Professional Education Council (PEC)

Bylaws

In Committee Revision
Unit Governance and Resources – February 2013

Pending PEC Approval
# Table of Contents

**ARTICLE I** Name, Description and Purpose................................................................. 3-4
  Section 1 Name and Description..................................................................................... 3
  Section 2 Purpose............................................................................................................ 3-4

**ARTICLE II** Membership ............................................................................................... 4-5

**ARTICLE III** Governance ............................................................................................... 5-7
  Section 1 Unit Head ....................................................................................................... 5
  Section 2 Executive Committee...................................................................................... 5

**ARTICLE IV** Meetings .................................................................................................... 7
  Section 1 Meeting Agenda............................................................................................. 7
  Section 2 Schedule ....................................................................................................... 7

**ARTICLE V** Standing Committees.................................................................................. 6-8

**ARTICLE VI** Voting ........................................................................................................... 8
**Article I. Name, Description, and Purpose**

**Section 1. Name and Description**

The name of this committee is the Professional Education Council (PEC). The PEC is comprised of representatives of the Professional Education Unit (PEU).

The Professional Education Unit (PEU) includes all programs at The University of Montana responsible for the preparation of teachers and other school professionals at initial and advanced levels, regardless of where these programs are administratively housed. The PEU includes programs in the Phyllis J. Washington College of Education and Human Sciences, the College of Arts and Sciences, the School of Business Administration, and the College of Visual and Performing Arts.

UM’s PEC is under the authority of the Provost and Vice President for Academic Affairs. The Dean of the Phyllis J. Washington College of Education and Human Sciences (PJWCoEHS) serves as the Unit Head and Chair of the Professional Education Council.

**Section 2. Purpose**

As a University Committee, the primary function of the PEC is to support collaboration across the PEU, explore and discuss education trends and policy, and to guide continuous improvement initiatives in the Professional Education Unit.
The Professional Education Council:
1. supports collaborations across PEU colleges, schools, and departments especially related to professional educator preparation programs;
2. supports on-going review of all professional education programs and participates in the preparation of accreditation reports;
3. monitors changing regulations and accreditation standards and makes recommendations for program revisions to accommodate new requirements;
4. promotes collaboration among and provides professional development opportunities for members of the PEU and between PEU and P-12 schools to enhance the quality of professional education; and
5. reviews and makes recommendations to the Dean of the PJWCoEHS to ensure that Unit policies and practices are consistent with requirements specific to the Council for the Accreditation of Educator Preparation (CAEP) (formerly the National Council for Accreditation of Teacher Education (NCATE)), state accreditation, and Montana licensure standards and requirements.

In consultation with other Deans in the PEU, the Dean of the PJWCoEHS forwards the Council’s recommendations, with additional comments as s/he deems necessary, to appropriate University committees and the Provost.

**Article II. Membership**

Membership on the PEC includes the Dean of the Phyllis J. Washington College of Education and Human Sciences (Unit Head), PEU Deans, representatives from each program in the PEU, P-12 teachers and administrators, and undergraduate and graduate candidates. The Provost and Vice President of Academic Affairs appoints ex-officio members who serve continuously as well as faculty from the PEU to serve three-year terms upon the recommendation of the Dean of the Phyllis J. Washington College of Education and Human Sciences (PJWCoEHS) and the respective Deans in the PEU. The Dean of the PJWCoEHS invites candidates representing initial licensure and advanced programs as well as P-12 practitioners to serve on the PEC.

### PROFESSIONAL EDUCATION COUNCIL MEMBERSHIP

<table>
<thead>
<tr>
<th>REPRESENTATIVE GROUPS</th>
<th>DELEGATE NUMBER</th>
<th>Term</th>
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<tbody>
<tr>
<td><strong>Ex-Officio Members</strong></td>
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<tr>
<td>Associate Provost for Global Century Education &amp; Special Assistant to the President for Accreditation</td>
<td>Indefinite</td>
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<tr>
<td>Dean, Phyllis J. Washington College of Education and Human Sciences (PJWCoEHS) (PEU Head)</td>
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<tr>
<td>Dean, College of Arts and Sciences (CAS)</td>
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<td>Dean, School of Business Administration (SoBA)</td>
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<td>Dean, College of Visual and Performing Arts (CVPA)</td>
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<td>Dean, Graduate School</td>
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<td>Associate Dean, Phyllis J. Washington College of Education and Human Sciences</td>
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<td>NCATE/CAEP co-coordinators</td>
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<tr>
<td>C&amp;I Chair</td>
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<tr>
<td>Assessment/Licensure Manager</td>
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<tr>
<td>Director of Field Experiences</td>
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<tr>
<td><strong>College of Education &amp; Human Sciences (PJWCoEHS)</strong></td>
<td>7 delegates, as follows</td>
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<tr>
<td>Curriculum and Instruction</td>
<td>1 to represent Elementary Initial Licensure</td>
<td>3 years</td>
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<td></td>
<td>1 to represent Secondary Initial Licensure</td>
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<td></td>
<td>1 to represent Advanced Programs</td>
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<tr>
<td>Educational Leadership</td>
<td>1 to represent Educational Leadership</td>
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<td>Communicative Sciences and Disorders</td>
<td>1 to represent Speech Language Pathology</td>
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<tr>
<td>Counselor Education</td>
<td>1 to represent School Counseling</td>
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<tr>
<td>Health and Human Performance</td>
<td>1 to represent Health Enhancement</td>
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A list of PEU programs is maintained by the Phyllis J. Washington College of Education and Human Sciences (PJWCoEHS). This list, Programs Preparing Teachers and Other School Professionals for P-12 Settings, disseminated at the first PEC meeting each academic year is also available on the PJWCoEHS PEU web site.

