

**Southwest Minnesota State University  
School of Education  
Teacher Preparation Advisory Council**

**By-Laws of the SMSU Teacher Preparation Advisory Council**

**Mission and Purpose:** The role of the Teacher Preparation Advisory Council is to build a strong foundation of support for SMSU Teacher Education by fostering communication and partnerships with the community at large. Members guide and assist the School of Education to deliver the highest quality education to undergraduate and graduate teacher candidates. The Advisory Council collaborates with the Chairperson of the School of Education and the Director of Assessment, Accreditation and Licensure to assist the SMSU Teacher Preparation Program in efforts towards continuous improvement and responsiveness to the needs of E-12 school partners.

**Guiding Principles:** The activity of the Advisory Council is guided by the following principles:

- 1) A public university must be responsive to the needs of our E-12 school partners.
- 2) Accreditation of the SMSU Teacher Preparation Program is essential in providing the area with high quality future educators.
- 3) Teacher preparation licensure programs must be relevant and of the highest quality.
- 4) Diversity of opinions should be valued and embraced.
- 5) The advocacy of all stakeholders in Teacher Education is valued, including teacher candidates, alums, E-12 school administrators, cooperating teachers, and university supervisors is used for continuous program improvement.

**Article I**

**Section I. Name**

The name of the organization shall be the Teacher Preparation Advisory Council (TPAC).

**Article II**

**Section I. Duties and Goals**

The duties and goals of the TPAC are to:

- 1) Work together to build a strong foundation of support and communication between the community at large and the Teacher Preparation Program at Southwest Minnesota State University.
- 2) Identify opportunities for support for teacher candidates and cooperating teachers.

- 3) Serve as advocates for the Teacher Preparation Program at Southwest Minnesota State University.

## **Article III**

### **Section I. Responsibilities**

The responsibilities of the TPAC members are to:

- 1) Understand the mission and vision of the Teacher Preparation Program at Southwest Minnesota State University and provide advice about future direction.
- 2) Promote the Teacher Preparation Programs at Southwest Minnesota State University, making statements in support of core values pertaining to Communities of Practice Investigating Learning and Teaching.
- 3) Serve as ambassadors for the Teacher Preparation Program at Southwest Minnesota State University in the community at large, seeking to involve others, and engender excitement about its mission, priorities, and goals.
- 4) Assist in identifying resources within the region at large.
- 5) Assist in the identification and recruitment of new members to the TPAC.
- 6) Participate in TPAC meetings and subcommittees, as appropriate.

### **Section II. Membership**

The TPAC shall consist of a Council Chairperson and a minimum of one member representing each licensure program who shall serve at the discretion of University Administration.

Members shall be a diverse representation of the SMSU Teacher Education profession including but not limited to the following entities: Administrators and Cooperating Teachers from area schools; Southwest West Central Service Cooperative members; Southwest Minnesota State University Education Alumni and Southwest Minnesota State University Teacher Candidates.

The President of the University, Provost/Vice President for Academic Affairs, and the Dean of Business, Education, and Professional Studies shall serve as ex-officio members of the TPAC.

Prospective members may be asked to provide a curriculum vitae/resume describing their potential contributions to the TPAC and the Southwest Minnesota State University Teacher Preparation Program.

### **Section III. Invitations**

The members of the TPAC, President the University, Vice President of Academic Affairs, and Dean of Business, Education, and Professional Studies shall receive invitation to all meetings.

### **Section IV. Terms**

Members shall serve for an unlimited number of terms. One faculty representative and two teacher candidate representatives may also serve as ex officio members of the TPAC. Additional ex officio members to the Advisory Board may also be appointed by the President.

#### **Section V. Renewal of Terms**

In the fall of the fiscal year beginning July 1<sup>st</sup> through June 30<sup>th</sup> in which a member's first term will expire, the Council Chairperson in collaboration with the School of Education will ascertain continued interest in membership prior to the fall TPAC meeting.

#### **Section VI. Removal of Members**

After two consecutive absences without notice, the member will be contacted to see if they wish to continue to fulfill membership. If they do not wish to continue their membership, a replacement may be found if more members are needed to represent that specific stakeholder group.

