From The Teachers College Policies and Procedures Handbook

2A.04 Council on Teacher Education

The Council on Teacher Education is the authorized council of the university that has governance responsibility for undergraduate (initial) programs. Initial programs are those that lead to the first teaching license. The Council Teacher Education has the following purpose and authority, composition, and responsibility:

A. Purpose and Authority. The Council shall advise and assist the Dean of the Teachers College with the governance of undergraduate (initial) teacher education programs in the university. (Initial programs are those that lead to the candidates first teaching license.) It shall function within the broad framework of university policy as formulated by the Faculty Senate, the administration, and the Kansas Board of Regents. All actions pertaining to the governance of programs, standards, and policies for teacher education shall be subject to the approval of the Vice President for Academic Affairs and/or the President of the University.

B. Composition. The Council shall be composed of faculty representatives selected by the chairs of the various academic units in the university that offer programs leading to teacher licensure, two students appointed by the President upon recommendation of Associated Student Government, and two teacher representatives selected by the Associate Dean of the Teachers College (one elementary & one secondary education) from USD 253. These representatives are voting members whose length of term is annual. The following are voting representatives and shall be entitled to one vote:

Art
Biology
Business Education
Chemistry/Physics/Earth Science
Secondary Education
English/Language Arts/Journalism
Foreign Languages/ESL
Mathematics
Music/Instrumental/Vocal
Physical Education/Health
Psychology
Elementary Education (2 representatives)
Social Science
Speech/Theatre
Two Student Representatives: 1 elementary education & 1 secondary education
Elementary Teacher from USD 253
Secondary Teacher from USD 253

The Council shall also be composed of ex-officio non-voting representatives as provided below:

Dean, The Teachers College
Associate Dean, The Teachers College, serving as Executive Secretary of the Council on Teacher Education
Associate Dean, College of Liberal Arts and Sciences
Chair, Department of Early Childhood/Elementary Teacher Education
Chair, Department of Educational Leadership/Middle and Secondary Teacher Education
Director of the Office of Professional Educational Services
Director of Career Services
Director, Science and Math Education Center
Faculty Representative, School of Library and Information Management
Faculty Representative, Department of Counselor Education and Rehabilitation Programs
Licensure Officer
Director of Elementary Advising Office
Director of Secondary Admissions

The Council shall annually elect from among its voting members a chair who shall preside at all meetings and cooperate with the Executive Secretary in the preparation of meeting agendas.
C. **Responsibility.** The council shall be responsible for providing leadership in the conduct of undergraduate teacher education at Emporia State University by advising and assisting the Dean of the Teachers College with the following specific functions:

1. Designing and maintaining undergraduate programs of teacher education in elementary and secondary education within guidelines and standards established by recognized accrediting agencies and learned societies.
2. Formulating and executing appropriate goals, standards, requirements, policies, and procedures for conducting undergraduate teacher education programs.
3. Administering and coordinating the programs systematically.
4. Designing and conducting systematic and reliable procedures for evaluating the programs and the unit.
5. Utilizing evaluation information for program and unit improvement.
6. Planning and executing appropriate strategies for staff development.

D. **Meetings.** The council shall meet once each month during the academic year and shall be subject to call for special meetings at the discretion of the Dean of the Teachers College and the chair of the Council. All meetings shall be conducted under standard rules of order.

E. **Council Actions.** All formal actions of the council shall be considered recommendations to the Dean of the Teachers College. Notices of such actions of the council shall be transmitted promptly to the vice president for academic affairs by the Dean of the Teachers College along with the dean's recommendation, a copy of which shall be distributed to each council member. It shall also be the responsibility of the dean to inform the council of the disposition of its actions immediately after such disposition is made by the Vice President for Academic Affairs and/or the President.