

Teacher Education Subcommittee

I. Name of Subcommittee

Teacher Education Subcommittee

II. Purpose of Subcommittee

To foster and sustain a quality professional education program at Monmouth College by maintaining curricular accountability and by ensuring quality admissions to and graduates of the program; in turn contributing to the quality of the educational profession at large.

III. Composition and Terms of Subcommittee Membership and Criteria for Selection

- A. Voting members shall include:
 - 1. All full time faculty from the Department of Education
 - 2. Three at-large faculty representatives from outside the Department of Education (preferably from content areas where candidates are prepared).
 - 3. Two candidates representing the Monmouth College candidate body. One candidate will be seeking endorsement in elementary education. One candidate will be seeking endorsement in secondary education or at the K-12 level.
 - 4. Two representatives from area public schools, representing K-12 constituents.
 - 5. The Dean or Associate Dean of Students.
- B. Ex-officio members may include all part-time faculty from the Department of Education, the College Registrar, and the Vice-President of Academic Affairs
- C. Representatives are expected to:
demonstrate an active interest in the procedures and curriculum of the Teacher Education Program of Monmouth College;
demonstrate an active interest in procedures, curriculum, and instructional development associated with K-12 schools;
maintain a pattern of responsible subcommittee involvement.

The at-large representatives will report to their respective faculty constituents after each Teacher Education Subcommittee. This report will include all business and discussion items, excluding items in executive session. In turn, the representatives will report to the Teacher Education Subcommittee any relevant discussion or decisions from their department or other faculty constituents.

- D. The Candidate representatives, in addition, are expected to demonstrate to the Department of Education a reputation of perception and maturity that will ensure fairness and confidentiality in sensitive matters, while being of good academic standing at Monmouth College.
- E. The Public School representatives, in addition, are expected to have past or present experience of working with the Teacher Education Program at Monmouth College.
- F. Membership appointments on the Teacher Education Subcommittee will initially be for one year. Following the initial year of service one-third of the appointed members shall be annually reconstituted at the beginning of the academic year.

IV. Process for Selection of Membership

- A. Members identified in section III above as A-1 and A-5 serve by virtue of position.
- B. Members identified in section III above as A-2 will be appointed by the Faculty Senate.
- C. Members identified in section III above as A-3 and A-4 are appointed by the Chair of the Teacher Education Subcommittee upon recommendation of the Vice-President of Academic Affairs and Teacher Education Subcommittee members.

V. Subcommittee Leadership

- A. The permanent Chair of the Subcommittee shall be the Director of Teacher Education. In the absence of the Chair at any meeting, an Acting Chair for the meeting shall be appointed.
- B. A secretary shall be selected by volunteer or vote at the first meeting of each academic year. The Secretary shall keep minutes of all meetings and distribute them to members of the Subcommittee not later than the beginning of the next meeting.

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VI. Meeting Procedures

- A. The Chair shall call an initial meeting within the first two weeks of the fall semester. A regular meeting schedule shall be established at that meeting.
- B. Robert's Rules of Order shall govern meeting procedure unless expressly altered by majority vote of the Subcommittee. All deliberations dealing with individual candidates, or with any matter of a personnel nature, including admission to the program and student teaching, shall be conducted in executive session.
- C. In all decisional matters consensus will be sought. However, after discussion, a vote shall be taken and documented in the minutes for all decisions.
- D. All minutes of the Subcommittee other than those of executive sessions shall be made available in electronic form to each faculty member who serves as an advisor to a candidate in the Teacher Education Program.
- E. A single copy of executive session minutes shall be maintained by the Subcommittee secretary.

