



**Policy: 04-04-00**

# **Governance Of Teacher Education Programs**

OFFICE OF RECORD: College of Education

ISSUED BY: Dean, College of Education

APPROVED BY: 04-04-00

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## **Policy**

The Professional Education Council (PEC) is established as an advisory council of the Professional Education Unit for review and recommendation of teacher education programs. The Unit is made up of all faculties who teach courses in professional education, provide services to education students (e.g., advising or supervising student teaching) or administer some portion of the teacher education program at Dakota State University. It reviews, advises and recommends on all programs and courses and is under the direction and supervision of the Dean of the College of Education. The Professional Education Council has as its major function an advisory role in the preparation of professional personnel for elementary and secondary schools by assuring that the mission and programs of the professional education unit are achieved in an organized, unified, representative, and coordinated fashion. Its structure is officially defined by its internal policies which are approved and endorsed by the University. The council reports through the Dean of the College of Education to the Vice President for Academic Affairs, and in matters of policies and programs adheres to the Agreement between the South Dakota Board of Regents and the Council of Higher Education, the policies of the South Dakota Board of Regents and Board of Education, and the policies of Dakota State University.

## **Procedures**

### **Appointment of Members**

Members will be appointed by the Council acting as a committee of the whole. Members will be chosen from among professional education faculty and P-12

faculty who serve in schools which have partnership agreements with DSU. Appointments will be made each August.

## **Frequency of Meetings**

The Council will have regular meetings the first Tuesday of each month during the regular academic year. Summer meetings may be called by the Dean as needed, and may only be called to order if a quorum is present.

## **Membership and responsibilities**

Membership- The PEC shall have a composition of seventeen members which includes:

1. Two professional education faculty members from the College of Education as follows:
  - 1 faculty member from Elementary Education
  - 1 faculty member from Elementary Education/Special Learning Problems
2. The Director of Field Services
3. Three professional education faculty members, one each from the Colleges of Liberal Arts, Business and Information Systems, and Natural Science
4. One public school administrator
5. Three public school teachers, one each from elementary, secondary, and special education.
6. Coordinator of the DSU K-12/Secondary Education Program
7. Coordinator of the Master's in Computer Education & Technology Program
8. One Dakota State University education major
9. Representative from the DSU Office of Diversity Services - advisory member
10. Representative from the Library - advisory member
11. Registrar - advisory member
12. Dean, College of Education (Chair of the Council)

Appointments will be staggered so as to ensure continuity within the Council and new appointments will be made in August of each year. P-12 faculty and student members will serve one-year terms. University faculty will serve two-year terms.

## **Responsibilities - Governance**

1. Approve goals for the Professional Education Unit.
2. Monitor long range plans for the Professional Education Unit.

3. Recommend policies in regard to professional education curricula and curricula delivery systems including clinical and field experiences. These policies and experiences should be consistent with expectations of appropriate approval processes and accreditation bodies.
4. Recommend policies in regard to a systematic, rigorous, professional control of curricular and program objectives.
5. Establish systematic relationships with graduates of the professional education program which include follow-up studies and assistance to beginning professionals.
6. Establish mechanisms to ensure systematic collaboration between faculties within the Professional Education Unit, general education component, and specialty study areas to ensure complementary and integrated courses of study for professional education students.
7. Establish mechanisms to ensure positive and systematic faculty involvement, collaboration, and research with professional education administrators, faculty and students in K-12 schools.
8. Ensure implementation of policies and procedures for admission of students, monitoring of student progress, and assessment of student competence prior to recommendation for graduation/certification.
9. Monitor a systematic and comprehensive advisory system for professional education students.
10. Monitor policies and procedures for the selection and retention of faculty within the Professional Education Unit.
11. Monitor policies and procedures for appointment and subsequent supervision of part-time faculty and graduate students.
12. Monitor policies and procedures for the selection of cooperating teachers, field based supervisors, and field based sites.
13. Monitor policies and procedures which ensure faculty opportunities for participation in teaching, scholarship (including creative endeavors), and service.
14. Monitor a comprehensive development plan for professional education faculty, cooperating teachers, and others.

