

Faculty Senate Committee on Rules
Response to Charges

Rules Committee members: Seth Hoelscher (chair), Terrel Gallaway, Kartik Ghosh, Beth Walker, Lanya Lamouria (*ex officio*), Cindy MacGregor (*ex officio*)

Charge # 1

Review EPPC Proposed Changes to ART III of the Bylaws

EPPC proposed and approved as a committee some clarifications to ART III of the Bylaws covering their operation. We are asking the Rules Committee to review these proposed changes to ensure they are in keeping with other parts of the Bylaws and with current university practice (proposed changes will be sent as separate documents) and to make a recommendation to the Senate about them.

Recommendation by Committee

The Committee recommends the following changes to the *Bylaws*.

Current Language of the Bylaws

ART III EDUCATOR PREPARATION PROVIDER COUNCIL

SEC 1 Establishment of the Educator Preparation Provider Council

As an integral part of the Faculty Senate structure, an Educator Preparation Provider Council (EPPC). shall be established.

SEC 2 Purpose of the Educator Preparation Provider Council

The primary purpose of the EPPC is to review courses and programs and to define those policies and procedures that ensure educator preparation programs at Missouri State University (MSU) meet state and national guidelines for preparing qualified school personnel. The EPPC represents the EPP (Educator Preparation Provider) as a governing body that is part of the Faculty Senate. Missouri State University is organized such that educator preparation programs are offered in each of the six academic colleges. The EPP was established to encompass all educator preparation certification programs across the various colleges.

SEC 3 Responsibilities of the Educator Preparation Provider Council

- A Develops policy and makes recommendations concerning educator preparation programs.
- B Conducts on-going reviews of all educator preparation programs and participates in the preparation of accreditation reports.
- C Monitors changing regulations and accreditation standards and makes recommendations for program revisions to accommodate new requirements.
- D The EPPC reviews proposals for substantive changes to educator preparation programs and courses as described in Article VI of the *Bylaws*. A reviewed proposal is either rejected or recommended to the Senate for approval.
- E Promotes collaboration among and ensures professional development opportunities for members of the EPP and between EPP and the public schools to enhance the quality of educator preparation.
- F Ensures curricular coherence in educator preparation.
- G Develops quality control procedures for educator preparation programs.
- H Reviews student appeals concerning exceptions or waivers to any Teacher Education Program policy or requirement and makes recommendations.

- I Reviews and makes recommendations to the Head of the EPP to ensure that unit policies and practices are consistent with national, regional, state, and university standards and requirements.

SEC 4 Membership of the Educator Preparation Provider Council

- A An EPPC member who represents the faculty must be a member of the EPP.
- B
 - 1 The EPPC shall include at least one EPP faculty member from each academic department, or special academic program, and from each entity so identified in <http://www.missouristate.edu/facultysenate/entities.htm>, that has one or more education programs. All departments, or special academic programs, are required to have at least one representative. Departments, or special academic programs, with more than 250 combined graduate and undergraduate teacher education majors have the option of electing one representative per 250 majors in teacher education. If an academic department, special academic program, or entity so identified in <http://www.missouristate.edu/facultysenate/entities.htm> has three or fewer EPP faculty members, then its head may serve as an *ex officio* EPPC member without voting privileges. The BSED-Secondary Oversight Committee is not considered to be a special academic program and does not have separate representation on EPPC.
 - 2 Eligible members from the faculty shall be elected for a two-year term and shall be eligible to serve two consecutive terms but following the second term shall not be eligible to serve until after the lapse of an intervening year. Exception to this rule: A person elected chair-elect during the fourth consecutive year as a EPPC member may serve a fifth year as chair-elect and a sixth year as chair. Upon completion of a term as chair, that person will not be eligible to serve on the EPPC until after the lapse of an intervening year. A second exception shall be those academic departments in which only one or two faculty meet EPPC membership requirements. These faculty may be reelected without limit.
- C Three school teachers (elementary, secondary, K12) from the community and one full-time school administrator from the community shall be elected to the EPPC by the EPPC and shall be eligible to serve two consecutive terms of two years each, but following the second term shall not be eligible to serve until after the lapse of an intervening year. These members shall be full voting members except they shall be excluded from discussions and decisions regarding confidential personnel matters.
- D Membership shall also include two Missouri State University undergraduate students and two Missouri State University graduate students. Student members shall serve a term of two years as full voting members. They shall be excluded from discussions and decisions regarding confidential personnel matters.
- E The Head of the EPP and the Secretary of the Faculty shall be *ex officio* members to the EPPC without voting privileges. The administrator responsible for DESE and CAEP

accreditation process shall also serve as *ex officio* member to the EPPC without voting privileges.

