

Eastern Michigan University
Office of Academic Human Resources
Memorandum

To: Micheal Sayler, Dean
College of Education

From: David Woike, Assistant Vice President
Academic Human Resources

Date: October 28, 2016

Re: Approved DID

Attached is a copy of the revised College Input Document for the College of Education approved by the Provost on October 15, 2016. Please take steps to assure that department heads and faculty members are aware of these approved changes. The revised copy will be posted for reference on the Academic Human Resources website, under the DOCUMENTS tab.

Thank you.

COLLEGE INPUT DOCUMENT

College of Education

Date of Last College DID Revision: ~~March 2016~~
January 2016

Date of College Vote: Feb - Mar 2016

Yes 45 No 0 Abstain 0

APPROVALS:

Michael McWay, COE Council, Sept. 29/16

Chair, (insert college council) (Date)

Mike Sale Sp 29, 2016
Dean (Date)

[Signature] 26 Oct 2016
Assistant Vice President, AHR (Date)

[Signature] 10/15/16
Provost and Executive Vice President (Date)

Governing Document for COE Council

Governance of College of Education Council

College of Education Council and Related Structures

Preamble

This document, upon approval by all required parties, supersedes the 1994 "College of Education Input System" document.

Article I. Purpose

The College of Education Council (COE Council) and its substructures are designed to accomplish two major purposes:

(A) to implement the requirements of applicable portions of Article XIII of the Agreement Between Eastern Michigan University and the Eastern Michigan University Chapter of the American Association of University Professors of September, 1990, and the successors to this Agreement; and

(B) To accomplish the function of faculty involvement for formulating recommendations at the College level as stated and implied by the National Council for Accreditation of Teacher Education and other external recognition bodies.

In the event of any conflict between purposes (A) and (B), purpose (A) takes precedent.

Article II. Organization

The COE Council structure shall consist of the COE Council and its officers, as defined in Article III; standing committees of the COE Council, as defined in Article IV; and ad hoc committees of the COE Council, as defined in Article V. Procedures for the flow of business shall be as defined in Article VI and in policies of the COE Council, or in the absence of definition, as determined by the chair of the COE Council in consultation with the dean of the College of Education.

Article III. College of Education Council

A. Membership, Term of Office, and Election

1. Each department in the College of Education shall have one (1) voting representative on the COE Council for each ten (10) tenure track faculty member, or major fraction thereof. No department shall have fewer than two representatives.

2. Each year, prior to September 1, the dean of the College of Education shall review departmental FTEF allocations and inform each department head of the number of representatives to which the department is entitled.

3. Department representatives shall be elected in a manner determined by the department which they represent. The department head shall notify the dean of the College of Education of each person elected to the COE Council.

4. The term of office shall be for three years, beginning September 1 and continuing through August 31, or until a successor is elected. There is no limit to the number of terms that may be served.

5. A vacancy in office shall be declared by the dean of the College of Education, and the department head notified, upon the resignation of any member or the failure to attend three successive meetings of the COE Council. A vacancy shall be filled by department election. In such cases, the election shall be for the remainder of the vacated term. The department head shall notify the dean of the College of Education of the results of the election.

6. A representative who is unable to attend meetings for a term or longer due to university-related commitments, including leave, shall notify her/his department head. The affected department shall elect an interim representative for the specified period of time and the department head shall notify the dean of the College of Education of the results of the election and the period of time involved.

7. Department heads in the College of Education shall serve as non-voting members of the COE Council.

8. The dean and associate dean(s) of the College of Education shall be ex officio members of the COE Council, without vote.

B. Officers

1. There shall be a chair of the COE Council, elected from among the faculty members of the COE Council. There shall also be a secretary elected from among the total membership. Each shall be elected by the COE Council for a term of two years or until a successor is elected. In the absence of the chair, the secretary will preside. In the absence of the secretary, the chair shall appoint a substitute from among the COE Council membership.