15. Monitor the process for faculty evaluation which directly assesses the achievement of the professional education curricula and programmatic objectives.
16. Ensure sufficient personnel, funding, physical facilities, library, equipment, materials, and supplies to implement effective professional education programming.
17. Develop and maintain appropriate linkages with other units, operations, groups, and offices within the institution and with schools, organizations, companies, and agencies outside the institution.
18. Recommend and monitor policies to ensure consistency with NCATE and state accreditation standards and criteria.
19. Establish standing and ad hoc subcommittees to implement policies and procedures to further the mission of the unit.
20. Establish and maintain collaborative agreements with P-12 schools, to include arrangements for placing field experience students and student teachers.

## **Responsibilities - Curriculum**

1. Monitor curriculum design and development, course objectives, course content, and course evaluation based upon the goals and outcomes for teacher education.
2. Ensure that each course syllabus in the professional education curriculum is built upon a portion of the knowledge base that is unique to that course.
3. Ensure that each course syllabus in the professional education curricula is written in a format adopted by the PEC representing the unit.
4. Ensure that formative evaluations of each course in professional education curricula are based upon the objectives of the course.
5. Ensure that summative program evaluations include:
  - a. Exit surveys of graduates just prior to graduation.
  - b. Surveys of graduates and employers during first year of practice.
6. Assess formative and summative evaluation data and recommend changes in professional education goals, outcomes, curriculum, and assessment instruments or procedures as needed.

7. Establish standing and ad hoc committees for the purposes of (1) accomplishing the responsibilities of the PEC and (2) implementing an instructional quality control process mechanism.

#### Professional Education Instructional Quality Control Process

Standing and ad hoc committees of the PEC are established to insure that instructional quality is consistently maintained in the professional education unit. The committees analyze data and prepare annual reports in their areas of responsibility for action by the PEC. The standing committees, their membership, and their responsibilities are as follows:

## **Student Advisory Committee**

### **Membership**

- 2 students from the Elementary Education Program
- 1 student from Elementary Education/Special Learning & Behavioral Problems
- 1 student from SDSU Cooperative Program
- 3 students from K-12/Secondary Education (one each from the Colleges of Liberal Arts, Business and Information Systems, and Natural Science)
- Dean of the College of Education
- Director of Field Services
- Coordinator of the K-12/Secondary Education Program

The Dean of the College of Education will chair the committee and student representatives will be nominated by the professional education unit faculty and will serve a one-year term, although consecutive terms are permitted.

### **Responsibilities:**

The committee is responsible for facilitating communications between students and faculty and for encouraging student recommendations for program improvements.

The committee will report to and make recommendations to the Professional Education Council regarding:

1. Professional education curriculum;
2. Professional education program delivery;

3. Field experiences;
4. Student advising;
5. Admission criteria and process; and
6. Other appropriate issues affecting education students.

## **Student Assessment and Monitoring Committee**

### **Membership**

- 4 professional education faculty members (one each from the Colleges of Education, Liberal Arts, Business & Information Systems, and Natural Science)
- 3 public school faculty
- 1 public school administrator
- 1 teacher education student
- Director of Field Services
- Dean, College of Education (Chair of the Committee)
- Registrar (advisory member only)
- Director, Assessment Office (advisory member only)

The Dean of the College of Education will serve as the chair of the committee. Appointments will be by the PEC functioning as a Committee on Committees. Terms will be rotated with two new members appointed each year.

### **Responsibilities**

1. Review qualifications of candidates for admission into the teacher education program and student teaching to ensure that admission criteria are consistently and rigorously applied.
2. Review qualifications of candidates for exit from the teacher education program and student teaching to ensure that exit criteria are consistently and rigorously applied.
3. Review admission requirements in order to ensure that under-represented groups are attracted into professional education programs.