VII. Subcommittee Charge - Responsibilities & Accountabilities

- A. To consider any proposed policy for the Teacher Education Program. No Program policy will be considered effective until approved by the Subcommittee. Proposed policies may be initiated by the Department or by any Subcommittee member as a representative of his/her particular constituency.
- B. To consider for recommendation any change in a course or in curricular structure at Monmouth College, which holds potential to affect compliance with accreditation standards for any program in Teacher Education. Proposals may come directly from departments or instructors, or they may be referred from the Curriculum Committee when screening by that committee raises question about the impact of a proposed change on Teacher Education.
- C. To approve all applications to the Teacher Education Program.
- D. To screen all candidates for student teaching and to approve all qualified applicants prior to their placement in a K-12 school assignment.
- E. To serve as the first step of an appeal process by which candidates may seek review of any Teacher Education Program decision or Teacher Education Subcommittee decision that affects the status or standing of the candidate.

VIII. Reporting Relationships

- A. Except for appeals, which may arise under guidelines set out in section IX-A, the Teacher Education Subcommittee shall be the source of final decision for matters set forth above in sections VII-A and VII-D.
- B. Upon approval by Teacher Education Subcommittee, matters specified in section VII-B shall be referred by the Subcommittee to the Monmouth College Curriculum Committee. Any time it is determined that there is a potential impact on compliance with Teacher Education Program accreditation standards by a course or curricular change, review and recommendation of the Teacher Education Subcommittee will be a prerequisite to final consideration of the proposal by the Monmouth College Curriculum Committee.

IX. Candidate Appeal Process

- A. Purpose of Procedure
To provide a due process review and appeal mechanism for candidates who question any decision made with respect to their admission to, or satisfactory progress in, the Teacher Education Program at Monmouth College.
- B. Issues Subject to Appeal
 1. Reasons (other than ICTS test scores) given for denial of admission to the Teacher Education Program at Monmouth College.
 2. Reasons (other than ICTS test scores) given for refusal to authorize placement in student teaching.
 3. Suspension of the student teaching experience.

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C. Steps in the Appeal Process

1. Within ten school days after notice of the adverse decision, the candidate must submit in writing to the Chair of the subcommittee a request for a hearing with the Teacher Education Subcommittee (or rehearing if the decision appealed was previously made by this Subcommittee). The request shall contain the following information:
 - a. Candidate's name
 - b. Precise statement of major, and of minors if any
 - c. Any other pertinent personal demographic data
 - d. The specific issue on which the hearing is requested, the reason for the request, and as much extended rationale as deemed necessary by the appealing candidate.
 - e. Included with the above rationale shall be evidence that the candidate has consulted with a full-time faculty member in the Department of Education, a major academic advisor, and any other college official who has a role in the matter as an advisor or counselor to the candidate. To the extent possible, this information should be in the form of original documentation or correspondence. To the extent that is not available, the appealing candidate should provide summaries of relevant conversations.
2. After the above information has been submitted, the Subcommittee shall meet with the candidate at a time mutually agreeable. The candidate will be permitted to make a presentation to the Subcommittee. The Subcommittee may question the candidate or initiate conversation with the candidate, as may be agreed to at the time the meeting is scheduled. The Subcommittee will excuse the candidate to make its decision on the request.. The Subcommittee may defer its decision to a subsequent meeting if it elects to search out further information.
3. If the decision is not acceptable to the candidate, s/he may appeal the decision to the Vice-President of Academic Affairs using the guidelines set forth in the Scots Guide. The Vice-President, at his/her option, may consult with the Subcommittee in the course of reaching a decision.
4. In the event a candidate either fails to appeal any decision within prescribed time limits, or comes to the end of the appeal process with a decision that limits his/her continued participation in the program, that candidate's singular option for seeking continued status in the Program is to initiate a re-application.

X. Amendments

These Bylaws may be changed or amended through the following process:

- A. The proposed amendment shall be brought to the Teacher Education Subcommittee for first reading, and may then be acted upon at any subsequent meeting provided the action item is announced in advance as an agenda item for that meeting.
- B. Once approved by the Teacher Education Subcommittee, amendments shall be forwarded to the Monmouth College Curriculum Committee for final approval.
- C. Nothing in sections VII or IX shall be construed as impairing the prerogative of the Monmouth College Administration or Faculty Senate to exercise final approval of policies or decisions as may be set forth elsewhere in college policy.