2. The chair shall preside at all meetings and conduct meetings in accordance with the latest edition of Robert's Rules of Order, except as provided otherwise in this document.

3. The secretary shall be responsible for the maintenance of all COE Council records, the distribution of agenda, preparing and distributing minutes of meetings, notification to members of regular and special meetings, and the provision to members of materials necessary for effective participation in meetings. Such materials must be received by COE Council members no less than two days before each scheduled meeting.

4. The chair, the secretary, a member-at-large, and the dean of the College of Education (who shall serve ex officio, without vote) shall constitute an executive committee, with responsibility for the smooth functioning of the work of the COE Council between meetings.

C. Meetings

1. The COE Council shall meet regularly during the fall and winter semesters, ordinarily every other week, and during the spring and summer terms as necessary. Special meetings may be called by the chair or upon the written petition of five members of the COE Council.

2. A quorum shall consist of a majority of the voting members.

D. Evaluation of the Dean.

As required by the AAUP contract, the College of Education tenure-track faculty will evaluate the dean of the College of Education at least once every three years. The Dean will provide a self-evaluation to the COE Council and to the COE faculty at large. Within 30 days of receipt of the self-evaluations, an evaluation form will be sent to the faculty in an online format so that individual responses will be confidential and aggregated into a single file. Members of the COE Council will provide means and distributions for the quantitative measures and will summarize the key themes in the open-ended responses. The COE Council chair will aggregate and provide this feedback to the dean and provost within 60 days of the completion of the survey process.

Article IV. Standing Committees

A. Identification of Committees.

The standing committees of the COE Council shall be the: (i) Committee on Basic Programs, (ii) Committee on Advanced Programs, (iii) Committee on Diversity, (iv) Planning and Finance Committee, (v) Personnel Committee (vi), and Assessment Committee. In the event that an item might appear to be within the province of two or more committees (e.g., curricular matters related to the speech-language impaired

program), the chair of the COE Council, in consultation with the dean of the College of Education, shall make a determination of referral to only one committee.

B. Committee on Basic Programs.

1. Matters having to do with any Eastern Michigan University initial preparation program for prospective teachers shall flow through the Committee on Basic Programs (CBP).
2. The Committee on Basic Programs shall elect a chair and a secretary from among its membership.
3. The voting membership of CBP shall consist of at least 20 but not more than 25 elected representatives, broadly representing the "specialty studies" and "professional studies" components of initial teacher preparation programs at EMU. There shall be representatives who are members of the faculty of the College of Education and representatives who are members of the faculty of other EMU colleges. Representatives will serve two-year terms, with no limit on the number of terms that may be served. The voting membership of CBP shall also include two students who are enrolled in an initial teacher preparation program, selected in a manner determined by the COE Council for a one-year term.
4. Soon after the beginning of each even-numbered year, the dean of the College of Education, using the most recently-submitted data from the annual NCATE/AACTE report, shall devise and propose to the COE Council for approval a membership classification scheme to be implemented the following fall. Departments both inside and outside the College of Education shall have representation on the CBP as nearly as possible proportionate to the department's quantitative involvement in the "specialty studies" and "professional studies" components for the initial preparation of teachers. In some cases, a department will have multiple representatives; in other cases, a group of departments from related disciplines will share a representative.
5. One associate dean of the College of Education, selected by the dean of the College of Education, shall be an ex officio member of CBP, without vote. The dean of the College of Education shall be an ex officio member of CBP, without vote. Neither the associate dean nor the dean shall be counted toward a quorum.
6. CBP shall have such standing subcommittees as may, from time to time, be designated by the COE Council. Each standing subcommittee shall have as its chair a CBP member elected by CBP and shall be of a size and composition as determined by the COE Council. Membership of standing subcommittees may include persons who are not members of CBP, including students, faculty, administrators, and practitioners. CBP shall have the authority to create its own ad hoc committees.