4. Systematically monitor the progress of students from their admission through completion of their education programs.
5. Act as a review board for student appeals, and make recommendations on the appeals to the Professional Education Council.
6. Review the process for evaluating students' credentials including proficiencies, competencies, and requirements prior to making a recommendation for certification and/or graduation.
7. Recommend to the PEC programs that may be needed to provide tutorial or other assistance to students.
8. Systematically monitor program outcomes and standards.

## **Strategic Planning Committee**

### **Membership**

- 3 professional education faculty, one of which must be from within the College of Education
- 3 public school faculty, one each from elementary, secondary, and special education
- 1 public school administrator who has personnel responsibilities in his/her school district
- 1 representative from the DSU Office of Diversity Services - advisory member

The chair of the committee will be elected by the committee members annually at the first meeting of the academic year. Appointments will be by the PEC functioning as a Committee on Committees. Terms will be rotated with two new members appointed each year.

### **Responsibilities**

1. Recommend to the PEC plans for first-year follow-up and first-year assistance programs and monitor the plans to make changes which the surveys may suggest.
2. Engage in regular and systematic evaluations, including follow-up studies of graduates in their various education roles and make a written report

and recommendations to the PEC annually.

3. Conduct annual needs assessments to determine needed incentive and affirmative procedures to attract culturally diverse and worthy candidates into professional education and report the results to the PEC.
4. Identify financial resources which can be used as incentives to attract culturally diverse candidates into professional education programs and culturally diverse faculty to the professional education unit.
5. Identify activities to facilitate recruitment of under-represented and culturally diverse groups into professional education.
6. Conduct annual needs assessments to determine goals and objectives to be included within the long range plan.
7. Monitor the long range plan approved by the PEC and recommend annually priorities for Council action.
8. Conduct annual needs assessments to identify technology resources required for professional education programs and make recommendations to the University's Computing Resource Advisory Committee for procurement.
9. Recommend and monitor professional education curriculum and field experiences to ensure diversity goals are met.

## **Professional Development Committee**

### **Membership**

- Director of Field Services
- 3 professional education faculty; one faculty member from Elementary; one faculty member from Secondary; and one faculty member from Elementary Education/Special Learning Problems);
- 1 school administrator from area schools with an established Partnership Agreement.
- 3 public school faculty, one each from elementary, one from secondary, and one special education (1 one of these must be a first-year teacher)
- 1 Library Representative (advisory only)



- 2 Representative from the Student Advisory Committee (advisory only, must be admitted to the teacher education program)

The chair of the committee will be elected by the committee members annually at the first meeting of the academic year. Appointments will be by the PEC functioning as a Committee on Committees. Terms will be three-year overlapping terms with the exception of the library representative (one-year term) and student representative (one-year term).

## **Responsibilities**

1. Conduct annual needs assessments to determine areas for professional development activities for faculty, cooperating teachers, and other P-12 faculty.
2. Identify, conduct, and evaluate professional development activities based upon needs of faculty, cooperating teachers, and other P-12 faculty.
3. Identify resources and opportunities for research.
4. Provide opportunities for faculty, cooperating teachers, and P-12 faculty to share potential, ongoing, or completed research with each other.
5. Identify resources, opportunities, and activities for enhancing community and university partnerships.

## **K-12/Secondary Education Coordinating Committee**

### **Membership**

- Professional education faculty, one each from the Colleges of Education, Liberal Arts, Business and Information Systems, and Natural Science
- 1 secondary education public school faculty member
- 1 secondary education public school administrator
- K-12/Secondary Education Coordinator
- Director of Field Services

The Coordinator of the DSU K-12/Secondary Education Program will chair the committee. Appointments will be by the PEC functioning as a Committee on Committees. K-12 faculty and administrators will serve one-year terms, although consecutive terms are permitted. University faculty will serve two-year terms.

### **Responsibilities**

1. Review objectives of K-12/secondary education professional education curricula within the context of the mission of the professional education unit.
2. Monitor and coordinate the K-12/secondary education professional education curriculum design system and professional education curriculum delivery system.
3. Review and analyze secondary education professional education course evaluation data for the purposes of curriculum review and modification.
4. Monitor proposed changes in secondary education and specialty studies curricula and field experiences which impact certification programs of professional education students.