

***Faculty Senate Rules Committee***  
**Response to Charge Three**  
**January 22, 2015**

**FACULTY SENATE CHARGE THREE**

Consider the request submitted last semester by the Senate's Professional Education Committee (PEC) to change its name to the Educator Preparation Provider Council (EPPC). This requested change includes changing the Bylaws references for the PEU to the EPP (Educator Preparation Provider) and "professional education" to "educator preparation."

**Rationale:** The Council for the Accreditation of Educator Preparation now calls organizations that train future educators "Educator Preparation Providers."

- The name change aligns the committee name with terminology being used by the national accrediting body.
- The Professional Education Unit at Missouri State is now being called the Educator Preparation Provider. This name change aligns the Senate committee's name with the name of the MSU unit administering education programs on campus.

**RULES PROCESS FOR CHARGE THREE**

The current wording of the Faculty Senate was examined for areas in need of rewording. In addition the Rules committee discussed any unanticipated impact of changing PEC from a committee to a council. Repeated correspondence with PEC leadership assured the proposed wording of the changes would be acceptable to them.

The remainder of this report shows:

- Excerpts from the current (2014) Bylaws for the affected PEC changes,
- The proposed changes to the Bylaws, with additions in bold and omissions stricken, and
- The final language after the proposed changes.

**PROPOSED BYLAWS CHANGES FOR CHARGE THREE**

**Original Language**

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**ART I FACULTY SENATE**

**SEC 5 Duties of the Officers - Faculty Senate**

**B The Chair-Elect of the Faculty Senate**

[line 416-421]

- (7) Shall attend, or may send a designee to attend, the following as an *ex officio* member without vote:
  - (a) Committee on Faculty Concerns (FCC);
  - (b) Committee on General Education and Intercollegiate Programs (CGEIP);
  - (c) Committee on Citizenship and Service Learning (CASL);
  - (d) Committee on Academic Relations (ARC); and
  - (e) Professional Education Committee (PEC).

**ART II COLLEGE COUNCILS**

**SEC 11 Appeal and Veto of Council and Committee Actions**

[1124-1134]

**A Right of Appeal**

The university ranked faculty shall have the inherent right to appeal Actions of a council, Professional Education Committee, and Committee on General Education and Intercollegiate Programs. Appeals to the college and graduate councils must be made no sooner than the expiration of the challenge period, but no later than ten (10) calendar days during the regular academic year when classes are in

session, excluding terminal week, following the expiration date. Appeals to the Professional Education Committee and Committee on General Education and Intercollegiate Programs must be made no later than ten (10) calendar days during the regular academic year when classes are in session, excluding terminal week, following distribution of the Action to the faculty. Since upholding an appeal would constitute a Faculty Senate Action, an upheld appeal is subject to the right of challenge as set forth in the *Bylaws*: Article I, Section 7, A, B, C, D.

## **ART III PROFESSIONAL EDUCATION COMMITTEE**

### **SEC 1 Establishment of the Professional Education Committee**

As an integral part of the Faculty Senate structure, a Professional Education Committee (PEC) shall be established.

### **SEC 2 Purpose of the Professional Education Committee**

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

### **SEC 3 Responsibilities of the Professional Education Committee**

- A Develops policy and makes recommendations concerning professional education programs.
- B Conducts on-going reviews of all professional education 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 Reviews, to approve or reject, proposals for substantive changes to professional education programs and courses as described in Article VI of the *Bylaws*.
- E Promotes collaboration among and ensures professional development opportunities for members of the PEU and between PEU and the public schools to enhance the quality of professional education.
- F Ensures curricular coherence in professional education.
- G Develops quality control procedures for professional education 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 PEU to ensure that unit policies and practices are consistent with national, regional, state, and university standards and requirements.

## SEC 4 Membership of Professional Education Committee

- A A PEC member who represents the faculty must be a member of the PEU. Faculty/staff who teach one or more PEU courses, advise or supervise professional educational students, or administer professional education academic departments/units\* or colleges must be members of the PEU.

(\*The term “unit” here refers to any group of faculty members who collectively controls the curriculum of one or more academic programs and resides outside of the administrative structure of any single academic department. The only professional education entity that fits this description is the MSED-Secondary Oversight Committee. If additional professional education units are formed which fit this description, they shall receive voting membership on the PEC automatically without additional amendment to the Bylaws. The BSED-Secondary Oversight Committee does not fit this description because each of the BSED-Secondary programs is controlled by its respective department.)

All faculty serving on PEC must meet all Council for the Accreditation of Educator Preparation (CAEP) and Department of Elementary and Secondary Education (DESE) accreditation standards regarding members of the Professional Education Unit. These standards include being actively involved in teacher education and having a five-year plan on file in the respective academic department and the PEU. This five-year plan must detail the faculty member’s direct and periodic involvement with the public schools.

- B 1 The PEC shall include at least one PEU faculty member from each academic department, and from each entity so identified in <http://www.missouristate.edu/facultysenate/entities.htm>, that has one or more education programs. All departments are required to have at least one representative. Departments 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 or entity so identified in <http://www.missouristate.edu/facultysenate/entities.htm> has three or fewer PEU faculty members, then its head may serve as an *ex officio* PEC member without voting privileges.
- 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 PEC 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 PEC until after the lapse of an intervening year. A second exception shall be those academic departments in which only one or two faculty meet PEC 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 PEC by the PEC 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 PEU and the Chair-Elect of the Faculty Senate shall be *ex officio* members to the

Professional Education Committee without voting privileges. The administrator responsible for DESE and CAEP accreditation process shall also serve as *ex officio* member to the PEC without voting privileges.

