and recommendations based on the results of the evaluations and assessment to the Professional Education Executive Board and to the Professional Education Faculty.

D. Serve as an advisory body on all matters related to the Michigan Tests for Teacher Education.

E. Respond to referrals from the Professional Education Executive Committee.

**Note: A suggestion has been made to add an additional charge to the group:**

**F. Form subcommittees as needed to accomplish the work of the PEAC. Subcommittee members may include EMU faculty and staff members and other appropriate individuals. Subcommittee members who are not members of the parent Professional Education Assessment Committee will not be voting members of the PEAC.**

**See item 7 below.**

2. The membership of the PEAC shall be elected by the Professional Education Faculty for three-year terms. For the initial composition of the PEAC, the Nominations and Elections Committee shall designate, by random assignment, one-third of the terms to be for one year, one-third of the terms to be for two years, and one-third of the terms to be for three years. When a vacancy occurs in midterm, the person elected to fill the position shall serve a term equal to the remainder of the original term for that position. Persons may be reelected to membership on this committee.

3. The PEAC shall consist of eight (8) voting members, distributed initially as follows. The Professional Education Executive Committee may, from time to time, adjust the distribution of the eight (8) voting members to reflect numerical shifts among the student population.

- A. A student in a professional education program.
- B. A PK-12 representative.
- C. 3 members from the College of Education
- D. 2 members from the College of Arts and Sciences
- E. 1 member from the College of Technology

4. The PEAC shall also include one, ex officio, non-voting member:

- A. The Dean of the College of Education or his/her designee.

***[NOTE: A suggestion has been made to designate the "student from a professional education program" and the "PK-12 representative" as non-voting, ex officio members and to increase the COE membership to four.]***

5. The members of the PEAC shall elect a chair and a secretary from among the membership, each for a one-year term. The officers may be reelected. During her/his term of office, the chair shall serve as a member of the Professional Education Executive Board.

6. The PEAC shall determine its own quorum for conducting business and shall establish its other procedural rules. In cases where the Professional Education Students Committee has not determined a matter, or this document does not provide guidance, Robert's *Rules of Order* shall prevail.

7. The PEAC may establish such subcommittees as it sees fit and the membership of any subcommittee may include any university-affiliated personnel, including, but not limited to, faculty members not part of the Professional Education faculty, staff members, students, cooperating teachers, and other P-12 personnel from schools with an EMU affiliation.

#### PROFESSIONAL EDUCATION CURRICULUM COMMITTEE

1. The charge of the Professional Education Curriculum Committee shall be to:

- A. Review and make a recommendation on all proposed (from any EMU

source) new or modifications of existing (See Appendix B) professional educator preparation programs of EMU that fall under the licensing authority of the Michigan Department of Education and/or the accreditation review authority of the National Council for the Accreditation of Teacher Education. This includes, but is not limited to, courses in those programs, the curricular requirements for the program, majors, minors, degrees, and academic requirements for any recommendation for certification (licensure) as an education professional in Michigan or any other jurisdiction. Recommendations shall be submitted to the Professional Education Executive Board.

B. Respond to referrals from the Professional Education Executive Board.

C. Maintain the official list of Professional Education Courses (see Appendix A) and respond to department/program initiated requests to add or remove courses from the list.

2. The PECC shall consist of 23 voting members, distributed initially as follows. The Professional Education Executive Committee shall, every three years, review the distribution of the faculty members and make adjustments as necessary to reflect numerical shifts among the student population.

A. An undergraduate student in a professional education program.

B. A graduate student in a professional education program.

C. A PK-12 representative.

Faculty members:

D. 1 from languages (English, FLABS)

E. 1 from mathematics

F. 1 from the sciences (Biology, Chemistry, Physics)

G. 2 from the arts (Art, Music, CTA)

H. 1 from the social sciences

I. 1 from Business and Technology Education

J. 1 from HPERD

K. 2 from Special Education

L. 2 from Leadership and Counseling

L. 2 from Student Teaching

M. 6 from Teacher Education

4. The PECC shall also include four, ex officio, non-voting members:

A. The Dean of the College of Arts and Sciences or his/her designee.

B. The Dean of the College of Technology or his/her designee.

C. The Associate Dean of the COE/Office of Academic Services or her/his designee.

D. The Head of the Department of Teacher Education.

5. The membership of the PECC shall be elected by the Professional Education Faculty for three-year terms, except that the student and PK-12 representatives shall serve one-year terms. For the initial composition of the PECC, the Nominations and Elections Committee shall designate, by random assignment, one-third of the faculty member terms

to be for one year, one-third of the faculty member terms to be for two years, and one-third of the faculty member terms to be for three years. When a vacancy occurs in midterm, the person elected to fill the position shall serve a term equal to the remainder of the original term for that position. Persons may be reelected to membership on this committee.

6. The members of the PECC shall elect a chair and a secretary from among the membership each for a one-year term. The officers may be reelected. During her/his term of office, the chair shall serve as a member of the Professional Education Executive Board.

