

**COUNCIL ON TEACHER EDUCATION**  
Manual of Organization and Procedures

**I. Council Organization and Responsibility**

**A. Membership**

The Council on Teacher Education shall consist of:

1. Two ex-officio members (without vote) as follows:
  - a. Provost and Vice President for Academic Affairs
  - b. Dean, College of Education and Professional Studies, Executive Officer
2. Eleven elected faculty representatives with a demonstrated commitment to teacher education who shall be seated at the first meeting in the fall, elected for three-year overlapping terms as follows:
  - a. Five members from the College of Education and Professional Studies, to be elected as follows: 1 from the Department of Early Childhood, Elementary, and Middle Level Education; 1 from the Departments of Health Studies, Kinesiology and Sports Studies, or Recreation Administration; 1 from the Department of Special Education; 1 from the Departments of Counseling and Student Development, Educational Leadership, or Secondary Education and Foundations; and 1 from the College at-large.
  - b. Two members from the College of Sciences to be elected as follows: 1 from Group 1 (Communication Disorders and Sciences, Economics, Political Science, Psychology, or Sociology/Anthropology); and 1 from Group 2 (Biological Sciences, Chemistry, Geology/Geography, Mathematics and Computer Science, or Physics).
  - c. Two members from the College of Arts and Humanities to be elected as follows: 1 from Group 1 (Art, Music, or Theatre Arts); 1 from Group 2 (Communication Studies, English, Foreign Languages, History, Journalism, or Philosophy).
  - d. Two members from the Lumpkin College of Business and Applied Sciences to be elected as follows: 1 from the School of Technology; and 1 from the College at-large.

3. Faculty Alternate Policy. In each election, the person who comes in second in the designated area as described in I.A.2 will be the alternate representative. The faculty alternate shall become a member of the Council upon the resignation of the elected representative or in the event that the Council member is unable to serve for a semester. If there is no alternate from the year in which the representative was elected, the dean of the appropriate college will--with the consent of the Faculty Senate--appoint a representative to fill out the term.
4. Four student members, graduate or undergraduate, in good academic standing, to be appointed by the Student Body President with the advice and consent of the Student Senate, for one year terms, as follows:
  - a. One from a Secondary Education Certification Program
  - b. One from Early Childhood, Elementary, or Middle Level Education
  - c. One from Special Education
  - d. One from the Departments of Counseling and Student Development or Educational Leadership.

These student members will be appointed during the early fall semester and will be seated by the first fall meeting of COTE. The COTE Chair will solicit recommendations for both a representative and an alternate from appropriate departments with teacher certification programs and ensure that the student members have a commitment to fulfill entire one-year terms. The COTE Chair will forward the names to the Student Body President to submit to the Student Senate for approval.

5. Student Alternate Policy

The student alternate shall become a member of the Council upon resignation of a student member and shall serve the remainder of the term of that member, in which case a new alternate shall be appointed as soon as possible in the prescribed manner. A student member shall be allowed an alternate for only one semester per term on the Council. An alternate shall become a temporary member of the Council when:

- a. A student member has a prolonged illness or is unable to serve.
- b. A student member is not on campus during the summer term.

## **B. Purpose**

To develop policies for teacher education and to provide avenues of communication among all of the areas of the University concerned with teacher education. The COTE approves/disapproves, reviews, and provides oversight on all matters concerning teacher education.

## **C. Functions**

1. To formulate, monitor, and revise policies for the admission and retention of pre-service teachers.
2. To formulate and evaluate continuously policies, standards, and criteria for teacher education curricula and programs.
3. To review, monitor, and approve teacher education curricula.
4. To coordinate and report the results of follow-up studies of teacher education graduates.
5. To facilitate interdepartmental and intercollegiate cooperation on matters relevant to teacher education.
6. To assure students due process in resolving problems related to teacher education.
7. To request entitlement program approval and report changes in teacher education programs to the Illinois State Board of Education Program Approval Section and the State Teacher Certification Board.
8. To report results of teacher education studies and make recommendations to the Dean, College of Education and Professional Studies.
9. To assure that all teacher education programs are in compliance with the guidelines set forth by the Illinois State Board of Education Program Approval Section and the State Teacher Certification Board.
10. To be the final council authority on all programs preparing P-12 school personnel.