### **SEC 5 Election of Members to Professional Education Committee**

- A Each academic department/unit that offers a professional education program shall elect one representative who is a member of the PEU as the departmental representative and forward the name to the Chair of the PEC 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 PEC 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 a professional education program at Missouri State University to serve a two-year term.
- C The President of the Graduate Student Council shall select one full-time graduate student who has been admitted into a professional education program at Missouri State University to serve a two-year term.
- D The PEU 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 PEC by May 1. The representative shall be elected to a two-year term by the PEC at the organizational session in May.
- E If for any reason a permanent vacancy (one semester or more) occurs on the PEC, 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 - Professional Education Committee**

- 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 PEC no later than the March session.
- B Members of the PEC 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 PEC no later than April 1.
- C At the April session of the PEC, members shall vote by secret ballot on the nominees for Chair-Elect of the PEC.
- D The Chair of the Faculty Senate shall call the organizational session of the newly elected PEC in May.
- E At that session, the Chair-Elect from the previous year shall assume duties as the Chair of the newly elected PEC 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 Professional Education Committee 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 - Professional Education Committee**

- A The chair of the PEC shall preside at all meetings of the PEC; shall supervise the functioning of the PEC and its established committees; shall prepare an agenda for each meeting of the PEC; 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 PEC 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 professional education items across colleges). The chair of the PEC also shall consider and in some manner address any suggestions, or other matters directed to the PEC by any member or group of the faculty or students, and consult with the Head of the PEU to ensure all accreditation matters are dealt with in an appropriate manner.
- B The Chair-Elect of the PEC shall preside at sessions of the PEC in the absence of the Chair; shall assist in supervision of the working of the PEC in such manner as directed by the PEC 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 PEC 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 PEU membership process to ensure continuity and updating.
- D The Head of the PEU, or a designee, shall attend all sessions of the PEC 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 PEU is a resource person for the Executive Committee and the PEC. The Head of the PEU shall provide for the recording and distribution of the minutes for all sessions of the PEC.
- E The Director of Secondary Education, or a designee, shall attend all meetings of the PEC and PEC 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 PEC and PEC Executive Committee and shall serve as a non-voting *ex officio* member.

### **SEC 8 Sessions of Professional Education Committee**

- A The time, date, and place of all regular sessions of the PEC shall be established and distributed by the Faculty Senate office.
- B The PEC Chair shall call any additional sessions. The PEC members shall be notified by e-mail and the session shall be announced on the Professional Education web page a minimum of five working days prior to the session.
- C The Chair of the PEC shall direct the distribution of the agenda, together with copies of all proposals for PEC consideration, to each PEC member at least five working days before each PEC session. A copy of the agenda and all proposals shall be placed in the PEC office, on the PEC website, and, with the exception of personnel matters, be made available to any interested party. Proposals for PEC

consideration which have not been previously distributed as agenda items may be considered at PEC sessions with an approving vote of two-thirds of the committee membership present.

- D The agenda of all PEC sessions shall be submitted to the Chair of the Faculty Senate at least five working days before the PEC session. The agendas shall be made available to all interested parties.
- E A copy of the approved minutes of each session of the PEC shall be placed in the Faculty Senate office. The minutes of each PEC session shall be available to all interested parties.

### **SEC 9 Duties of the Professional Education Committee**

- A The PEC shall approve a curricular proposal, reject and return a curricular proposal to the originating body, or amend and approve the curricular proposal. A curricular proposal shall be withdrawn from consideration before final disposition by the PEC upon specific request to the PEC Chair by the PEC representative of the originating body without motion or vote. All matters approved by the PEC, amended or not amended, shall be forwarded to the Secretary of the Faculty for disposition as outlined in Article VI of the *Bylaws*. All graduate matters approved by the PEC, amended or not amended, shall be forwarded to the Graduate Council.
- B The PEC shall be responsible for reviewing and recommending policy related to PEU faculty, PEU students, and PEU programs for purposes of maintaining compliance with state and national accreditation guidelines.

### **SEC 10 Appeal and Veto of Professional Education Committee Actions**

Each PEU member shall have the right at all times to appeal any PEC Action. Such procedure is identical to that set forth for the appeal of any Council or Committee Action in the *Constitution and Bylaws of the Faculty*: Article II, Section 11, A, B, C.

### **SEC 11 Committees of the Professional Education Committee**

- A Faculty appointed to PEC committees shall be members of the PEU.
- 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 PEU, 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 PEU membership and recommend qualified applicants to the PEC 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 PEU shall serve as a non-voting *ex officio* member.

- 4 The Committee on Diversity shall monitor the PEU Diversity Strategic Plan. On an annual basis the committee shall evaluate and report on the alignment of PEU education programs' diversity components with the PEU Diversity Strategic Plan. Membership on this committee shall include the Vice President for Diversity and Inclusion (or designee), University Equal Opportunity Officer (or designee), the Director of the Multicultural Student Services Office (or designee), one representative from each of the PEU education programs (colleges with more than one program shall appoint at least one representative), two diversity scholarship recipients (one undergraduate and one graduate), and community members.
- 5 The Committee on Appeals and Compliance shall review and make recommendations on any appeal submitted by a student concerning any professional education 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 PEC. The Appeals and Compliance Committee shall report all exceptions granted to PEU program requirements and all course substitutions granted on PEU programs to the PEC. 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: Professional Educational Advising office, Certification and Compliance office and Secondary Education office.
- 6 The Curriculum Screening Committee shall review all curricular proposals submitted to PEC for 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 PEC regarding disposition for each proposal.
- 7 The Conceptual Framework Committee shall monitor the PEU Conceptual Framework and PEU Assessment Plan, the Strategic Plan, and make recommendations to insure the PEU is in compliance with current philosophies, regulations, accreditation standards, and guidelines of accrediting agencies and work with the PEC Executive Committee on reviewing the PEC *Bylaws* annually. In addition, the committee shall ensure that all official information (e.g. websites, handbooks, etc.) coincides with the Conceptual Framework and other regulations. The committee shall conduct a periodic review of all PEC/PEU sanctioned websites and publications and present to the PEU on an annual basis. The committee shall facilitate the dissemination of the shared vision of the PEU to all stakeholders, including public school partners. The Immediate Past Chair of PEC shall serve as a voting *ex officio* member of the Conceptual Framework 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 PEC. Every academic department having a BSED-Secondary Education program shall select a representative from their full-time PEU faculty. The Reading, Foundations and Technology department shall select two representatives from their full-time PEU faculty who have responsibility for core courses in the BSED-Secondary Education program. The Director of



Secondary Education, Head of the PEU 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 PEC.