7. The PECC shall determine its own quorum for conducting business and shall establish its other procedural rules. In cases where the PECC has not determined a matter, or this document does not provide guidance, *Robert's Rules of Order* shall prevail.

8. The PECC may establish such subcommittees as it sees fit and the membership of any subcommittee may include any university-affiliated personnel, including, but not limited to, faculty members not part of the Professional Education faculty, staff members, students, cooperating teachers, and other P-12 personnel from schools with an EMU affiliation.

#### PROFESSIONAL EDUCATION EXECUTIVE BOARD

1. The charge of the Professional Education Executive Board (PEEB) shall include:

A. Provide general oversight of all EMU professional educator preparation programs.

B. Advise relevant colleges and departments on matters related to professional preparation programs.

C. Refer relevant issues to one of the standing committees of the Professional Education Faculty.

D. Coordinate, facilitate, and communicate the work of the standing committees of the Professional Education Faculty.

E. Receive recommendations for the standing committees of the Professional Education Faculty and from the Professional Education Faculty; review and make a determination on each such recommendation.

F. Transmit approved recommendations to the appropriate University office or officer for approval and implementation. In particular, transmit approved curricular or academic policy recommendations directly to the Provost (or his designee). It is strongly recommended that the Provost (or his/her designee) approve or disapprove such recommendations without further formal referral for review among other EMU organizational units within Academic Affairs.

G. Transmit unapproved recommendations to the submitting body, along with a statement of reasons for disapproval.

2. The PEEB membership shall consist of the Dean of the College of Education (or her/his designee), an Associate Dean of the College of Education (designated by the Dean), the Dean of the College of Arts and Sciences (or his/her designee), an Associate Dean of the

College of Arts and Sciences (designated by the Dean), the Dean of the College of Technology (or her/his designee), the chair of the Professional Education Faculty, and the chairs of the standing committees of the Professional Education Faculty. The Provost (or his/her designee) shall be an ex officio, non-voting member of the PEEB.

3. The Dean of the College of Education shall serve as chair of the PEEB. The position of secretary shall alternate, on an annual basis, between the Dean of the College of Arts and Sciences and the Dean of the College of Technology. In the absence of the chair, the secretary shall preside.

4. The PEEB may establish *ad hoc* committees for the purpose of addressing issues that do not clearly fit under the charge of any of the standing committees of the Professional Education Faculty.

5. The PEEB shall regularly communicate its actions to the membership of the Professional Education Faculty.

6. The PECC shall determine its own quorum for conducting business and shall establish its other procedural rules. In cases where the PECC has not determined a matter, or this document does not provide guidance, Robert's *Rules of Order* shall prevail.

#### MODIFICATIONS IN COE INPUT/GOVERNANCE STRUCTURE

1. Abolish Basic Programs Committee. Duties are assumed by standing committees of the Professional Education Faculty.

2. Abolish Advanced Programs Committee. Duties are assumed by standing committees of the Professional Education Faculty.

3. The Professional and Affiliated Programs Committee becomes a "Curriculum Committee," dealing with all matters that originate within the COE related to non-professional educator programs and that originate outside the COE in non-professional educator programs to which the COE is expected to respond.

4. The work of the COE Council is reduced considerably.

#### APPENDIX A

The Professional Education Courses and Professional Education Faculty of Eastern Michigan University

See

<http://www.emich.edu/coe/NCATE2003/Docs/part1/standard5/exhibits/exhibit5.1.A.html>

## ATTACHMENT 2

From Provost Schollaert:

August 29, 2003

“. . . . Based on their [the CHHS Organization Task Force] recommendations, I am proposing the following actions. I am asking the appropriate committee from each of the affected departments, **the collegiate faculty councils** and the Graduate Council to provide formal input to me **no later than September 12** [emphasis added]. I will then ask the Faculty Council for input on the plan (with modifications that may result from your input).

Proposed Changes:

1. . . . . School of Social Work. . . .

2. . . . . School of Nursing. . . .

3. **The Department of Health, Physical Education, and Recreation** [*sic*] **shall move to the College of Health and Human Services. The department will be asked to provide guidance on an appropriate name for the unit.** [emphasis in original] In recent years, the disciplines included in this department have developed a stronger focus on health related issues. As a result, there are significant affinities between the activities in this department and those in the current College of Health and Human Services. Furthermore, because there is substantial coherence in the programming of the current department, I am proposing that it be moved intact, rather than the split arrangement recommended by the committee.

4. **The Department of Associated Health Programs** [*sic*] **will be enlarged to include faculty in the dietetics and human nutrition program. This expanded unit will be asked to provide guidance on an appropriate name.** [emphasis in original]. If elements of the Department of Health, Physical Education and Recreation [*sic*] do not join this unit, they may wish to reconsider the name of the new unit.

5. . . . **Apparel, Textiles and Merchandising, Hotel and Restaurant Management, and Interior Design will be moved to the College of Technology.** . . . [emphasis in original]

6. **The search for the dean of the newly configured College of Health and Human Services will commence once the input process is complete and the final decision has been made.** . . . .