SEC 5 Election of Members to the Educator Preparation Provider Council

- A Each academic department/unit that offers a educator preparation program shall elect one representative who is a member of the EPP as the departmental representative and forward the name to the Chair of the EPPC and the Chair of the Faculty Senate by April 1. Each academic department/unit having four or more undergraduate education programs shall elect two additional members and forward the names to the chair of the EPPC and the Chair of the Faculty Senate by May 1. Departments with more than 250 combined graduate and undergraduate teacher education majors have the option of electing additional representatives as described above.
- B The President of the Student Government Association shall select one full-time undergraduate student who has been admitted into an educator preparation program at Missouri State University to serve a two-year term.
- C The President of the Graduate Student Senate shall select one full-time graduate student who has been admitted into an educator preparation program at Missouri State University to serve a two-year term.
- D The EPP members shall nominate at least three full-time school teachers (see Section 4 C) from the community and one full-time school administrator from the community to the EPPC by May 1. The representative shall be elected to a two-year term by the EPPC at the organizational session in May.
- E If for any reason a permanent vacancy (one semester or more) occurs on the EPPC, the Chair will immediately request the election of a replacement according to the election process indicated in this section.

SEC 6 Election of Chair-Elect – Educator Preparation Provider Council

- A Nominees for the position of Chair-Elect must be tenured and familiar with national accreditation standards, state certification requirements, and university governance. The nominees will be presented to the EPPC no later than the March session.
- B Members of the EPPC shall have the opportunity to nominate additional eligible candidates at the March session or by submitting nominations, with an appropriate second, to the Chair of the EPPC no later than April 1.
- C At the April session of the EPPC, members shall vote by secret ballot on the nominees for Chair-Elect of the EPPC.
- D The Chair of the Faculty Senate shall call the organizational session of the newly elected EPPC in May.

- E At that session, the Chair-Elect from the previous year shall assume duties as the Chair of the newly elected EPPC and the newly elected Chair-Elect shall assume duties as Chair-Elect.
- F In case a vacancy occurs in the office of Chair, the Chair-Elect shall become Chair.
- G In case a vacancy occurs in the office of Chair-Elect, the EPPC shall elect a new Chair-Elect at its next session. Notification of the pending election shall be made as part of the agenda for the session.

SEC 7 Duties of Officers – Educator Preparation Provider Council

- A The chair of the EPPC shall preside at all meetings of the EPPC; shall supervise the functioning of the EPPC and its established committees; shall prepare an agenda for each meeting of the EPPC; shall appoint members of the standing or *ad hoc* committees with the advice of the Executive Committee; shall serve as a delegate to Faculty Senate; and shall serve as an *ex officio* member of the Graduate Council Curriculum Screening Committee. The chair of EPPC shall represent the unit at relevant university administrative meetings without voting privilege. (These meetings are for informational sharing, oversight and when needed policy making of educator preparation items across colleges). The chair of the EPPC also shall consider and in some manner address any suggestions, or other matters directed to the EPPC by any member or group of the faculty or students, and consult with the Head of the EPP to ensure all accreditation matters are dealt with in an appropriate manner.
- B The Chair-Elect of the EPPC shall preside at sessions of the EPPC in the absence of the Chair; shall assist in supervision of the working of the EPPC in such manner as directed by the EPPC or the Chair; shall serve on the Executive Committee; and shall serve as an *ex officio* member of all other standing and *ad hoc* committees of the EPPC without voting privileges.
- C The Immediate Past Chair is a voting member of the Executive Committee. The Immediate Past Chair shall review current bylaws and the EPP membership process to ensure continuity and updating.
- D The Head of the EPP, or a designee, shall attend all sessions of the EPPC as well as the sessions of the Missouri Advisory Council for Certification of Education (MACCE); remain familiar with state and national accreditation requirements; maintain all documents needed for CAEP/DESE visitations; and prepare the yearly reports required from the unit to accrediting agencies. The Head of the EPP is a resource person for the Executive Committee and the EPPC. The Head of the EPP shall provide for the recording and distribution of the minutes for all sessions of the EPPC.
- E The Director of Secondary Education, or a designee, shall attend all meetings of the EPPC and EPPC Executive Committee. The Director of Secondary Education facilitates the effective operation of the Bachelor of Science in Education (BSED) and the Master of Science in Secondary Education (MSED) Oversight Committees or other governance

committee structures focusing on K-12 and secondary programs. The director is a resource person for the EPPC and EPPC Executive Committee and shall serve as a non1520 voting *ex officio* member.