- 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 PEC. Every college having an emphasis area within the MSED-Secondary Education program shall select a representative from the PEU graduate faculty. Colleges with two or more emphasis areas have the option for two representatives from their PEU graduate faculty. The Reading, Foundations, and Technology Department shall select two representatives from their PEU 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 PEC. If the chair of this committee is already a voting member of PEC 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 PEC.
- 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 PEU member and at least one PEU member from outside the COE. The chair and chair-elect must be members of the PEU. If the chair of a PEC standing committee is not a current PEC member, he or she will become an *ex officio* member of PEC without voting privileges. Each college not represented by the chair or chair-elect have the option of appointing a PEU member from that College upon consultation with two PEC members and the Executive Committee. All voting members must be members of the PEU. None may hold administrative appointments.
- D Each committee shall record the minutes of every session, make monthly reports at the PEC sessions, and submit them to the PEC office, where they shall be archived on the PEU website. Committees making recommendations that directly affect any PEU program shall consult with PEU members in that program before bringing the recommendation to the PEC for approval.
- E *Ad hoc* committees may be appointed to carry out the work of the PEC. *Ad hoc* committees may be organized from time to time on the initiative of the chair or as directed by the PEC.

### **SEC 12 Amendments of *Bylaws***

Amendment of the *Bylaws* may be proposed by the Executive Committee or by any member of the PEC or the PEU. Such proposed changes shall be submitted in writing to the Chair of the PEC 30 days prior to being voted upon. It shall require a simple majority vote of the PEC 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.

## **ART IV COMMITTEE ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS**

[line 1504-1508]

### **SEC 2 Purpose of Committee on General Education and Intercollegiate Programs**

This Committee shall act upon all curricular proposals affecting the General Education Program as well as courses and programs offered collaboratively by academic departments in two or more colleges (i.e., intercollegiate programs not routed to Professional Education Committee or graduate council).

## **ART V GRADUATE COUNCIL**

[1732-1738]

### **SEC 7 Committees of the Graduate Council**

- (3) Graduate Curriculum Screening Committee. The Graduate Curriculum Screening Committee is responsible for screening and reviewing all graduate level (600 and above) curricular proposals and making a recommendation regarding their disposition to the Graduate Council. The Graduate Curriculum Screening Committee shall require that all programs affected by a particular graduate level curricular proposal be appropriately consulted. In addition to the appointed members of the Graduate Council, the Graduate Curriculum Screening Committee includes *ex officio* members who represent Meyer Library, Records and Registration, and the Professional Education Committee.

## **ART VI CURRICULAR PROCESS**

[1801-1813]

- B Curricular matters shall be acted upon by the following bodies including such internal structures of each named body as may be established for dealing with their specific curricular matters:
- (1) Academic departments or special academic programs
  - (2) College councils
  - (3) Academic deans
  - (4) Graduate council
  - (5) Professional Education Committee
  - (6) Committee on General Education and Intercollegiate Programs
  - (7) Secretary of the Faculty
  - (8) Executive Committee of the Faculty Senate
  - (9) Faculty Senate
  - (10) University administration

[1821-1826]

- B After being perfected by the academic department or special academic program, the academic department head or the chair of the special academic program shall forward proposals in this manner, after review/comment by the college dean:
- (1) Course and program proposals for BS and MS in Education and Educational Specialist Degrees to the Chair, Professional Education Committee.

**SEC 6 Responsibility of Graduate Council, Professional Education Committee, and Committee on General Education and Intercollegiate Programs**

[1896-1898]

C All matters approved by the graduate council, Professional Education Committee, and Committee on General Education and Intercollegiate Programs, amended or not amended, shall be forwarded to the Secretary of the Faculty for disposition as hereinafter stipulated.

[1900-1902]

**SEC 7 Responsibility of Secretary of the Faculty**

A Shall receive approved curricular proposals from college councils, graduate council, Professional Education Committee, Committee on General Education and Intercollegiate Programs, and the Faculty Senate.

[1909-1914]

**SEC 8 Responsibility of Executive Committee of Faculty Senate**

The Executive Committee of the Faculty Senate shall have authority to recommend to departments or special academic programs, to college councils, to the graduate council, to the Professional Education Committee, to the Committee on General Education and Intercollegiate Programs or to the Faculty Senate, new curricular programs or alterations (including deletion or addition) to existing courses or programs.

[1916-1921]

**SEC 9 Responsibility of Faculty Senate**

The Faculty Senate shall consider and take action only on those curricular proposals acted upon by the college councils, graduate council, Professional Education Committee, and Committee on General Education and Intercollegiate Programs, and then appealed. The Faculty Senate shall also consider and take action on all proposals to add or delete academic programs.

**Proposed Changes**

**(additions bold, omissions stricken)**

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- (7) Shall attend, or may send a designee to attend, the following as an *ex officio* member without vote:
- (a) Committee on Faculty Concerns (FCC);
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  - (e) ~~Professional Education Committee (PEC)~~ **Educator Preparation Provider Council (EPPC).**

## ART II COLLEGE COUNCILS

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constitute a Faculty Senate Action, an upheld appeal is subject to the right of challenge as set forth in the *Bylaws*: Article I, Section 7, A, B, C, D.

## **ART III PROFESSIONAL EDUCATION COMMITTEE EDUCATOR PREPARATION PROVIDER COUNCIL**

### **SEC 1 Establishment of the Professional Education Committee Educator Preparation Provider Council**

As an integral part of the Faculty Senate structure, an ~~Professional Education Committee (PEC)~~ **Educator Preparation Provider Council (EPPC)**. shall be established.

### **SEC 2 Purpose of the Professional Education Committee Educator Preparation Provider Council**

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

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- B Conducts on-going reviews of all ~~professional education~~ **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.
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- F Ensures curricular coherence in ~~professional education~~ **educator preparation**.
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or requirement and makes recommendations.

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

#### **SEC 4 Membership of ~~Professional Education Committee~~ the Educator Preparation Provider Council**

- A An ~~PEC EPPC~~ member who represents the faculty must be a member of the **PEU EPP**. Faculty/staff who teach one or more **PEU EPP** courses, advise or supervise ~~professional-educational~~ **educator preparation** students, or administer ~~professional-education~~ **educator preparation** academic departments/units\* or colleges must be members of the **PEU EPP**.

