The University of Montana – Missoula

Professional Education Council (PEC)

Bylaws

In Committee Revision
Unit Governance and Resources - October 19, 2012

Pending Approval
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>ARTICLE I</th>
<th>Name and Purpose</th>
<th>3-4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1</td>
<td>Name</td>
<td>3</td>
</tr>
<tr>
<td>Section 2</td>
<td>Purpose</td>
<td>3-4</td>
</tr>
</tbody>
</table>

| ARTICLE II | Membership | 4-5 |

<table>
<thead>
<tr>
<th>ARTICLE III</th>
<th>Governance</th>
<th>5-7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1</td>
<td>Unit Head</td>
<td>5</td>
</tr>
<tr>
<td>Section 2</td>
<td>Executive Committee</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ARTICLE IV</th>
<th>Meetings</th>
<th>7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1</td>
<td>Meeting Agenda</td>
<td>7</td>
</tr>
<tr>
<td>Section 2</td>
<td>Schedule</td>
<td>7</td>
</tr>
</tbody>
</table>

| ARTICLE V  | Standing Committees | 6-8 |

| ARTICLE VI | Amendments | 8 |

**Article I. Name and Purpose**

**Section 1. Name**

The name of this committee is the Professional Education Council (PEC).

**Section 2. Purpose**

The purpose of the Professional Education Council (PEC) is to provide leadership for the Professional Education Unit (PEU). The PEC is responsible for coordinating all programs within the PEU that prepare teachers and other school professionals at initial and advanced levels, regardless of where these programs are administratively housed. At the University of Montana, 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 Education, and the College of Visual and Performing Arts.

The Professional Education Council (PEC) is a University Committee under the authority of the Provost and Vice President of Academic Affairs with the leadership of the Dean of the Phyllis J. Washington College of Education and Human Sciences (PJWCoEHS).

---

**The Professional Education Council provides leadership and coordination for educator preparation programs in the four Colleges/Schools of the Professional Education Unit**

---
The primary function of the PEC is to explore and discuss education trends and policy and to guide continuous improvement initiatives in the Professional Education Unit. The Professional Education Council:

- Supports collaborations across PEU colleges, schools, and departments especially related to professional educator preparation programs.
- Conducts on-going reviews of all professional education programs and participates in the preparation of accreditation reports.
- Monitors changing regulations and accreditation standards and makes recommendations for program revisions to accommodate new requirements.
- Promotes collaboration among and provides professional development opportunities for members of the PEU and between PEU and the public schools to enhance the quality of professional education.
- Reviews and makes recommendations to the Head of the PEU to ensure that unit policies and practices are consistent with national, regional, state, and university 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.

An updated list of PEU programs is maintained and updated 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 Accreditation web site.

### Article II. Membership

Membership in the PEC includes the Unit Head, Dean of the Phyllis J. Washington College of Education and Human Sciences, PEU Deans, representatives from each program in the PEU, P-12 teachers and administrators, and an undergraduate and graduate candidate. The Provost and Vice President of Academic Affairs of The University of Montana 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.

<table>
<thead>
<tr>
<th>PROFESSIONAL EDUCATION COUNCIL MEMBERSHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>REPRESENTATIVE GROUPS</td>
</tr>
<tr>
<td>-----------------------</td>
</tr>
<tr>
<td>Ex-Officio Members</td>
</tr>
<tr>
<td>Associate Provost for Global Century Education &amp; Special Assistant to the President for Accreditation</td>
</tr>
</tbody>
</table>
**Article III. Governance**

**Section 1. Unit Head**

The Dean of the Phyllis J. Washington College of Education and Human Sciences (PJWCoEHS) serves as Chair of the PEC and provides the leadership for the professional education preparation programs 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 unit head (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 unit head, 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 Unit Head 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 insured 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 and the dissemination and review of 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 unit head, the Dean of the Phyllis J Washington College of Education and Human Sciences, on accreditation matters of mutual interest, concern, or urgency.

**Section 2. Schedule**

Council meetings are scheduled the fourth Monday of each month from 4:00 p.m. – 5:00 p.m. (September – November and January – April). A meeting notice is sent to PEC members prior to each meeting with the agendas and discussion materials attached. A report from each Standing Committee as described in Article V is scheduled annually.

**Article IV. 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 for each standing committee. Members of the standing committees may include PEU faculty and P-12 professionals who are not members of the PEC.
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, and reports at an assigned PEC meeting on program strengths, and contribute to development of the Annual and Institution Reports. Committee recommendations are

Standing Committees and roles follow.

1. **Candidate Knowledge, Skills, and Professional Dispositions**
   a. **Membership:** A minimum of 4 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.
   b. **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 1) review program alignment with state and national standards, 2) report annually to the PEC to include notation of program strengths 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**
   a. **Membership:** A minimum of 6 persons to include the Assessment Coordinator, a P-12 Administrator, and one member from the CoEHS, SUBA, CVPA, and CAS. Membership should include representation of initial, advanced programs and other school professionals.
   b. **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 to the PEC annually and address 1) strengths of the 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**
   a. **Membership:** A minimum of 5 persons to include Director of Field Experiences, Licensure Specialist, one delegate from an advanced program, one undergraduate student, and one P-12 representative.
   b. **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), report annually to the PEC including recommendations for continuous improvement, and document progress in the CAEP annual report.

4. **Diversity**
   a. **Membership:** A minimum of 3 persons to include a representative of PJWCoEHS, CVPA and CAS.
b. Charge: Review accreditation guidelines and support the unit in providing curriculum and experiences that build candidate proficiencies related to diversity. Review diversity data, report annually to the PEC including recommendations for continuous improvement, and document progress in the CAEP annual report.

5. Faculty Qualifications, Performance, and Development
   a. Membership: A minimum of 3 persons to include a representative of PJWCoeHHS, CVPA and CAS.
   b. Charge: Review Accreditation guidelines and support data collection and policy reviews accordingly. Review faculty data (including numbers, ranks, productivity), report annually to the PEC including recommendations for continuous improvement, and document progress in the CAEP annual report.

6. Unit Governance and Resources
   a. Membership: A minimum of 4 persons to include a representative of PJWCoeHHS, SoBA, CAS and CVPA. Deans of the PJWCoeHHS, 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 PEC policies and practices and accreditation guidelines to support data collection and policy reviews relevant to leadership, resources, partnerships, and practices necessary to address areas of improvement identified as necessary for candidates to meet standards. Report to the PEC annually including recommendations for continuous improvement, and document progress in the CAEP annual report.

7. Curriculum Review
   a. Membership: A total of 4 persons to include the Dean of the PJWCoeHHS, Associate Dean of the PJWCoeHHS, 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 PJWCoeHHS Dean and/or C&I Chair.

**Article VI. Changes to By-laws**

Recommended amendments will be approved by a simple majority vote of those members present at a Council meeting if notice of the recommended amendments has been presented at the preceding meeting.