SEC 8 Sessions of Educator Preparation Provider Council

- A The time, date, and place of all regular sessions of the EPPC shall be established and distributed by the Faculty Senate office.
- B The EPPC Chair shall call any additional sessions. The EPPC members shall be notified by e-mail and the session shall be announced on the EPPC web page a minimum of five working days prior to the session.
- C The Chair of the EPPC shall direct the distribution of the agenda, together with copies of all proposals for EPPC consideration, to each EPPC member at least five working days before each EPPC session. A copy of the agenda and all proposals shall be placed in the EPPC office, on the EPPC website, and, with the exception of personnel matters, be made available to any interested party. Proposals for EPPC consideration which have not been previously distributed as agenda items may be considered at EPPC sessions with an approving vote of two-thirds of the council membership present.
- D The agenda of all EPPC sessions shall be submitted to the Chair of the Faculty Senate at least five working days before the EPPC session. The agendas shall be made available to all interested parties.
- E A copy of the approved minutes of each session of the EPPC shall be placed in the Faculty Senate office. The minutes of each EPPC session shall be available to all interested parties.

SEC 9 Duties of the Educator Preparation Provider Council

- A The EPPC shall recommend approval of a curricular proposal or reject and return a curricular proposal to the originator. A curricular proposal shall be withdrawn from consideration before final disposition by the EPPC upon specific request to the EPPC Chair by the EPPC representative of the originating body without motion or vote. All undergraduate curricular proposals recommended by the EPPC shall be forwarded to the Secretary of the Faculty for disposition as outlined in Article VI of the *Bylaws*. All graduate curricular proposals recommended by the EPPC shall be forwarded to the Graduate Council.
- B The EPPC shall be responsible for reviewing and recommending policy related to EPP faculty, EPP students, and EPP programs for purposes of maintaining compliance with state and national accreditation guidelines.

SEC 10 Appeals of Educator Preparation Provider Council Actions

The ranked faculty members of the University have an inherent right to appeal any EPPC Action, as set forth in ART VII SEC 3 of these *Bylaws*.

SEC 11 Committees of the Educator Preparation Provider Council

- A Faculty appointed to EPPC committees shall be members of the EPP.
- B The following standing committees will be established and the duties of each are as follows:
- 1 The Executive Committee shall provide the Chair with advice regarding session agendas, rules, and accreditation. The Executive Committee shall also serve as the Nominating Committee to prepare a slate of candidates for the office of Chair-Elect. The membership shall consist of the Chair, the Chair Elect, and the Immediate Past Chair. The Head of the EPP, the Dean of the College of Education, the Director of Secondary Education and the administrator responsible for DESE and the CAEP accreditation process are non-voting *ex officio* members.
 - 2 The Committee on Program Review shall establish and carry out a periodic review with a written report for each accredited program in order to affirm that the programs are in compliance with current Missouri Department of Elementary and Secondary Education philosophies, regulations, accreditation standards, and guidelines of accrediting agencies. The administrator responsible for the accreditation process will serve as *ex officio* member of this committee.
 - 3 The Committee on Membership and Professional Development shall review all applications and five year plans for EPP membership and recommend qualified applicants to the EPPC for admittance. The Committee will also review the needs of the staff and faculty and make recommendations for professional development opportunities. The Committee will assist in coordination of professional development activities as needed. The Head of the EPP shall serve as a non-voting *ex officio* member.
 - 4 The Committee on Diversity shall monitor the EPP Diversity Strategic Plan. On an annual basis the committee shall evaluate and report on the alignment of EPP education programs' diversity components with the EPP Diversity Strategic Plan. Membership on this committee shall include the Vice President for Diversity and Inclusion, University Equal Opportunity Officer, the Director of the Multicultural Student Services Office, one representative from each of the EPP education programs (colleges with more than one program shall appoint at least one representative), representatives from student organizations of historically underrepresented groups, and community members.
 - 5 The Committee on Appeals and Compliance shall review and make recommendations on any appeal submitted by a student concerning any Educator preparation program requirement except course substitutions. The Appeals and Compliance Committee shall monitor student compliance with alternative routes for admission to teacher education and make recommendations to the EPPC. The Appeals and Compliance Committee shall report all exceptions granted to EPP program requirements and all course substitutions granted on EPP programs to the EPPC. Voting members will consist of one representative from each college. The Committee on Appeals and Compliance shall

include the chair of the Committee on Membership and Professional Development; a minimum of one representative from each college with an undergraduate teacher education program; two faculty representatives from the College of Education; one faculty representative from the School of Agriculture; and one *ex officio* non-voting representative from each of the following: Educator Preparation Provider and Secondary Education Office and the Professional Education Advisement Center.