## **II. Internal Operating Policies**

### **A. Executive Officer**

1. The Dean of the College of Education and Professional Studies shall serve as the Executive Officer of the Council.
2. The Executive Officer shall forward all Council recommendations to the President.
3. The Executive Officer shall receive written requests from students who desire exceptions to policies or procedures concerned with teacher education.
4. The Executive Officer shall report to the Council the actions taken on all requests for minor exceptions to teacher education policies or procedures.
5. The Executive Officer shall report to the Council on all new requests received for major exceptions to teacher education policies or procedures.
6. The Executive Officer shall appoint a secretary for the Council who shall be responsible for:
  - a. scheduling Council meetings and distributing the schedule to the members at the beginning of the academic year.
  - b. recording minutes of the meetings.
  - c. handling correspondence/paperwork for the Council under the direction of the Chair. This is to include informing individuals of their status as representatives/alternates at the conclusion of faculty elections.
  - d. maintaining official records for the Council (i.e., minutes, proposals, student appeals, a list of COTE representatives/alternates, correspondence, etc.).
  - e. duplicating needed materials.

### **B. Chairperson**

1. The Council will choose one of its elected members, whose term of office extends for at least one more year, to serve as chair of the Council. The chair will have a vote on all questions.
2. No member shall serve more than two consecutive years as chair of the Council.

3. The chair shall be elected by secret ballot at a Council meeting in April.
4. The chair-elect shall assume the duties of the chair starting with the first meeting of the fall semester following his/her election.
5. The chair shall be responsible for preparing the agenda and may consult with the Executive Officer as needed.
6. The chair shall receive and report to the Council proposals concerning course requirements in the various degrees leading to teacher certification which are within the prescribed purposes of the Council.
7. The chair shall receive and report to the Council proposals concerning changes in teacher education policies and procedures which are within the defined purpose of the Council.
8. The chair shall receive and report to the council requests from students who desire the council to review the action, or the lack of action, taken by the Executive Officer.
9. The chair should ensure that all new faculty and student members are carefully oriented to the purpose and functions of COTE prior to the second fall meeting.
10. The chair will appoint one of the Council's elected members to serve as temporary chair during the absence of both the chair and the vice-chair.

#### **C. Vice-Chairperson**

1. The Council will choose one of its elected members, whose term of office extends for at least one more year, to serve as vice-chair of the Council. The vice-chair will have a vote on all questions.
2. The vice chair shall serve as temporary chair during the absence of the elected chair.
3. No member shall serve more than two consecutive years as vice-chair of the Council.
4. The vice-chair shall be elected by secret ballot at a Council meeting in April.

#### **D. Council Meetings and Procedures**

1. There shall be at least three Council meetings each semester or term, providing that there is Council business to address.

2. A quorum shall consist of seven members.
3. Council meetings are open.
4. Dates, hours, and places for regular Council meetings shall be determined by the Council.
5. Special Council meetings may be called by the chair or any ex-officio member of the Council. Special meetings may also be called by a group of at least three elected members of the Council.
6. All Council members shall be notified at least 24 hours in advance of all special meetings. The agenda for the meeting shall be a part of the notification.
7. Voting matters which affect basic policy shall be delayed at least until the meeting following publication of the motion. Routine matters may be voted on immediately. Judgment of whether an item is routine or basic policy will be made by the chair.
8. Proposals receiving affirmative votes numbering more than one-half of the membership voting shall be considered as passed.
9. Council action shall be considered as final action, subject only to Presidential veto.
10. Amendments to these Council procedures may be suggested by any member of the Council. To be adopted, a proposal must receive the affirmative vote of at least two-thirds of the Council members.
11. The chair and the Executive Officer shall consult with the Vice President for Academic Affairs if there is any question regarding procedures to be followed when joint action by the Council on Teacher Education and one or more other councils is required.
12. Other than as stated above, Roberts Rules of Order will be followed.
13. Any faculty member may place an item on the agenda by submitting it, in writing, to the chair. Students may submit items (in writing) to a student representative on the Council. The student representative will then submit the item to the chair.