(\*The term “unit” here refers to any group of faculty members who collectively controls the curriculum of one or more academic programs and resides outside of the administrative structure of any single academic department. The only ~~professional-educational~~ **educator preparation** entity that fits this description is the MSSED-Secondary Oversight Committee. If additional ~~professional-educational~~ **educator preparation** units are formed which fit this description, they shall receive voting membership on the **PEC EPPC** automatically without additional amendment to the Bylaws. The BSED-Secondary Oversight Committee does not fit this description because each of the BSED-Secondary programs is controlled by its respective department.)

All faculty serving on **PEC EPPC** must meet all Council for the Accreditation of Educator Preparation (CAEP) and Department of Elementary and Secondary Education (DESE) accreditation standards regarding members of the ~~Professional Education Unit~~. These standards include being actively involved in teacher education and having a five-year plan on file in the respective academic department and the **PEU EPP**. This five-year plan must detail the faculty member’s direct and periodic involvement with the public schools.

- B 1 The **PEC EPPC** shall include at least one **PEU EPP** faculty member from each academic department, and from each entity so identified in <http://www.missouristate.edu/facultysenate/entities.htm>, that has one or more education programs. All departments are required to have at least one representative. Departments 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 or entity so identified in <http://www.missouristate.edu/facultysenate/entities.htm> has three or fewer **PEU EPP** faculty members, then its head may serve as an *ex officio* **PEC EPPC** member without voting privileges.
- 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 **PEC 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 **PEC 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 **PEC 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 **PEC EPPC** by the **PEC 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 ~~PEU EPP~~ and the Chair-Elect of the Faculty Senate shall be *ex officio* members to the ~~Professional Education Committee~~ **EPPC** without voting privileges. The administrator responsible for DESE and CAEP accreditation process shall also serve as *ex officio* member to the ~~PEC~~ **EPPC** without voting privileges.

### **SEC 5 Election of Members to ~~Professional Education Committee~~ the Educator Preparation Provider Council**

- A Each academic department/unit that offers a ~~professional education~~ **educator preparation** program shall elect one representative who is a member of the ~~PEU EPP~~ as the departmental representative and forward the name to the Chair of the ~~PEC~~ **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 ~~PEC~~ **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 a ~~professional education~~ **educator preparation** program at Missouri State University to serve a two-year term.
- C The President of the Graduate Student Council shall select one full-time graduate student who has been admitted into a ~~professional education~~ **educator preparation** program at Missouri State University to serve a two-year term.
- D The ~~PEU 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 ~~PEC~~ **EPPC** by May 1. The representative shall be elected to a two-year term by the ~~PEC~~ **EPPC** at the organizational session in May.
- E If for any reason a permanent vacancy (one semester or more) occurs on the ~~PEC~~ **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 - ~~Professional Education Committee~~ 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 ~~PEC~~ **EPPC** no later than the March session.

- B Members of the ~~PEC~~ **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 ~~PEC~~ **EPPC** no later than April 1.
- C At the April session of the ~~PEC~~ **EPPC**, members shall vote by secret ballot on the nominees for Chair-Elect of the ~~PEC~~ **EPPC**.
- D The Chair of the Faculty Senate shall call the organizational session of the newly elected ~~PEC~~ **EPPC** in May.
- E At that session, the Chair-Elect from the previous year shall assume duties as the Chair of the newly elected ~~PEC~~ **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 ~~Professional Education Committee~~ **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 - ~~Professional Education Committee~~ Educator Preparation Provider Council**

- A The chair of the ~~PEC~~ shall preside at all meetings of the ~~PEC~~ **EPPC**; shall supervise the functioning of the ~~PEC~~ **EPPC** and its established committees; shall prepare an agenda for each meeting of the ~~PEC~~; 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 ~~PEC~~ **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 ~~professional education~~ **educator preparation** items across colleges). The chair of the ~~PEC~~ **EPPC** also shall consider and in some manner address any suggestions, or other matters directed to the ~~PEC~~ **EPPC** by any member or group of the faculty or students, and consult with the Head of the ~~PEU~~ **EPP** to ensure all accreditation matters are dealt with in an appropriate manner.
- B The Chair-Elect of the ~~PEC~~ **EPPC** shall preside at sessions of the ~~PEC~~ **EPPC** in the absence of the Chair; shall assist in supervision of the working of the ~~PEC~~ in such manner as directed by the ~~PEC~~ **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 ~~PEC~~ **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 ~~PEU~~ **EPP** membership process to ensure continuity and updating.
- D The Head of the ~~PEU~~ **EPP**, or a designee, shall attend all sessions of the ~~PEC~~ **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 ~~PEU~~ **EPP** is a resource person for the Executive Committee and the ~~PEC~~ **EPPC**. The Head of the ~~PEU~~ **EPP** shall provide for the recording and distribution of the minutes for all sessions of the ~~PEC~~ **EPPC**.



- E The Director of Secondary Education, or a designee, shall attend all meetings of the ~~PEC~~ **EPPC** and ~~PEC~~ **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 ~~PEC~~ **EPPC** and ~~PEC~~ **EPPC** Executive Committee and shall serve as a non-voting *ex officio* member.

### **SEC 8 Sessions of ~~Professional Education Committee~~ Educator Preparation Provider Council**

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

### **SEC 9 Duties of the ~~Professional Education Committee~~ Educator Preparation Provider Council**

- A The ~~PEC~~ **EPPC** shall approve a curricular proposal, reject and return a curricular proposal to the originating body, or amend and approve the curricular proposal. A curricular proposal shall be withdrawn from consideration before final disposition by the ~~PEC~~ **EPPC** upon specific request to the ~~PEC~~ **EPPC** Chair by the ~~PEC~~ **EPPC** representative of the originating body without motion or vote. All matters approved by the ~~PEC~~ **EPPC**, amended or not amended, shall be forwarded to the Secretary of the Faculty for disposition as outlined in Article VI of the *Bylaws*. All graduate matters approved by the ~~PEC~~ **EPPC**, amended or not amended, shall be forwarded to the Graduate Council.
- B The ~~PEC~~ **EPPC** shall be responsible for reviewing and recommending policy related to ~~PEU~~ **EPP** faculty, ~~PEU~~ **EPP** students, and ~~PEU~~ **EPP** programs for purposes of maintaining compliance with state and national accreditation guidelines.