- 6 The Curriculum Screening Committee shall review all curricular proposals submitted to EPPC and shall recommend rejection or approval by the deadlines published in the Faculty Senate session schedule/planning calendar. The committee shall suggest corrections or changes to the originating academic department or faculty oversight committee in order to expedite the curriculum review process and shall make a recommendation to the EPPC regarding disposition for each proposal.
- 7 The Guiding Principles Committee shall monitor the EPP Guiding Principles and EPP Assessment Plan, the Strategic Plan, and make recommendations to insure the EPP is in compliance with current philosophies, regulations, accreditation standards, and guidelines of accrediting agencies and work with the EPPC Executive Committee on reviewing the EPPC *Bylaws* annually. In addition, the committee shall ensure that all official information (e.g. websites, handbooks, etc.) coincides with the Guiding Principles and other regulations. The committee shall conduct a periodic review of all EPPC /EPP sanctioned websites and publications and present to the EPP on an annual basis. The committee shall facilitate the dissemination of the shared vision of the EPP to all stakeholders, including public school partners. The Immediate Past Chair of EPPC shall serve as a voting *ex officio* member of the Guiding Principles Committee that academic year.
- 8 The BSED-Secondary Education Oversight Committee shall monitor the common elements of the BSED-Secondary Education program. The committee shall have responsibility for initiating program changes within common elements of the program and reporting those recommended changes to the EPPC. Every academic department having a BSED-Secondary Education program shall select a representative from their full-time EPP faculty. The Reading, Foundations and Technology department shall select two representatives from their full-time EPP faculty who have responsibility for core courses in the BSED-Secondary Education program. The EPP of Secondary Education, Head of the EPP or his/her designee, the Director of Student Services, and a representative from the Education Field Experience office shall serve as non-voting, *ex officio* members of this committee. At the April session, the chair-elect from the previous year shall assume duties as the chair of the BSED committee and a new chair-elect from the current committee membership shall be elected and assume duties as chair-elect. The chair of the committee shall be a voting delegate to EPPC.
- 9 The MSED-Secondary Education Oversight Committee shall monitor the common elements of the MSED-Secondary Education program. The committee shall have responsibility for initiating program changes within the common elements of the program and reporting those recommended changes to the EPPC. Every college having an

emphasis area within the MSED-Secondary Education program shall select a representative from the EPP graduate faculty. Colleges with two or more emphasis areas have the option for two representatives from their EPP graduate faculty. The Reading, Foundations, and Technology Department shall select two representatives from their EPP graduate faculty. The Director of Secondary Education shall serve as a non-voting *ex officio* member. At the April session, the chair elect from the previous year shall assume duties as the chair of the MSED committee and a new chair elect from the current committee membership shall be elected and assume duties as chair-elect. The chair of the committee shall be a voting member of EPPC. If the chair of this committee is already a voting member of EPPC representing an academic department, then the membership of the MSED Secondary Oversight Committee shall select another member of that committee to be their voting representative on EPPC.

- C With the exception of the Executive Committee, the BSED Oversight Committee (as described in Article B8), and the MSED Oversight Committee (as described in Article B9), the membership of each of these standing committees shall consist of at least one COE faculty EPP member and at least one EPP member from outside the COE. The chair and chair-elect must be members of the EPP. If the chair of a EPPC standing committee is not a current EPPC member, he or she will become an *ex officio* member of EPPC without voting privileges. Each college not represented by the chair or chair-elect have the option of appointing an EPP member from that College upon consultation with two EPPC members and the Executive Committee. All voting members must be members of the EPP. None may hold administrative appointments.
- D Each committee shall record the minutes of every session, make monthly reports at the EPPC sessions, and submit them to the EPPC office, where they shall be archived on the EPP website. Committees making recommendations that directly affect any EPP program shall consult with EPP members in that program before bringing the recommendation to the EPPC for approval.
- E *Ad hoc* committees may be appointed to carry out the work of the EPPC. *Ad hoc* committees may be organized from time to time on the initiative of the chair or as directed by the EPPC.

SEC 12 Amendments of Bylaws

Amendment of the *Bylaws* may be proposed by the Executive Committee or by any member of the EPPC or the EPP. Such proposed changes shall be submitted in writing to the Chair of the EPPC 30 days prior to being voted upon. It shall require a simple majority vote of the EPPC members present to suggest a proposed amendment of the *Bylaws* to the Rules Committee of the Faculty Senate. Proposed amendments to the *Bylaws* not presented in writing 30 days prior to the vote shall require a two-thirds majority of the members present and voting to suggest a proposed amendment of these *Bylaws* to the Rules Committee of the Faculty Senate. Voting shall be by secret ballot. Amendments to these *Bylaws* may also be proposed directly to the Faculty Senate Rules Committee by the Faculty Senate Executive Committee or by the Faculty Senate as a whole.