7. The COE Council shall adopt policies concerning the eligibility for serving as a representative, the method of election of representatives to the CBP, the constituencies to be represented, and other aspects of the charge to and organization of CBP that are in conformity with the contents of this document. In the absence of or in addition to COE Council policy, the CBP may adopt other operating policies.

C. Committee on Advanced Programs.

1. Matters having to do with any Eastern Michigan University preparation program that is an "advanced" program for professional educational personnel (as defined by NCATE) as well as graduate level non-NCATE programs shall flow through the Committee on Advanced Programs (CAP).

2. The Committee on Advanced Programs shall elect a chair and a secretary from among its membership.

3. The voting membership of the Committee on Advanced Programs shall include representatives from programs both within and outside the College of Education. Members shall serve two-year terms, with no limitation on the number of terms served.

4. Soon after the beginning of each even-numbered year, the dean of the College of Education, using the most recently-submitted data from the annual NCATE/AACTE report, shall identify the programs that meet the definition under "1" above and shall notify the COE Council and the departments involved. Each program so identified shall be entitled to one representative to the Committee on Advanced Programs, effective with the following fall.

5. One associate dean of the College of Education, selected by the dean of the College of Education, shall be an ex officio member of the Committee on Advanced Programs, without vote. The dean of the College of Education shall be an ex officio member of the Committee on Advanced Programs, without vote. Neither the associate dean nor the dean shall be counted toward a quorum.

6. The Committee on Advanced Programs shall have such standing subcommittees as may, from time to time, be designated by the COE Council. Each standing subcommittee shall have as its chair a Committee on Advanced Programs member elected by the Committee and shall be of a size and composition as determined by the COE Council. Membership of standing subcommittees may include persons who are not members of the Committee on Advanced Programs, including students, faculty, administrators, and practitioners. The Committee on Advanced Programs shall have the authority to create its own ad hoc committees.

7. The COE Council shall adopt policies concerning the method of election of representatives to the Committee on Advanced Programs and other aspects of the charge to and organization of Committee on Advanced Programs that are in conformity with the contents of this document. In the absence of or in addition to COE Council policy, the Committee on Advanced Programs may adopt other operating policies.

D. Planning and Finance Committee.

1. The Planning and Finance Committee shall represent the faculty in all matters having to do with long-range planning and with financial matters (including facilities, equipment, etc.) affecting the College of Education.
2. The Planning and Finance Committee shall elect a chair and a secretary from among its membership.
3. The voting membership of the Planning and Finance Committee shall consist of one representative from each department in the College of Education. Members shall serve two-year terms, with no limitation on the number of terms served.
4. One associate dean, responsible for budget and finances, shall be an ex officio member of the Planning and Finance Committee, without vote. The associate dean shall NOT be counted toward a quorum.
5. The Planning and Finance Committee shall have such standing subcommittees as may be determined by either the College of Education Council or the Planning and Finance Committee.

E. Personnel Committee.

1. The Personnel Committee shall represent the faculty in all matters having to do with college-level review of credentials and qualifications for recognitions and awards, in addition to such other personnel-related responsibilities as may be assigned by the COE Council.
2. The Personnel Committee shall elect a chair and a secretary from among its membership.
3. The voting membership of the Personnel Committee shall consist of one elected faculty member from each department in the College of Education. Members shall serve two-year terms, with no limitation on the number of terms served.
4. The Personnel Committee shall have such standing subcommittees as may be determined by the College of Education Council or the Personnel Committee.

F. Assessment Committee.

The overall mission is to improve the quality of student assessment in order to provide a strong foundation for formative and summative evaluation of education programs and the unit. The committee will develop, promote, monitor, and inform assessment systems on students' knowledge, skills, and positive dispositions.

Specific Goals:

1. Promote collection and analysis of student data for assessment in all education programs.
2. Provide support for gathering, analyzing, and disseminating the information from student assessment systems.
3. Develop, sponsor, and disseminate educational, awareness-raising, and knowledge-building programs and training related to student assessment for education programs.
4. Review, analyze, evaluate, and develop data-based assessment systems in all education programs.