### **Article IV Organization of the Council**

#### **Section I. Governance**

The members of the TPAC consist of the body of the Advisory Council and are its government. The council shall be governed by its By-Laws.

#### **Section II. Quorum**

A simple majority of the members present of the TPAC shall constitute a quorum.

#### **Section III. TPAC Leadership Team**

The TPAC Leadership Team will consist of up to 12 members from TPAC representing various stakeholder groups, such as K-12 administrators, cooperating teachers, university supervisors, and teacher candidates. Leadership Team members are by invitation or nomination from TPAC.

A Council Chairperson will be elected from the Leadership Team to serve a two-year term. University Administration may request reappointment of the Council Chairperson for an additional two-year term at their discretion.

#### **Section IV. Appointments and Terms of TPAC Leadership Team Members**

TPAC Leadership Team members shall be appointed every other year and installed at the fall meeting of the beginning of the year of service to serve for the ensuing two years. Membership could be extended for up to three additional terms or as recommended.

#### **Section VI. Voting**

The TPAC is advisory in nature and will not be a voting entity for the School of Education or Southwest Minnesota State University.

### **Section VI. Recommendations of the Council**

All recommendations of the TPAC are advisory and available to the School of Education for consideration. Implementation of Advisory Council recommendations shall be at the discretion of the School of Education.

### **Section VII. Meetings**

The TPAC shall meet at least annually. Special meetings may be called by the Council Chairperson, the Chair of the School of Education, or the Director of Assessment, Accreditation, and Licensure with a minimum notice of ten days to the TPAC. Selection of meeting dates and locations shall be the responsibility of the Council Chairperson in collaboration with the School of Education.

### **Section IX. Parliamentary Authority.**

Upon becoming necessary, the TPAC will use *Roberts Rules of Order Newly Revised* to govern the conduct of meetings.

### **Section X. Agenda**

A tentative agenda will be planned by the Council Chairperson and the School of Education Chairperson and/or the Director of Assessment, Accreditation, and Licensure at least ten days prior to the meeting date. The tentative agenda for the meeting will be emailed in advance to the Council Chairperson, TPAC members, and the Dean and faculty of the School of Education for their input and addition of agenda items.

## **Article V Committees**

### **Section I. General Provisions**

The Council Chairperson of the TPAC shall have the authority to appoint and to designate a chairperson for any committees necessary and desirable for carrying out the work of the TPAC.

### **Section II. Procedures**

Each committee of the TPAC may establish its own procedures for carrying out its functions and activities.

### **Section III. Committee membership**

Unless otherwise provided, all members of the TPAC shall be eligible to serve on committees. Additionally, faculty members, other University personnel, and other external stakeholders may be asked to serve on the various committees as coordinators and/or resource personnel.

## **Article VI Obligations and Duties**

### **Section I. Duties of the TPAC Leadership Team**

It shall be the duty of the TPAC Leadership Team to act as the executive head of the TPAC and to meet with University Administration to review strategies to meet goals and objectives for the Teacher Preparation Programs. The TPAC Leadership Team will convene the meetings of the TPAC. The Advisory Board shall have authority to appoint working committees, to decide points of order, to appoint, with concurrence by the University Administration, an interim member in case of vacancy; and to direct officers of the TPAC in the honorable discharge of assigned responsibilities. The Advisory Board will represent the interests of Teacher Education Preparation within the greater Southwest Minnesota State University community.

## **Article VII Amendment**

### **Section I. Recommendations**

Any member of the TPAC may recommend changes to the By-Laws in an official meeting of the TPAC.

## **Article VIII Finances**

### **Section I. General Provisions**

There shall be no dues required for membership of the TPAC. Any unrestricted monies received as contributions or gifts through TPAC shall be deposited in the School of Education account.

### Reference

Robert, H. M., Robert, S. C., Evans, W. J., & Honemann, D. H. (2011). *Robert's rules of order newly revised*. Da Capo Press.

Adopted: 2.17.16  
Revised: 9.28.16  
Revised: 11.9.22