

# Teacher Education Council By-Laws

## I. Preamble

The Teacher Education Council (hereinafter TEC) is the advising and disseminating body of the Teacher Education Unit which represents all BA, BS, BSED, MSED, MST, MAT and CAS teacher education programs at SUNY Cortland. The TEC is a mechanism that facilitates collaboration between teacher education faculty and other stakeholders in the teacher education process. The TEC is charged to lead efforts toward professional, scholarly and intellectual excellence in the College's teacher education programs, and to conduct itself in an atmosphere of open, full and intellectually vigorous discourse. The TEC is a deliberative forum for faculty participation that advances teacher education, the quality of education in society, and the study of education.

## II. Role and Function:

The TEC's function is to discuss issues of concern related to teacher education programs, to make recommendations pertaining to the teacher education unit to the Unit Head, and other appropriate administrative bodies, and ultimately to the President or his/her designee. The President has designated the Provost as the Unit Head for all educator preparation programs at SUNY Cortland.

The TEC serves as a forum for the dissemination of information and directives from external agencies that impact teacher education programs. While the TEC advises the Unit Head on issues related to teacher education, it does not supersede the authority of regular departments, programs, Faculty Senate, senate committees, or curriculum committees. Final decisions or recommendations related to curricular issues, staffing, resource allocation, college organization and the like shall be the responsibility of the Unit Head. The TEC reports directly to the Unit Head.

## III. TEC Chair and Function of Chair and Unit Head for Teacher Education Programs

The TEC is chaired by and reports to the Unit Head Designee, the Dean of the School of Education. The Deans of the School of Arts and Sciences and the School of Professional Studies serve as Vice-Chairs. The Chair of the TEC is responsible for preparing the Council's annual report and such other reports as may be required. The Chair shall be responsible for publicly announcing meetings, and preparing and distributing agendas for such meetings at least five working days prior to the scheduled meeting date.

## IV. Membership

### A. Teacher Education Program Representatives (Voting)

1. The Chair or designee from each academic department with a program in teacher education.
2. Program coordinators from teacher education programs including coordinators of interdisciplinary programs.

### B. Ex officio Representatives (Non-voting)

1. Deans from the School of Arts and Sciences, School of Education and the School of Professional Studies

2. Associate Deans of the School of Arts and Sciences, the School of Education, and the School of Professional Studies
3. Assistant Dean for Assessment and Accreditation
4. Director of Field Experience and School Partnerships
5. Director (or designee) Academic Support and Achievement Program
6. Director (or designee) for Advisement and Transition Office
7. Director (or designee), Memorial Library

Additional ex officio members may be added by a majority vote of the registered representatives of the TEC present and voting.

## **V. Registration of Membership**

The names of representatives shall be communicated to the Chair at the start of each academic year or whenever a vacancy shall be filled. The names of all registered representatives shall be recorded and maintained on the official distribution list.

## **VI. Voting**

Routine and minor procedural issues such as the confirmation of nominations shall be voted on in TEC meetings and passed with a majority of the voting representatives present. All recommendations to the Unit Head pertaining to policy and procedure must be passed by a majority vote of the registered representatives of the TEC who participate. All such votes, especially those that impact program and faculty responsibilities and student requirements, will be conducted electronically to insure the participation of all representatives. Once the ballot is distributed electronically by the TEC Chair, participants will have a ten working day period to review the proposal and cast their ballots. The Assistant Dean for Assessment and Accreditation shall be responsible for tallying the electronic voting results.

## **VII. Meetings and Agendas**

The TEC shall meet no less than two times each semester. Meetings may be called by the Chair, the Vice-Chairs, or by a request signed by at least ten voting members of the Council. Agenda items for meetings shall be defined by the Chair and circulated at least five working days in advance of TEC meetings. Additional items may be added by any voting representative of the TEC with three working days' notice.