Structure

Membership

8 Faculty members (tenure-track, full-time)

- 1) 3 faculty members from Teacher Education
- 2) 1 faculty member from Leadership & Counseling
- 3) 1 faculty member from Special Education
- 4) 2 faculty members from departments with NCATE accredited programs located outside of College of Education.
- 5) 1 at-large faculty member from College of Education or departments with NCATE accredited programs located outside of the College of Education. Nominations of faculty will be brought to the College of Education Council, who will elect the at-large member.
 - i. Faculty membership will be based on a two-year term. Faculty members will be appointed through majority vote of their Departments.
 - ii. Term of Office: 2 years

*Year one of the committee exception to provide start-up continuity:

3 years for 2 faculty and 2 years for 1 faculty from Teacher Education;

3 years for 1 faculty member and 2 years for 1 faculty member from departments with NCATE accredited programs located outside of the College of Education.

- 6) The Dean of the College of Education (or her/his appointee)
- 7) The Dean of College of Arts and Sciences (or her/his appointee)
- 8) The Dean of College of Health and Human Services (or her/his appointee)
- 9) The Dean of College of Technology (or her/his appointee)
- 10) Associate Dean (COE, Office of Academic Services)

Leadership

1. The Assessment Committee will have a chair elected by the membership. All members shall be voting members. A quorum will consist of 8 members. The committee will meet on a monthly basis in fall and winter semesters. All meetings are open and guests can be invited to attend and present on relevant issues.
2. The meetings will include:
 - a. Information sharing and dissemination of opportunities and activities relevant to the student assessment in the institution and, in particular, education programs.
 - b. Considerations of current issues and future directions.
 - c. On-going analysis of student data and assessment systems for education programs.

G. Diversity Committee.

1. The Diversity Committee shall represent the faculty in all matters having to do with increasing the broad awareness of diversity, multiculturalism, and social justice among students, staff and faculty in the COE community, as well as building specific knowledge and skills congruent with the region and populations we serve. The Committee will develop and promote community. In particular, the Committee will (1) promote diversity and multiculturalism content and pedagogy in COE curriculum through (a) gathering data on multicultural curriculum, collating and analyzing the data, and disseminating the information; and (b) developing, sponsoring and disseminating educational, awareness-raising, and

knowledge-building programs and training at COE; (2) promote recruitment and retention of multicultural and international faculty, staff and students, through (a) supporting diversity among faculty, staff, and students through mentoring services and programs; (b) supporting recruitment targeted at raising diversity and maintaining contact with the Office of Diversity and Affirmative Action to recruit and retain minorities in COE; and (c) supporting activities that enhance retention of diverse faculty, staff, and students; and (3) sponsor activities and programs that enhance diversity of awareness, knowledge, and skills in the COE.

2. The Diversity Committee shall elect co-chairs from among its membership.
3. The voting membership of the Diversity Committee shall consist of four elected members from the Department of Teacher Education, two elected members from the Department of Leadership and Counseling, and two elected members from the Department of Special Education. Each of these persons shall serve a two-year term. (In order to provide for a staggered term arrangement, for the initial election, two of the members from Teacher Education, one of the members from Leadership and Counseling, and one of the members from Special Education shall hold a three-year term.) In addition to the faculty membership, there shall be one undergraduate student representative and one graduate student representative. The student members will serve one-year terms and will be appointed by the Associate Dean, Academic Services, from among nominations made by Department Heads. There shall be no limitation on the number of terms a person may serve on this committee.
4. The Associate Dean, Academic Services, shall be an ex officio member of the committee, without vote.
5. A quorum shall consist of seven voting members.
6. The Diversity Committee shall have such standing subcommittees as may be determined by the College of Education Council or the Diversity Committee.