## **SEC 10 Appeal and Veto of ~~Professional Education Committee~~ Educator Preparation Provider Council Actions**

Each ~~PEU EPP~~ member shall have the right at all times to appeal any ~~PEC EPPC~~ Action. Such procedure is identical to that set forth for the appeal of any Council or Committee Action in the *Constitution and Bylaws of the Faculty*: Article II, Section 11, A, B, C.

## **SEC 11 Committees of the ~~Professional Education Committee~~ Educator Preparation Provider Council**

- A Faculty appointed to ~~PEC EPPC~~ committees shall be members of the ~~PEU 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 ~~PEU 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 ~~PEU EPP~~ membership and recommend qualified applicants to the ~~PEC 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 ~~PEU EPP~~ shall serve as a non-voting *ex officio* member.
  - 4 The Committee on Diversity shall monitor the ~~PEU EPP~~ Diversity Strategic Plan. On an annual basis the committee shall evaluate and report on the alignment of ~~PEU~~ education programs' diversity components with the ~~PEU EPP~~ Diversity Strategic Plan. Membership on this committee shall include the Vice President for Diversity and Inclusion (or designee), University Equal Opportunity Officer (or designee), the Director of the Multicultural Student Services Office (or designee), one representative from each of the ~~PEU EPP~~ education programs (colleges with more than one program shall appoint at least one representative), two diversity scholarship recipients (one undergraduate and one graduate), and community members.
  - 5 The Committee on Appeals and Compliance shall review and make recommendations on any appeal submitted by a student concerning any ~~professional education 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 ~~PEC EPPC~~. The Appeals and Compliance Committee shall report all exceptions granted to ~~PEU EPP~~ program requirements and all course substitutions granted on ~~PEU EPP~~ programs to the ~~PEC 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: ~~Professional Educational Advising office, Certification and Compliance office and Secondary Education office~~ **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 ~~PEC~~ **EPPC** for 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 ~~PEC~~ regarding disposition for each proposal.
- 7 The Conceptual Framework Committee shall monitor the ~~PEU~~ **EPP** Conceptual Framework and ~~PEU~~ **EPP** Assessment Plan, the Strategic Plan, and make recommendations to insure the ~~PEU~~ **EPP** is in compliance with current philosophies, regulations, accreditation standards, and guidelines of accrediting agencies and work with the ~~PEC~~ Executive Committee on reviewing the ~~PEC~~ *Bylaws* annually. In addition, the committee shall ensure that all official information (e.g. websites, handbooks, etc.) coincides with the Conceptual Framework and other regulations. The committee shall conduct a periodic review of all ~~PEC/PEU~~ **EPP/EPPC** sanctioned websites and publications and present to the ~~PEU~~ **EPP** on an annual basis. The committee shall facilitate the dissemination of the shared vision of the ~~PEU~~ **EPP** to all stakeholders, including public school partners. The Immediate Past Chair of ~~PEC~~ **EPPC** shall serve as a voting *ex officio* member of the Conceptual Framework 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 ~~PEC~~ **EPPC**. Every academic department having a BSED-Secondary Education program shall select a representative from their full-time ~~PEU~~ **EPP** faculty. The Reading, Foundations and Technology department shall select two representatives from their full-time ~~PEU~~ **EPP** faculty who have responsibility for core courses in the BSED-Secondary Education program. The Director of Secondary Education, Head of the ~~PEU~~ **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 ~~PEC~~ **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 ~~PEC~~ **EPPC**. Every college having an emphasis area within the MSED-Secondary Education program shall select a representative from the ~~PEU~~ **EPP** graduate faculty. Colleges with two or more emphasis areas have the option for two representatives from their ~~PEU~~ **EPP** graduate faculty. The Reading, Foundations, and Technology Department shall select two representatives from their ~~PEU~~ **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 ~~PEC~~ **EPPC** . If the chair of this committee is already a voting member of ~~PEC~~ **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 ~~PEC~~ **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 ~~PEU~~ **EPP** member and at least one ~~PEU~~ **EPP** member from outside the COE. The chair and chair-elect must be members of the ~~PEU~~ **EPP** . If the chair of a ~~PEC~~ **EPPC** standing committee is not a current ~~PEC~~ **EPPC** member, he or she will become an *ex officio* member of ~~PEC~~ **EPPC** without voting privileges. Each college not represented by the chair or chair-elect have the option of appointing a ~~PEU~~ **EPP** member from that College upon consultation with two ~~PEC~~ **EPPC** members and the Executive Committee. All voting members must be members of the ~~PEU~~ **EPP** . None may hold administrative appointments.
- D Each committee shall record the minutes of every session, make monthly reports at the ~~PEC~~ **EPPC** sessions, and submit them to the ~~PEC~~ **EPPC** office, where they shall be archived on the ~~PEU~~ **EPP** website. Committees making recommendations that directly affect any ~~PEU~~ **EPP** program shall consult with ~~PEU~~ **EPP** members in that program before bringing the recommendation to the ~~PEC~~ **EPPC** for approval.
- E *Ad hoc* committees may be appointed to carry out the work of the ~~PEC~~ **EPPC**. *Ad hoc* committees may be organized from time to time on the initiative of the chair or as directed by the ~~PEC~~ **EPPC**.

## **SEC 12 Amendments of Bylaws**

Amendment of the *Bylaws* may be proposed by the Executive Committee or by any member of the ~~PEC~~ **EPPC** or the ~~PEU~~ **EPP**. Such proposed changes shall be submitted in writing to the Chair of the ~~PEC~~ **EPPC** 30 days prior to being voted upon. It shall require a simple majority vote of the ~~PEC~~ **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.

## **ART IV COMMITTEE ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS**

[line 1504-1508]

### **SEC 2 Purpose of Committee on General Education and Intercollegiate Programs**

This Committee shall act upon all curricular proposals affecting the General Education Program as well as courses and programs offered collaboratively by academic departments in two or more colleges (i.e., intercollegiate programs not routed to ~~Professional Education Committee~~ **Educator Preparation Provider Council** or graduate council).