Proposed Changes to the Bylaws
(**bold** indicates additions & ~~strike-through~~ indicates deletions)

ART III EDUCATOR PREPARATION PROVIDER COUNCIL

SEC 1 Establishment of the Educator Preparation Provider Council

As an integral part of the Faculty Senate structure, an Educator Preparation Provider Council (EPPC). shall be established.

SEC 2 Purpose of the Educator Preparation Provider Council

The primary purpose of the EPPC is to review courses and programs and to define those policies and procedures that ensure educator preparation programs at Missouri State University (MSU) meet state and national guidelines for preparing qualified school personnel. The EPPC represents the EPP (Educator Preparation Provider) as a governing body that is part of the Faculty Senate. Missouri State University is organized such that educator preparation programs are offered in each of the six academic colleges. **One of the central purposes of the EPPC is to review curricular proposals for programs leading to certification for teachers and school administrators. Programs that are relevant to educational preparation but do not require certification will flow through EPPC for review, but not approval.** ~~The EPP was established to encompass all educator preparation certification programs across the various colleges.~~

SEC 3 Responsibilities of the Educator Preparation Provider Council

- A Develops policy and makes recommendations concerning educator preparation programs.
- B Conducts on-going reviews of all educator preparation programs and participates in the preparation of accreditation reports.
- C Monitors changing regulations and accreditation standards and makes recommendations for program revisions to accommodate new requirements.
- D The EPPC reviews proposals for substantive changes to educator preparation programs and courses as described in Article VI of the *Bylaws*. A reviewed proposal is either rejected or recommended to the Senate for approval.
- E Promotes collaboration among and ensures professional development opportunities for members of the EPP and between EPP and the public schools to enhance the quality of educator preparation.
- F Ensures curricular coherence in educator preparation.
- G Develops quality control procedures for educator preparation programs.

- H Reviews student appeals concerning exceptions or waivers to any Teacher Education Program policy or requirement and makes recommendations.
- I Reviews and makes recommendations to the Head of the EPP to ensure that unit policies and practices are consistent with national, regional, state, and university standards and requirements.

SEC 4 Membership of the Educator Preparation Provider Council

- A An EPPC member who represents the faculty must be a member of the EPP.
- B
 - 1 The EPPC shall include at least one EPP faculty member from each academic department, or special academic program, and from each entity so identified in <http://www.missouristate.edu/facultysenate/entities.htm>, that has one or more education programs. All departments, or special academic programs, are required to have at least one representative. Departments, or special academic programs, with more than 250 combined graduate and undergraduate teacher education majors have the option of electing one representative per 250 majors in teacher education. If an academic department, special academic program, or entity so identified in <http://www.missouristate.edu/facultysenate/entities.htm> has three or fewer EPP faculty members, then its head may serve as an *ex officio* EPPC member without voting privileges. The BSED-Secondary Oversight Committee is not considered to be a special academic program and does not have separate representation on EPPC.
 - 2 Eligible members from the faculty shall be elected for a two-year term and shall be eligible to serve two consecutive terms but following the second term shall not be eligible to serve until after the lapse of an intervening year. Exception to this rule: A person elected chair-elect during the fourth consecutive year as an EPPC member may serve a fifth year as chair-elect and a sixth year as chair. Upon completion of a term as chair, that person will not be eligible to serve on the EPPC until after the lapse of an intervening year. A second exception shall be those academic departments in which only one or two faculty meet EPPC membership requirements. These faculty may be reelected without limit.
- C Three school teachers (elementary, secondary, K12) from the community and one full-time school administrator from the community shall be elected to the EPPC by the EPPC and shall be eligible to serve two consecutive terms of two years each, but following the second term shall not be eligible to serve until after the lapse of an intervening year. These members shall be full voting members except they shall be excluded from discussions and decisions regarding confidential personnel matters.
- D Membership shall also include two Missouri State University undergraduate students and two Missouri State University graduate students. Student members shall serve a term of two years as full voting members. They shall be excluded from discussions and decisions regarding confidential personnel matters.

- E The Head of the EPP and the Secretary of the Faculty shall be *ex officio* members to the EPPC without voting privileges. The administrator responsible for ~~the DESE and CAEP~~ accreditation process shall also serve as *ex officio* member to the EPPC without voting privileges.