I. Structure.

The first meeting of each committee shall be called by the chair of the COE Council. Each standing committee shall hold regular meetings as required effectively to complete its agenda. Each may establish a sub-committee structure. All meetings shall be conducted in accordance with the latest edition of Robert's Rules of Order, except as specified elsewhere in this document or by formal policy of the COE Council. A quorum shall consist of a majority of members.

J. Processing.

Ordinarily, the COE Council will consider a major business item only after that item has been reviewed by one or more standing (or, in some cases, ad hoc) committees. However, the COE Council may consider an item without benefit of standing committee input or recommendation if the COE Council determines that there is either (a) great urgency for consideration of the item or (b) a standing committee has had a reasonable period of time to provide input related to or to make a recommendation on the item. The COE shall have latitude in deciding which issues go to council directly.

Article V. Ad hoc Committees

Ad hoc committees of the COE Council may be established and abolished at will by the COE Council when the topic for the committee is deemed by the COE Council not to fit well within the charge of any of the standing committees. In creating any ad hoc committee, the COE Council is at liberty to establish any charge, size and method of composition, and duration that is appropriate for the nature of the ad hoc committee.

Structure

Each standing committee shall hold regular meetings as required effectively to complete its agenda. Each may establish a sub-committee structure. All meetings shall be conducted in accordance with the latest edition of Robert's Rules of Order, except as specified elsewhere in this document or by formal policy of the COE Council. Except where indicated otherwise, a quorum shall consist of a majority of members.

Article VI. Flow of Business

A. Records.

The official record of actions of the standing and ad hoc committees and of the COE Council shall be the minutes of the group. A copy of the minutes of all groups shall be maintained on the College of Education Intranet.

B. Agenda.

Proposed agenda items may be presented to any committee or to the COE Council, through the chair of the group, by any EMU-affiliated party inside or outside the College of Education. These parties include, but are not limited to, individual faculty members, faculty organizations or bodies, community advisory committees, individual students, student organizations, department committees, department faculties, department heads, deans and associate deans, and university central administrators. The chair of the COE

Council and the executive committee are responsible for determining the appropriateness of each item and scheduling it on the agenda.

C. Information.

In the process of discharging responsibilities, any standing or ad hoc committee or the COE Council may hold hearings, invite testimony, and otherwise gather data and opinion on the issue.

D. Recommendations.

Except in instances where the COE Council has specifically charged a standing or ad hoc committee with the power to act in its behalf and except for actions of the Personnel Committee where university procedures or past practice call for routing of determinations directly to the dean or to a university-wide office or body, determinations of standing and ad hoc committees are to be considered recommendations to the COE Council.

E. Minority Report.

If there is a formal minority report associated with any action of a standing or ad hoc committee or the COE Council, this minority report shall be transmitted, along with the majority report and recommendation, to the next level of processing.

F. Unapproved committee items.

Committees shall return unapproved items to the originator. However, the originator may have an unapproved item placed on the agenda of the COE Council for further consideration.

G. Unapproved and approved Council items.

The COE Council shall approve or disapprove items in a timely manner. Disapproved items are returned to the originator of the item and, if the item has been reviewed by a committee, the chair of the committee shall be informed of the COE Council action. When an item is approved, it is forwarded to the dean of the College of Education.

H. Unapproved and approved items and the dean.

If the dean disapproves of an item presented by the COE Council, the dean shall return it to the COE Council within fifteen (15) days with a rationale for the dean's disapproval. If the dean approves of an item, the dean shall transmit it to the proper office or body for further processing in accordance with the Agreement.

I. Policies.

Policies adopted by the COE Council in accordance with the provisions for committee structures shall be considered as part of this document.

Article VII. Adoption and Amendment

This document shall be adopted by and may be amended by the processes defined in Article XIII of the Agreement of 1990 and its successor provisions.

Approved by Faculty of College of Education, November, 2011

Approved by Provost,
Implemented, Fall, 2012

Revised and Approved by the Faculty of the College of Education, Spring, 2016