## ART V GRADUATE COUNCIL

[1732-1738]

### SEC 7 Committees of the Graduate Council

- (3) Graduate Curriculum Screening Committee. The Graduate Curriculum Screening Committee is responsible for screening and reviewing all graduate level (600 and above) curricular proposals and making a recommendation regarding their disposition to the Graduate Council. The Graduate Curriculum Screening Committee shall require that all programs affected by a particular graduate level curricular proposal be appropriately consulted. In addition to the appointed members of the Graduate Council, the Graduate Curriculum Screening Committee includes *ex officio* members who represent Meyer Library, Records and Registration, and the ~~Professional Education Committee~~ **Educator Preparation Provider Council**.

## ART VI CURRICULAR PROCESS

[1801-1813]

- B Curricular matters shall be acted upon by the following bodies including such internal structures of each named body as may be established for dealing with their specific curricular matters:
- (1) Academic departments or special academic programs
  - (2) College councils
  - (3) Academic deans
  - (4) Graduate council
  - (5) ~~Professional Education Committee~~ **Educator Preparation Provider Council**
  - (6) Committee on General Education and Intercollegiate Programs
  - (7) Secretary of the Faculty
  - (8) Executive Committee of the Faculty Senate
  - (9) Faculty Senate
  - (10) University administration

[1821-1826]

- B After being perfected by the academic department or special academic program, the academic department head or the chair of the special academic program shall forward proposals in this manner, after review/comment by the college dean:
- (1) Course and program proposals for BS and MS in Education and Educational Specialist Degrees to the Chair, ~~Professional Education Committee~~ **Educator Preparation Provider Council**.

### **SEC 6 Responsibility of Graduate Council, ~~Professional Education Committee~~ Educator Preparation Provider Council, and Committee on General Education and Intercollegiate Programs**

[1896-1898]

- C All matters approved by the graduate council, ~~Professional Education Committee~~ **Educator Preparation Provider Council**, and Committee on General Education and Intercollegiate Programs,

amended or not amended, shall be forwarded to the Secretary of the Faculty for disposition as hereinafter stipulated.

[1900-1902]

- A Shall receive approved curricular proposals from college councils, graduate council, ~~Professional Education Committee~~ **Educator Preparation Provider Council**, Committee on General Education and Intercollegiate Programs, and the Faculty Senate.

[1909-1914]

### **SEC 8 Responsibility of Executive Committee of Faculty Senate**

The Executive Committee of the Faculty Senate shall have authority to recommend to departments or special academic programs, to college councils, to the graduate council, to the ~~Professional Education Committee~~ **Educator Preparation Provider Council**, to the Committee on General Education and Intercollegiate Programs or to the Faculty Senate, new curricular programs or alterations (including deletion or addition) to existing courses or programs.

[1916-1921]

### **SEC 9 Responsibility of Faculty Senate**

The Faculty Senate shall consider and take action only on those curricular proposals acted upon by the college councils, graduate council, ~~Professional Education Committee~~ **Educator Preparation Provider Council**, and Committee on General Education and Intercollegiate Programs, and then appealed. The Faculty Senate shall also consider and take action on all proposals to add or delete academic programs.

## **Final Language**

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### **ART I FACULTY SENATE**

## **SEC 5 Duties of the Officers - Faculty Senate**

### **B The Chair-Elect of the Faculty Senate**

[line 416-421]

(7) Shall attend, or may send a designee to attend, the following as an *ex officio* member without vote:

- (a) Committee on Faculty Concerns (FCC);
- (b) Committee on General Education and Intercollegiate Programs (CGEIP);
- (c) Committee on Citizenship and Service Learning (CASL);
- (d) Committee on Academic Relations (ARC); and
- (e) Educator Preparation Provider Council (EPPC).

## **ART II COLLEGE COUNCILS**

### **SEC 11 Appeal and Veto of Council and Committee Actions**

[1124-1134]

#### **A Right of Appeal**

The university ranked faculty shall have the inherent right to appeal Actions of a council, Educator Preparation Provider Council and Committee on General Education and Intercollegiate Programs. Appeals to the college and graduate councils must be made no sooner than the expiration of the challenge period, but no later than ten (10) calendar days during the regular academic year when classes are in session, excluding terminal week, following the expiration date. Appeals to the Educator Preparation Provider Council and Committee on General Education and Intercollegiate Programs must be made no later than ten (10) calendar days during the regular academic year when classes are in session, excluding terminal week, following distribution of the Action to the faculty. Since upholding an appeal would constitute a Faculty Senate Action, an upheld appeal is subject to the right of challenge as set forth in the *Bylaws*: Article I, Section 7, A, B, C, D.

## **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 Reviews, to approve or reject, proposals for substantive changes to educator preparation programs and courses as described in Article VI of the *Bylaws*.
- 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 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. Faculty/staff who teach one or more EPP courses, advise or supervise educator preparation students, or administer educator preparation academic departments/units\* or colleges must be members of the EPP.

(\*The term “unit” here refers to any group of faculty members who collectively controls the curriculum of one or more academic programs and resides outside of the administrative structure of any single academic department. The only educator preparation entity that fits this description is the MSED-Secondary Oversight Committee. If additional educator preparation units are formed which fit this description, they shall receive voting membership on the EPPC automatically without additional amendment to the Bylaws. The BSED-Secondary Oversight Committee does not fit this description because each of the BSED-Secondary programs is controlled by its respective department.)

All faculty serving on EPPC must meet all Council for the Accreditation of Educator Preparation (CAEP) and Department of Elementary and Secondary Education (DESE) accreditation standards regarding members of the. These standards include being actively involved in teacher education and having a five-year plan on file in the respective academic department and the EPP. This five-year plan must detail the faculty member’s direct and periodic involvement with the public schools.

- B 1 The EPPC shall include at least one EPP faculty member from each academic department, and from each entity so identified in <http://www.missouristate.edu/facultysenate/entities.htm>, that has one or more education programs. All departments are required to have at least one representative. Departments 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 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.

- 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 Chair-Elect of the Faculty Senate 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 a educator preparation program at Missouri State University to serve a two-year term.
- C The President of the Graduate Student Council shall select one full-time graduate student who has been admitted into a 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 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 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 non-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 committee 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 approve a curricular proposal, reject and return a curricular proposal to the originating body, or amend and approve the curricular proposal. 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 matters approved by the EPPC, amended or not amended, shall be forwarded to the Secretary of the Faculty for disposition as outlined in Article VI of the *Bylaws*. All graduate matters approved by the EPPC, amended or not amended, 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 Appeal and Veto of Educator Preparation Provider Council Actions**

Each EPP member shall have the right at all times to appeal any EPPC Action. Such procedure is identical to that set forth for the appeal of any Council or Committee Action in the *Constitution and Bylaws of the Faculty*: Article II, Section 11, A, B, C.