SEC 5 Election of Members to the Educator Preparation Provider Council

- A Each academic department/unit that offers ~~an~~ educator preparation program shall elect one representative who is a member of the EPP as the departmental representative and forward the name to the Chair of the EPPC and the Chair of the Faculty Senate by April 1. Each academic department/unit having four or more undergraduate education programs shall elect two additional members and forward the names to the chair of the EPPC and the Chair of the Faculty Senate by May 1. Departments with more than 250 combined graduate and undergraduate teacher education majors have the option of electing additional representatives as described above.
- B The President of the Student Government Association shall select one full-time undergraduate student who has been admitted into an educator preparation program at Missouri State University to serve a two-year term.
- C The President of the Graduate Student Senate shall select one full-time graduate student who has been admitted into an educator preparation program at Missouri State University to serve a two-year term.
- D The EPP members shall nominate at least three full-time school teachers (see Section 4 C) from the community and one full-time school administrator from the community to the EPPC by May 1. The representative shall be elected to a two-year term by the EPPC at the organizational session in May.
- E If for any reason a permanent vacancy (one semester or more) occurs on the EPPC, the Chair will immediately request the election of a replacement according to the election process indicated in this section.

SEC 6 Election of Chair-~~E~~elect – Educator Preparation Provider Council

- A Nominees for the position of Chair-~~E~~elect must be tenured and familiar with national accreditation standards, state certification requirements, and university governance. The nominees will be presented to the EPPC no later than the March session.
- B Members of the EPPC shall have the opportunity to nominate additional eligible candidates at the March session or by submitting nominations, with an appropriate second, to the Chair of the EPPC no later than April 1.
- C At the April session of the EPPC, members shall vote by secret ballot on the nominees for Chair-~~E~~elect of the EPPC.

- D The Chair of the Faculty Senate shall call the organizational session of the newly elected EPPC in May.
- E At that session, the Chair-~~E~~elect from the previous year shall assume duties as the Chair of the newly elected EPPC and the newly elected Chair-~~E~~elect shall assume duties as Chair-~~E~~elect.
- F In case a vacancy occurs in the office of Chair, the Chair-~~E~~elect shall become Chair.
- G In case a vacancy occurs in the office of Chair-~~E~~elect, the EPPC shall elect a new Chair-~~E~~elect at its next session. Notification of the pending election shall be made as part of the agenda for the session.

SEC 7 Duties of Officers – Educator Preparation Provider Council

- A The chair of the EPPC shall preside at all meetings of the EPPC; shall supervise the functioning of the EPPC and its established committees; shall prepare an agenda for each meeting of the EPPC; shall appoint members of the standing or *ad hoc* committees with the advice of the Executive Committee; shall serve as a delegate to Faculty Senate; and shall serve as an *ex officio* member of the Graduate Council Curriculum Screening Committee. The chair of EPPC shall represent the unit at relevant university administrative meetings without voting privilege. (These meetings are for informational sharing, oversight, and when, needed policy making of educator preparation items across colleges). The chair of the EPPC also shall consider and in some manner address any suggestions, or other matters directed to the EPPC by any member or group of the faculty or students, and consult with the Head of the EPP to ensure all accreditation matters are dealt with in an appropriate manner.
- B The Chair-~~E~~elect of the EPPC shall preside at sessions of the EPPC in the absence of the Chair; shall assist in supervision ~~of the working of the EPPC in such manner~~ as directed by the EPPC or the Chair; shall serve on the Executive Committee; and shall serve as an *ex officio* member of all other standing and *ad hoc* committees of the EPPC without voting privileges.
- C The Immediate Past Chair is a voting member of the Executive Committee. The Immediate Past Chair shall review current bylaws and the EPP membership process to ensure continuity and updating.
- D The Head of the EPP, or a designee, shall attend all sessions of the EPPC as well as the sessions of the Missouri Advisory Council for Certification of Education (MACCE); remain familiar with state and national accreditation requirements; maintain all documents needed for ~~CAEP~~/DESE visitations; and prepare the yearly reports required from the unit to accrediting agencies. The Head of the EPP is a resource person for the Executive Committee and the EPPC. The Head of the EPP shall provide for the recording and distribution of the minutes for all sessions of the EPPC.

- E The Director of Secondary Education, or a designee, shall attend all meetings of the EPPC and EPPC Executive Committee. The Director of Secondary Education facilitates the effective operation of the Bachelor of Science in Education (BSED) and the Master of Science in Secondary Education (MSED) Oversight Committees or other governance committee structures focusing on K-12 and secondary programs. The director is a resource person for the EPPC and EPPC Executive Committee and shall serve as a non1520 voting *ex officio* member.