**Article III. Governance**

Section 1. Unit Head

The Dean of the Phyllis J. Washington College of Education and Human Sciences (PJWCoEHS) serves as the Unit Head and Chair of the Professional Education Council at The University of Montana. Appointed and evaluated by the Provost, the PJWCoEHS Dean works closely with the Provost, other PEU Deans, and faculty to assure that the mission and programs of the Unit are developed, delivered, and evaluated successfully.

The PJWCoEHS Dean (1) serves as liaison and spokesperson for the PEU including regular communication with the Provost and Vice President of Academic Affairs, PEU Deans, and area P-12 school superintendents; (2) assures that the Council is informed about educational policy issues at the university, state, and national levels as necessary context for its deliberations and actions; (3) presides over PEC meetings; (4) appoints and charges committee chairs; and (5) creates task forces for specific purposes, as needed.

Section 2. Executive Committee

Members of the Executive Committee include the Dean of the PJWCoEHS, Associate Dean of the PJWCoEHS, NCATE/CAEP Co-Coordinators, and the Assessment/Licensure Manager. The Executive Committee meets prior to scheduled PEC meetings and collaborates to (1) establish meeting agendas; (2) make arrangements for meeting location and materials; (3) notify members...
of meetings; (4) arrange for writing and posting meeting notes; and (5) initiate electronic information exchanges and voting as needed between scheduled meetings. The Executive Committee performs other duties as assigned by the Provost or PJWCoEHS Dean to meet emerging needs of the Council.

**Article IV. Meetings**

**Section 1. Meeting Agenda**

The PEC meets to review, analyze, and provide input on all aspects of UM programs preparing teachers and other school professionals. Through monthly meetings, as well as Standing Committee participation, the Professional Education Council will:

1. provide a means by which communication, collaboration, and coherence are ensured across all programs at The University of Montana that prepare education personnel for P-12 school settings;
2. review and support the work of the Professional Education Unit in meeting state and national accreditation standards, keeping with its conceptual framework, and assuring alignment with the mission and goals of the broader University;
3. facilitate annual program review and continuous improvement in each of the NCATE/CAEP standards through Standing Committee reports that review key PEU data in the Educator Preparation Assessment System (E-PAS) to inform program decision-making;
4. provide a forum for the discussion of critical issues concerning the preparation of education professionals and stimulate and encourage the continuous improvement of programs in the PEU; and
5. serve as advisory to the Dean of the PJWCoEHS on accreditation matters of mutual interest, concern, or urgency.

**Section 2. Schedule**

Council meetings are scheduled monthly to be determined at the start of each academic year (typically the first Monday of each month from 4:00 p.m. – 5:00 p.m., September – December and February – May). A meeting notice is sent to members of the PEC typically one week prior to each meeting with the agenda and discussion materials attached. A report from each Standing Committee as described in Article V is scheduled annually.

**Article V. Standing Committees**

The Council establishes the following standing committees: (1) Candidate Knowledge, Skills, and Professional Dispositions; (2) Assessment Systems and Unit Evaluations; (3) Field Experiences and Clinical Practice; (4) Diversity; (5) Faculty Qualifications, Performance, and Development; (6) Unit Governance and Resources; and (7) Curriculum Review. The Dean of the PJWCoEHS assigns chairs and with the exception of the Associate Provost and Deans, all PEC members will participate on at least one of the standing committees. In consultation with the PEC, standing committee chairs are responsible for recruiting and maintaining membership lists. PEU faculty, P-12 professionals, and candidates who are not members of the PEC may also be members of the standing committees.

Standing committees serve as the working groups of the PEC. Each committee completes an annual review of key PEU data in the Educator Preparation Assessment System (E-PAS) and other program materials in their focus area, reports annually at an assigned PEC meeting on
program strengths and areas for improvement, and contributes to development of Annual and Institution Reports. Committee recommendations are presented to the full council for review and discussion. The committees are also responsive to emerging needs in their focus areas.

