Texas Southern University
Teacher Education Council Constitution

Article I: Purpose and Definition

The Teacher Education Council (TEC) shall exercise general oversight of all phases of the Educator Preparation Unit and its programs in the context of the existing academic governance structure at Texas Southern University. Its responsibilities include the development and/or approval of policies and procedures related to state program approval and NCATE accreditation; educator candidate recruitment, selection, admission and retention; field experiences, clinical practice, candidate and program evaluation, and certification. It is located in the designated unit of the University for all initial programs and shares the responsibility for advanced programs with the Graduate Council.

The Teacher Education Council, hereafter referred to as the Council, acts upon all course and program proposals related to educator preparation forwarded from academic departments in the unit and makes appropriate recommendations. It may also initiate or recommend academic or curriculum studies that result in proposed revisions to the Educator Preparation Unit programs.

Its actions become recommendations to the Head of the Unit, the University Curriculum Committee, and the Deans' Council. The Council may appeal certain decisions to the Head of the Unit who may then take the issue to the Provost and Senior Vice President for Academic Affairs.

Article II: Membership

Section 1. Membership by academic position is provided for the:
- Chairperson of the Department of Curriculum & Instruction
- Director of Field Experiences and Clinical Practice
- College of Education Department Chairs
  - Curriculum and Instruction
  - Educational Administration and Foundations
  - Counseling
  - Health and Kinesiology
- NCATE Coordinator
- NCATE Assessment Coordinator
- Dean, College of Education
- Dean of the Graduate School or Designee (ex officio)
- Vice President for Academic Affairs or Designee (ex officio)
- Certification Officer (ex officio)

All of these members have voting rights, except for the Chair of Curriculum & Instruction, who serves as chairperson of the Council, and the ex officio members.

Section 2. A minimum of one member shall be appointed from each of the following academic areas or categories:

College of Education (6)
Department of Curriculum & Instruction (3)
EC-6, 4-8 and Special Education
Health and Kinesiology (1)
Educational Administration and Foundations (1)
Counseling (1)
College of Liberal Arts & Behavioral Sciences (3)
  English
  Art, Music,
  Social Science (History)
College of Science and Technology (2)
  Natural Sciences
  Mathematics
LEA Teacher/Administrator (one Elementary)
LEA Teacher/Administrator (one Secondary)
Two Educator Preparation Candidates (one undergraduate, one graduate)

Section 3. The Chairperson of the Council shall make recommendations to the Head of the Unit for appointments to the TEC.

Section 4. Appointments shall include consideration of the following criteria to assure that a minimum fifty percent (50%) of the membership has K-12 experience and/or involvement in educator preparation and public schools:

   a. continuous involvement, concern and interest in educator preparation
   b. K-12 experience
   c. representative membership from disciplines with a major leading to educator preparation licensure

Section 5. There shall be a maximum of 18 members, exclusive of ex officio members.

Article III: Terms of Office

Membership, as defined in Article II: Section 1, is permanent in terms of the functioning roles. Membership, as defined in Section 2, shall be for a three-year period for each position except for LEA Teachers/Administrators (Elementary and Secondary) and Candidates (undergraduate and graduate) who will serve one-year terms. Consecutive terms are permitted.

Article IV: Meetings and Quorum

Meetings shall be held at the call of the chairperson or upon the written request to the chairperson by at least five (5) members, or by the Council at a prior meeting. At least one (1) meeting shall be held each semester of the academic year.

A quorum shall be those persons present at a meeting called in accordance with the previous paragraph at which a majority of voting members are present. Notices shall be distributed to members by regular mail or e-mail at least three working days before the meeting.

Article V: Amendments

These policies and procedures may be amended by a vote of the majority of Council members at a meeting subsequent to the one at which a formal proposal to amend is accepted.

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Article VI: Standing Committees

The Teacher Education Council Chair shall appoint members to the following standing committees for two year terms. Each committee shall meet a minimum of once per semester.

Section 1. An Admission/Retention Committee of no fewer than 5 faculty members from within the educator preparation unit shall review and approve applications for candidates as they move through the transition points in the unit. In addition they shall determine fairness and appropriateness of the assessment process. The committee chair shall be appointed by the TEC Chairperson and approved by the Teacher Education Council.

Section 2. An Appeals Committee of no fewer than 5 faculty members shall handle all appeals submitted by candidates seeking redress for unfavorable decisions based on the Assessment Process. The committee shall also be responsible for review of candidate dispositional issues and recommend appropriate actions or interventions to the Head of the Unit. The committee chair shall be appointed by the TEC Chairperson and approved by the Teacher Education Council.

Section 3. A Field Experiences/Clinical Practice Advisory Committee of no fewer than five members shall review and coordinate field and clinical experiences required in the various educator preparation programs in the unit. It shall be chaired by the Director of Field Experiences and Clinical Practice.

Section 4. A Unit Assessment Committee composed of no less than six members of the Council, selected to represent all colleges in the unit, and no less than one LEA representative, shall analyze and review unit data on student outcomes related to unit proficiencies and suggest programmatic changes based on state mandates and/or data analysis. The committee chair shall be appointed by the TEC Chairperson and approved by the Teacher Education Council.

Section 5: Ad Hoc Committees may be appointed based on recommendations from the Chairperson of the TEC and/or the Head of the Unit when deemed necessary.

Article VII: Relationships With Other Councils

Section 1. Relation to the College and University Curriculum Committee. All proposals regarding initial programs approved by the Council must be submitted to the Head of the Unit before being sent to the University Curriculum Committee. The University Curriculum Committee may not amend proposals, but may return them to the Council with recommendations or suggestions for changes. In the event of an unresolved conflict, the Council by a vote of the majority may file a formal appeal with the Head of the Unit, who will resolve the issue through appropriate channels.

Section 2. Relation to the Graduate Council. All proposals regarding advanced programs in Educator Preparation will be submitted to the Council and then to the Head of the Unit prior to being sent to the Graduate Council for consideration. If both Councils approve the proposal, the Dean of the Graduate School will forward it to the University Curriculum Committee. In the event a proposal is approved by the Council and minor changes are recommended by the Graduate Council, the Head of the Unit and the Dean of the Graduate School will attempt to resolve the dispute and resubmit it to the Graduate Council before it goes to the University Curriculum Committee.

If substantive issues are raised, it will be returned to the Council with the recommendation from the Graduate Council.

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If the matter is not resolved at this point, the proposal will be sent to the University Curriculum Committee which will arbitrate the disagreement after both the Council and the Graduate Council present their concerns.

Article VIII: Adoption

These policies and procedures shall become effective by a majority vote of the existing Teacher Education Council and additional approval by the Head of the Unit.

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