SEC 8 Sessions of Educator Preparation Provider Council

- A The time, date, and place of all regular sessions of the EPPC shall be established and distributed by the Faculty Senate office.
- B The EPPC Chair shall call any additional sessions. The EPPC members shall be notified by e-mail and the session shall be announced on the EPPC web page a minimum of five working days prior to the session.
- C The Chair of the EPPC shall direct the distribution of the agenda, together with copies of all proposals for EPPC consideration, to each EPPC member at least five working days before each EPPC session. A copy of the agenda and all proposals shall be placed in the EPPC office, on the EPPC website, and, with the exception of personnel matters, be made available to any interested party. Proposals for EPPC consideration which have not been previously distributed as agenda items may be considered at EPPC sessions with an approving vote of two-thirds of the council membership present.
- D The agenda of all EPPC sessions shall be submitted to the Chair of the Faculty Senate at least five working days before the EPPC session. The agendas shall be made available to all interested parties.
- E A copy of the approved minutes of each session of the EPPC shall be placed in the Faculty Senate office. The minutes of each EPPC session shall be available to all interested parties.

SEC 9 Duties of the Educator Preparation Provider Council

- A The EPPC shall recommend approval of a curricular proposal or reject and return a curricular proposal to the originator. A curricular proposal shall be withdrawn from consideration before final disposition by the EPPC upon specific request to the EPPC Chair by the EPPC representative of the originating body without motion or vote. All undergraduate curricular proposals recommended by the EPPC shall be forwarded to the Secretary of the Faculty for disposition as outlined in Article VI of the *Bylaws*. All graduate curricular proposals recommended by the EPPC shall be forwarded to the Graduate Council.
- B The EPPC shall be responsible for reviewing and recommending policy related to EPP faculty, EPP students, and EPP programs for purposes of maintaining compliance with state and national accreditation guidelines.

SEC 10 Appeals of Educator Preparation Provider Council Actions

The ranked faculty members of the University have an inherent right to appeal any EPPC Action, as set forth in ART VII SEC 3 of these *Bylaws*.

SEC 11 Committees of the Educator Preparation Provider Council

A Faculty appointed to EPPC committees shall be members of the EPP.

B The following standing committees will be established and the duties of each are as follows:

- 1 The Executive Committee shall provide the Chair with advice regarding session agendas, rules, and accreditation. The Executive Committee shall also serve as the Nominating Committee to prepare a slate of candidates for the office of Chair-~~E~~elect. The membership shall consist of the Chair, the Chair-~~E~~elect, and the Immediate Past Chair. The Head of the EPP, the Dean of the College of Education, the Director of Secondary Education and the administrator responsible for **the** DESE ~~and the CAEP~~ accreditation process are non-voting *ex officio* members.
- 2 The Committee on Program Review shall establish and carry out a periodic review with a written report for each accredited program in order to affirm that the programs are in compliance with current Missouri Department of Elementary and Secondary Education philosophies, regulations, accreditation standards, and guidelines of accrediting agencies. The administrator responsible for the accreditation process will serve as *ex officio* member of this committee.
- 3 The Committee on Membership and Professional Development shall review all applications and five year plans for EPP membership and recommend qualified applicants to the EPPC for admittance. The Committee will also review the needs of the staff and faculty and make recommendations for professional development opportunities. The Committee will assist in coordination of professional development activities as needed. The Head of the EPP shall serve as a non-voting *ex officio* member.
- 4 The Committee on Diversity shall monitor the EPP Diversity Strategic Plan. On an annual basis the committee shall evaluate and report on the alignment of EPP education programs' diversity components with the EPP Diversity Strategic Plan. Membership on this committee shall include the Vice President for Diversity and Inclusion, University Equal Opportunity Officer, the Director of the Multicultural Student Services Office, one representative from each of the EPP education programs (colleges with more than one program shall appoint at least one representative), representatives from student organizations of historically underrepresented groups, and community members.
- 5 The Committee on Appeals and Compliance shall review and make recommendations on any appeal submitted by a student concerning any Educator preparation program requirement except course substitutions. The Appeals and Compliance Committee shall monitor student compliance with alternative routes for admission to teacher education

and make recommendations to the EPPC. The Appeals and Compliance Committee shall report all exceptions granted to EPP program requirements and all course substitutions granted on EPP programs to the EPPC. Voting members will consist of one representative from each college. The Committee on Appeals and Compliance shall include the chair of the Committee on Membership and Professional Development; a minimum of one representative from each college with an undergraduate teacher education program; two faculty representatives from the College of Education; one faculty representative from the School of Agriculture; and one *ex officio* non-voting representative from each of the following: Educator Preparation Provider and Secondary Education Office and the Professional Education Advisement Center.