### **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 education programs' diversity components with the EPP Diversity Strategic Plan. Membership on this committee shall include the Vice President for Diversity and Inclusion (or designee), University Equal Opportunity Officer (or designee), the Director of the Multicultural Student Services Office (or designee), one representative from each of the EPP education programs (colleges with more than one program shall appoint at least one representative), two diversity scholarship recipients (one undergraduate and one graduate), 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 for 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 regarding disposition for each proposal.

- 7 The Conceptual Framework Committee shall monitor the EPP Conceptual Framework 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 Executive Committee on reviewing the *Bylaws* annually. In addition, the committee shall ensure that all official information (e.g. websites, handbooks, etc.) coincides with the Conceptual Framework and other regulations. The committee shall conduct a periodic review of all EPP/EPPC 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 Conceptual Framework 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 Director 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 a 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.

## **ART IV COMMITTEE ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS**

[line 1504-1508]

### **SEC 2 Purpose of Committee on General Education and Intercollegiate Programs**

This Committee shall act upon all curricular proposals affecting the General Education Program as well as courses and programs offered collaboratively by academic departments in two or more colleges (i.e., intercollegiate programs not routed to Educator Preparation Provider Council or graduate council).

## **ART V GRADUATE COUNCIL**

[1732-1738]

### **SEC 7 Committees of the Graduate Council**

- (3) Graduate Curriculum Screening Committee. The Graduate Curriculum Screening Committee is responsible for screening and reviewing all graduate level (600 and above) curricular proposals and making a recommendation regarding their disposition to the Graduate Council. The Graduate Curriculum Screening Committee shall require that all programs affected by a particular graduate level curricular proposal be appropriately consulted. In addition to the appointed members of the Graduate Council, the Graduate Curriculum Screening Committee includes *ex officio* members who represent Meyer Library, Records and Registration, and the Educator Preparation Provider Council.

## **ART VI CURRICULAR PROCESS**

[1801-1813]

B Curricular matters shall be acted upon by the following bodies including such internal structures of each named body as may be established for dealing with their specific curricular matters:

- (1) Academic departments or special academic programs
- (2) College councils
- (3) Academic deans
- (4) Graduate council
- (5) Educator Preparation Provider Council
- (6) Committee on General Education and Intercollegiate Programs
- (7) Secretary of the Faculty
- (8) Executive Committee of the Faculty Senate
- (9) Faculty Senate
- (10) University administration

[1821-1826]

B After being perfected by the academic department or special academic program, the academic department head or the chair of the special academic program shall forward proposals in this manner, after review/comment by the college dean:

- (1) Course and program proposals for BS and MS in Education and Educational Specialist Degrees to the Chair, Educator Preparation Provider Council.

### **SEC 6 Responsibility of Graduate Council, Educator Preparation Provider Council, and Committee on General Education and Intercollegiate Programs**

[1896-1898]

C All matters approved by the graduate council, Educator Preparation Provider Council,, and Committee on General Education and Intercollegiate Programs, amended or not amended, shall be forwarded to the Secretary of the Faculty for disposition as hereinafter stipulated.

[1900-1902]

### **SEC 7 Responsibility of Secretary of the Faculty**

A Shall receive approved curricular proposals from college councils, graduate council, Educator Preparation Provider Council, Committee on General Education and Intercollegiate Programs, and the Faculty Senate.

[1909-1914]

### **SEC 8 Responsibility of Executive Committee of Faculty Senate**

The Executive Committee of the Faculty Senate shall have authority to recommend to departments or special academic programs, to college councils, to the graduate council, to the Educator Preparation Provider Council, to the Committee on General Education and Intercollegiate Programs or to the Faculty Senate, new curricular programs or alterations (including deletion or addition) to existing courses or programs.

[1916-1921]

### **SEC 9 Responsibility of Faculty Senate**

The Faculty Senate shall consider and take action only on those curricular proposals acted upon by the college councils, graduate council, Educator Preparation Provider Council, and Committee on General

Education and Intercollegiate Programs, and then appealed. The Faculty Senate shall also consider and take action on all proposals to add or delete academic programs



*The complete Family Leave and Support Committee Proposal is in a separate attachment.*

**Senate Resolution on  
Faculty Leave and Support Committee Report**

Whereas, the current Missouri State University long-range plan has as one of its four major goals an effort to establish the University as an “employer of choice”;

Whereas, the long-range plan identifies a key tactic for achieving this goal to be meaningful, purposeful efforts to improve the competitiveness of Missouri State’s compensation packages for faculty and staff;

Whereas, benefits are a key component of any competitive compensation package for faculty;

Whereas, the Faculty Handbook endorses the AAUP principle that faculty should participate in the selection of fringe benefit programs and in the periodic review of those programs;

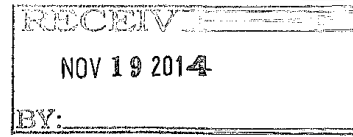
Whereas, the University’s 2008 Work/Life Committee report identified family leave and support issues as important to Missouri State faculty;

Whereas, the Faculty Senate’s Family Leave and Support Committee has identified family leave and support benefit programs available at Missouri and benchmark universities that are not available to faculty at Missouri State;

Whereas, the Family Leave and Support Committee has offered a range of possible programs to improve the competitiveness of Missouri State’s compensation package for faculty;

Therefore, Be It Resolved that the Missouri State Faculty Senate endorses the report of the Family Leave and Support Committee and respectfully requests that the administration and Board of Governors use appropriate committees within the University to begin consideration and action on the Committee’s proposals.