Standing Committees and roles follow.

1. **Conceptual Framework and Candidate Knowledge, Skills, and Professional Dispositions**
   - **Membership:** A minimum of four persons to include C&I chair; one advanced program delegate and one other school professional delegate representing CAS and CVPA; and one P-12 representative.
   - **Charge:** Review Accreditation guidelines and support initial and advanced programs preparing teachers and other school professionals in the development of curriculum and assessments that appropriately prepare candidates to meet professional, state, and institutional standards. The Committee will report annually to the PEC and address 1) program alignment with state and national standards, 2) program highlights and recommendations for continuous improvement, and 3) document progress in the CAEP annual report. Every five years, the Committee will conduct the review of the PEU Conceptual Framework.

2. **Assessment Systems and Unit Evaluations**
   - **Membership:** A minimum of six persons to include the Assessment Manager, a P-12 Administrator, and one member from the CoEHS, SoBA, CVPA, and CAS. Membership should include representation of initial, advanced programs and other school professionals.
   - **Charge:** Review Accreditation guidelines and support ongoing development of the assessment system that collects and analyzes data on applicant qualifications, candidate and graduate performance, and unit operations to evaluate and improve the performance of candidates, the unit, and its programs. The committee will report annually to the PEC and address 1) assessment system and data collection/analysis processes, 2) recommendations for continuous improvement, and 3) document progress in the CAEP annual report.

3. **Field Experiences and Clinical Practice**
   - **Membership:** A minimum of six persons to include the Director of Field Experiences, Licensure Specialist, one C&I faculty member, one delegate from an advanced program, one undergraduate student, and one P-12 representative.
   - **Charge:** Review Accreditation guidelines and support unit and P-12 school partners in designing, implementing, and evaluating field experiences and clinical practice so that teacher candidates and other school professionals develop and demonstrate the knowledge, skills, and professional dispositions necessary to help all students learn. Review the quality of clinical experiences (including overview of clinical experience requirements; surveys of candidates; communication with school partners; demographics and requirements related to diverse placements). The committee will report annually to the PEC and address 1) clinical strengths and recommendations for continuous improvement, and 2) document progress in the CAEP annual report.

4. **Diversity**
   - **Membership:** A minimum of three persons to include a representative of PJW/CoEHS, CVPA and CAS.
   - **Charge:** Review Accreditation guidelines and support the unit in providing curriculum and experiences that build candidate proficiencies related to diversity. Review diversity data and campus initiatives for recruiting diverse students and
faculty. The committee will report annually to the PEC and address 1) strengths and recommendations for continuous improvement, and 2) document progress in the CAEP annual report.

5. Faculty Qualifications, Performance, and Development
   a. Membership: A minimum of three persons to include a representative of PJWCoEHS, CVPA and CAS.
   b. Charge: Review Accreditation guidelines and support data collection and policy reviews accordingly. Review faculty data (including numbers, ranks, and productivity). The committee will report annually to the PEC and address 1) strengths and recommendations for continuous improvement, and 2) document progress in the CAEP annual report.

6. Unit Governance and Resources
   a. Membership: A minimum of four persons to include a representative of PJWCoEHS, SoBA, CAS and CVPA. Deans of the PJWCoEHS, College of Arts and Sciences, School of Business Administration and College of Visual and Performing Arts serve as ad-hoc members of this committee and receive notice of meetings as well as a copy of the minutes recorded at each meeting.
   b. Charge: Review Accreditation guidelines and PEC operations to support data collection and policy reviews relevant to leadership, resources, partnerships, and practices necessary to address areas of identified areas for improvement as necessary for candidates to meet standards. The committee will report annually to the PEC and address 1) strengths and recommendations for continuous improvement, and 2) document progress in the CAEP annual report.

7. Curriculum Review
   a. Membership: Four persons to include the Dean of the PJWCoEHS, Associate Dean of the PJWCoEHS, Chair of Curriculum and Instruction (C&I), and the Assessment/Licensure Manager.
   b. Charge: To link accreditation and licensure review with the Curriculum Review process established by the Faculty Senate in accordance with regulations of the Board of Regents of Higher Education. Members of this committee are available to consult with programs in the PEU during the development of curriculum change proposals. All completed PEU curriculum change proposals are reviewed by this committee to insure that proposed changes support state and national accreditation standards, align with the conceptual framework of the PEU, and assure ongoing collection of data for identified key assessments prior to signature by the PJWCoEHS Dean and/or C&I Chair. The committee will report annually to the PEC to summarize curriculum change proposals relevant to the PEU.

Article VI. Voting
While the primary function of the PEC is to explore and discuss policy that supports continuous improvement, votes will occasionally be helpful in the operation of the council. When members indicate interest in a vote, voting will take place at the next meeting following discussion. All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place. With the exception of the Associate Provost and Deans, all PEC members are voting members.