- 6 The Curriculum Screening Committee shall review all curricular proposals submitted to EPPC and shall recommend rejection or approval by the deadlines published in the Faculty Senate session schedule/planning calendar. The committee shall suggest corrections or changes to the originating academic department or faculty oversight committee in order to expedite the curriculum review process and shall make a recommendation to the EPPC regarding disposition for each proposal.
- 7 The Guiding Principles Committee shall monitor the EPP Guiding Principles and EPP Assessment Plan, the Strategic Plan, and make recommendations to insure the EPP is in compliance with current philosophies, regulations, accreditation standards, and guidelines of accrediting agencies and work with the EPPC Executive Committee on reviewing the EPPC *Bylaws* annually. In addition, the committee shall ensure that all official information (e.g. websites, handbooks, etc.) coincides with the Guiding Principles and other regulations. The committee shall conduct a periodic review of all EPPC /EPP sanctioned websites and publications and present to the EPP on an annual basis. The committee shall facilitate the dissemination of the shared vision of the EPP to all stakeholders, including public school partners. The Immediate Past Chair of EPPC shall serve as a voting *ex officio* member of the Guiding Principles Committee that academic year.
- 8 The BSED-Secondary Education Oversight Committee shall monitor the common elements of the BSED-Secondary Education program. The committee shall have responsibility for initiating program changes within common elements of the program and reporting those recommended changes to the EPPC. Every academic department having a BSED-Secondary Education program shall select a representative from their full-time EPP faculty. The Reading, Foundations and Technology department shall select two representatives from their full-time EPP faculty who have responsibility for core courses in the BSED-Secondary Education program. The EPP of Secondary Education, Head of the EPP or his/her designee, the Director of Student Services, and a representative from the Education Field Experience office shall serve as non-voting, *ex officio* members of this committee. At the April session, the chair-elect from the previous year shall assume duties as the chair of the BSED committee and a new chair-elect from the current committee membership shall be elected and assume duties as chair-elect. The chair of the committee shall be a voting delegate to EPPC.

- 9 The MSED-Secondary Education Oversight Committee shall monitor the common elements of the MSED-Secondary Education program. The committee shall have responsibility for initiating program changes within the common elements of the program and reporting those recommended changes to the EPPC. Every college having an emphasis area within the MSED-Secondary Education program shall select a representative from the EPP graduate faculty. Colleges with two or more emphasis areas have the option for two representatives from their EPP graduate faculty. The Reading, Foundations, and Technology Department shall select two representatives from their EPP graduate faculty. The Director of Secondary Education shall serve as a non-voting *ex officio* member. At the April session, the chair elect from the previous year shall assume duties as the chair of the MSED committee and a new chair elect from the current committee membership shall be elected and assume duties as chair-elect. The chair of the committee shall be a voting member of EPPC. If the chair of this committee is already a voting member of EPPC representing an academic department, then the membership of the MSED Secondary Oversight Committee shall select another member of that committee to be their voting representative on EPPC.
- C With the exception of the Executive Committee, the BSED Oversight Committee (as described in Article B8), and the MSED Oversight Committee (as described in Article B9), the membership of each of these standing committees shall consist of at least one COE faculty EPP member and at least one EPP member from outside the COE. The chair and chair-elect must be members of the EPP. If the chair of an EPPC standing committee is not a current EPPC member, he or she will become an *ex officio* member of EPPC without voting privileges. Each college not represented by the chair or chair-elect have the option of appointing an EPP member from that College upon consultation with two EPPC members and the Executive Committee. All voting members must be members of the EPP. None may hold administrative appointments.
- D Each committee shall record the minutes of every session, make monthly reports at the EPPC sessions, and submit them to the EPPC office, where they shall be archived on the EPP website. Committees making recommendations that directly affect any EPP program shall consult with EPP members in that program before bringing the recommendation to the EPPC for approval.
- E *Ad hoc* committees may be appointed to carry out the work of the EPPC. *Ad hoc* committees may be organized from time to time on the initiative of the chair or as directed by the EPPC.

SEC 12 Amendments of Bylaws

Amendment of the *Bylaws* may be proposed by the Executive Committee or by any member of the EPPC or the EPP. Such proposed changes shall be submitted in writing to the Chair of the EPPC 30 days prior to being voted upon. It shall require a simple majority vote of the EPPC members present to suggest a proposed amendment of the *Bylaws* to the Rules Committee of the Faculty Senate. Proposed amendments to the *Bylaws* not presented in writing 30 days prior to the vote shall require a two-thirds majority of the members present and voting to suggest a proposed amendment of these *Bylaws* to the Rules Committee of the Faculty Senate. Voting shall be by

secret ballot. Amendments to these *Bylaws* may also be proposed directly to the Faculty Senate Rules Committee by the Faculty Senate Executive Committee or by the Faculty Senate as a whole.