Pa \_\_\_\_\_



Missouri State University  
Curricular Proposal Program Change or Deletion

Department \_\_\_\_\_ Library Science \_\_\_\_\_ Date \_\_\_\_\_ 8/21/2014 \_\_\_\_\_

Title of Program Affected \_\_\_\_\_ Library Science Minor \_\_\_\_\_

Type of Program: Major \_\_\_\_\_ Comprehensive Major \_\_\_\_\_ Option \_\_\_\_\_ Minor X Certificate \_\_\_\_\_ Certification \_\_\_\_\_  
Academic Rules \_\_\_\_\_ Other \_\_\_\_\_

Revised Catalog Description (cut and paste present description from online catalog, strikethrough all deletions, and insert and bold new information)

Library Science

~~Bachelor of Arts~~  
~~Bachelor of Fine Arts~~  
~~Bachelor of Science~~  
~~Bachelor of Science in Education~~  
~~(Non-Certifiable)~~

A. LIS 101(1), 500(2), 504(3), 506(3), 508(3)  
B. Select six hours from: LIS 305(1), 502(3), 510(3), 512(3), 530(3), 532(3), 534(1), 540(3), 596(1-6), 597(1-3), 598(2), 599(2-3); ENG 334(3), 336(3), 338(3); EDT 365(3) for a total of 18 hours.

Complete New Catalog Description

~~Library Science~~

~~Bachelor of Arts~~  
~~Bachelor of Fine Arts~~  
~~Bachelor of Science~~  
~~Bachelor of Science in Education~~  
~~(Non-Certifiable)~~

~~A. LIS 101(1), 500(2), 504(3), 506(3), 508(3)~~  
~~B. Select six hours from: LIS 305(1), 502(3), 510(3), 512(3), 530(3), 532(3), 534(1), 540(3), 596(1-6), 597(1-3), 598(2), 599(2-3); ENG 334(3), 336(3), 338(3); EDT 365(3) for a total of 18 hours.~~

Total Hours \_\_\_\_\_ 18 \_\_\_\_\_

What is changing? Check all boxes that apply.

- Title change  From option to program (major)  Other \_\_\_\_\_
- Course changes of under 18 hours  From program (major) to option
- Course changes of 18 hours or more  Program or option deletion

Reason for Proposed Change

The Library Science faculty has decided by consensus to delete the Library Science minor

DEPARTMENT: Route according to ART VI, SEC 3B(1-4) of Bylaws of the Faculty Senate. Forward three typed, originally signed forms one of the following (please check all that apply and send to first council/committee marked). If the program needs to go through more than one committee/council, forward one additional form for each additional council/ committee marked.

- College Council (Send all undergraduate program changes through College Council as first step before forwarding to PEC, CGEIP, or directly to Faculty Senate)
- Professional Education Committee (Considers all program changes affecting BS and MS in Education and Educational Specialist)
- Committee on General Education and Intercollegiate Programs (Considers all general education and multi-college program changes)
- Graduate Council (Considers all graduate-level program changes)

Signature Thomas A. Piten  
Department Head

Date 8-27-14

(Routing on Reverse Side)

FS Program Change - 10/8/14

ROUTING

1. COLLEGE COUNCIL (ART VI, SEC 3B)

APPROVED

After dean review/comment, forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward appropriate number of copies to next committee level for approval.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) \_\_\_\_\_

Signature Cynthia Leh Date 08/25/2014  
Chairperson

2. DEAN OF THE COLLEGE (ART VI, SEC 5)

REVIEWED

Return to College Council Chair within ten days of receipt for disposition.

Comment(s) \_\_\_\_\_

Signature Thomas A. Biles Date 8-27-14  
Dean of the College

3. PROFESSIONAL EDUCATION COMMITTEE (ART III, SEC 9)

APPROVED

Forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward three signed copies to next committee level for approval.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) \_\_\_\_\_

Signature Diana Piccolo Date 10/8/14  
Chairperson

4. COMMITTEE ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS (ART IV, SEC 2)

APPROVED

Forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward three signed copies to next committee level for approval.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) \_\_\_\_\_

Signature BA Swearingin Date 11-14-14  
Chairperson

5. GRADUATE COUNCIL (ART V, SEC 3, OR ART VI, SEC 3B)

APPROVED

Forward two signed copies of final action to the Secretary of the Faculty for disposition.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Chairperson

6. FACULTY SENATE (ART VI, SEC 9)

APPROVED

DISAPPROVED

Comment(s) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Chairperson

7. PROVOST (ART I, SEC 6; ART VI, SEC 9)

RECOMMENDED TO PRESIDENT

NOT RECOMMENDED TO PRESIDENT

Comment(s) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Provost

8. PRESIDENT

APPROVED

DISAPPROVED

Comment(s) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
President

Whereas, the Vision and Mission of the Division for Diversity and Inclusion at Missouri State University states that MSU “strives to enhance the diversity of our campus and to build an inclusive community in greater Springfield”;

Whereas, the Springfield City Council has amended the civil rights ordinance to protect the LGBT population in the areas of employment, housing and public accommodations;

Whereas, a city wide election has been forced on April 7, 2015 to repeal this ordinance;

Whereas, the university officially commits to “engage the rich diversity of faculty, staff, students and the community”;

Whereas, Missouri State University’s public affairs mission includes ethical leadership, cultural competence, and community engagement, this presents an opportunity for MSU to take action and demonstrate genuine commitment for the public mission we repeatedly state we advocate;

Be it resolved the Faculty Senate of Missouri State University supports upholding the Springfield City Council Civil Rights Ordinance and strongly opposes the repeal of protections extended to any members of our community in the cases of employment, housing, and public accommodations.

**Senate Resolution on  
Springfield's Civil Rights Ordinance**

Whereas, the Vision and Mission of the Division for Diversity and Inclusion at Missouri State University states that MSU “strives to enhance the diversity of our campus and to build an inclusive community in greater Springfield”;

Whereas, the Springfield City Council has amended the civil rights ordinance to protect the LGBT population in the areas of employment, housing and public accommodations;

Whereas, a city wide election has been forced on April 7, 2015 to repeal this ordinance;

Whereas, the university officially commits to “engage the rich diversity of faculty, staff, students and the community”;

Whereas, Missouri State University’s public affairs mission includes ethical leadership, cultural competence, and community engagement, this presents an opportunity for MSU to take action and demonstrate genuine commitment for the public mission we repeatedly state we advocate;

Be it resolved the Faculty Senate of Missouri State University supports upholding the Springfield City Council Civil Rights Ordinance and strongly opposes the repeal of protections extended to any members of our community in the cases of employment, housing, and public accommodations.