The meetings should be conducted in an atmosphere of informal and open discourse but should be governed by Roberts' Rules of Order and meetings shall be open to all members of the College community.

## **VIII. Committees**

### **A. Steering Committee**

#### **1. Membership**

- a. The Chair and Vice-Chairs of the TEC
- b. A member of the teaching faculty from each school
- c. Associate Dean of the School of Education
- d. Assistant Dean for Assessment and Accreditation

2. Chair: The Unit Head Designee is the Chair of the Steering Committee. A Vice-Chair should be elected to preside or otherwise represent the Steering Committee in the absence of the Chair.
3. Frequency of Meetings:
  - a. Call of the Chair
  - b. At least seven (7) days prior to a scheduled TEC meeting, when feasible
  - c. At the request of at least ten (10) members of the TEC
4. Meetings shall be open to registered representatives of the TEC and all members of the College community.
5. Functions:
  - a. Receive agenda items from members of the TEC or others and prepare agenda for TEC meetings.
  - b. Act on matters referred to it by the TEC.
  - c. Identify and initiate proposals for TEC actions
  - d. Craft and prepare TEC proposals for submission to the Unit Head
  - e. During periods when the College is not in session or when the TEC would not normally meet, consult with the TEC when possible on issues to be considered or actions to be taken, utilizing appropriate communications (e-mail, meetings of those available, etc.)
  - f. During periods when the College is not in session or when the TEC would not normally meet, report to the TEC on actions taken, such report to be tendered at the next scheduled meeting or within seven (7) business days, whichever comes first.

## **B. Teacher Education Candidate Review Committee (TECRC)**

1. Membership:
  - a. A member of the teaching faculty from each school
  - b. The Associate Dean from each school
  - c. A representative from University Police
  - d. The Director (or designee) of Student Conduct
  - e. A representative from the Academic Grievance Tribunal
2. Chair: Associate Dean of the School of Education
3. Frequency of Meetings:
  - a. Call of the Chair
  - b. At least three times per semester, and at least once during the winter and summer sessions
4. Meetings shall be open only to members of the TECRC and invited guests.
5. Functions:
  - a. Review application to teacher education programs by students who have violated regulations, codes or laws. The particular focus of the TECRC review is information related to illegal behavior (including any patterns of alcohol, drug, or violent behavior), academic dishonesty, and violations of the student code.
  - b. Develop and maintain a rubric for evaluation of candidates under review.
  - c. Assess candidate qualifications at various checkpoints.
  - d. Review student disclosures.
  - e. Notify applicants and program coordinators of the committee's decisions regarding student eligibility for a teacher education program.

### **C. Ad Hoc Committees**

Members of ad hoc committees shall be appointed upon the recommendation of the Chair and Vice-Chairs, and vote of approval by a majority of the TEC present and voting. Members of ad hoc committees may also be proposed from the floor by any voting member and shall be approved by a vote of the members of the TEC present and voting. Terms of membership should run until the committee has discharged the assignment it was charged to perform. Appointments to fill vacancies shall run until the conclusion of the committee's assignment. Members appointed to ad hoc committees shall serve pro tem until they shall have been confirmed by the TEC. Committees should designate their respective chairs and should report to the TEC and the Chair of the TEC. Any member of the college faculty or staff is eligible for membership on an ad hoc committee. Ad hoc committee meetings shall be open to registered representatives of the TEC and all members of the College community.

## **IX. Ratification and Amendment**

Amendments to the By-Laws can be proposed on an as-needed basis by any registered member. The By-Laws shall be amended by an electronic vote of a majority of the registered representatives of the TEC on a resolution to submit amendments to a vote. Amendments receiving a majority of votes shall be submitted to the Unit Head for approval, and then to the President of the College for approval. Amendments shall come into force upon receiving the President's approval.

The TEC By-Laws shall be reviewed no less than every five years from the date of the most recent ratification.

Revisions Approved April 24, 2017