

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

By-Laws of the SMSU Teacher Education Advisory Council

Mission and Purpose: The role of the Teacher Education 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 department's ongoing work to deliver the highest quality education to undergraduate and education teacher education students. The Advisory Council collaborates with the Chair of the School of Education and the Assessment & Accreditation Director to assist the SMSU Teacher Education Programs in efforts towards continuous improvement and responsiveness to the needs of our PreK-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 PreK-12 school partners.
- 2) Accreditation of the SMSU Teacher Education Programs is essential to provide the area with high quality future educators.
- 3) Education programs must be relevant and of the highest quality
- 4) Diversity of opinions should be valued and embraced
- 5) Input from all stakeholders in Teacher Education, including preservice candidates, alums, PreK-12 school administrators, mentor teachers, and university supervisors.

Article I

Section I. Name

The name of the organization shall be the Teacher Education Advisory Council (TEAC).

Article II

Section I. Duties and Goals

The duties and goals of the TEAC are to:

- 1) Work together to build a strong foundation of support and communication between the community at large and the Teacher Education Programs at SMSU
- 2) Identify opportunities for support for preservice candidates and mentor teachers
- 3) Serve as advocates for the Teacher Education Programs at SMSU

Article III

Section I. Responsibilities

The responsibilities of the TEAC members are to:

- 1) Understand the mission and vision of the Teacher Education Programs at SMSU and provide advice about future direction
- 2) Promote the Teacher Education Programs at SMSU, making statements in support of core values pertaining to Communities of Practice Investigating Learning and Teaching
- 3) Serve as ambassadors for the Teacher Education Programs at SMSU 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 TEAC
- 6) Participate in TEAC meetings and subcommittees, as appropriate

Section II. Membership

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

Members shall be a diverse representation of the SMSU Teacher Education profession including but not limited to the following entities: Administrators and Mentor Teachers from area schools; SWWC Service Cooperative members; SMSU Education Program Alumni and SMSU Pre-Service Teacher Candidates.

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

Prospective members will be asked to voluntarily provide a curriculum vitae/resume describing their potential contributions to the TEAC and the SMSU Teacher Education Programs.

Section III. Invitations

The members of the TEAC, 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 two year terms; half of the initial membership will remain for 3 years. Program specific members may serve another term if no other applications are received. One

faculty representative and two student representatives may also serve as ex officio members of the TEAC. Additional Ex-Officio members to the Board may also be appointed by the President.

The term begins on July 1st of the year elected, and ends on June 30th two years later (three years for half of the initial members). No person will serve more than three consecutive two-year terms on the TEAC unless recommended by the President or Council. Appointment to fulfill an unexpired term shall not count against the member.

Section V. Renewal of Terms

In the fall of the fiscal year beginning July 1st through June 30th in which a member's first term will expire, the Council Chairperson will ascertain continued interest in membership at the fall TEAC meeting. Members who wish to serve a second or third term shall be asked to communicate their intent prior to the spring TEAC 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 their term. If they do not wish to continue their membership, a replacement will be found.

Article IV Organization of the Council

Section I. Governance

The members of the TEAC 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 TEAC shall constitute a quorum.

Section III. Officers

The Council Chairperson shall serve a two-year term following election by the Committee Members and approval by the President. The President may request reappointment of the Council Chairperson for an additional two-year term at his/her discretion or the Council Chairperson can remain a TEAC member until his/her term is complete.

Section IV. Appointments and Terms of Officers.

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 TEAC is advisory in nature, and will not be a voting entity for the School of Education or SMSU.

Section VI. Recommendations of the Council

All recommendations of the TEAC are advisory and available to the School of Education for consideration. Implementation of Advisory Council recommendations shall be at the discretion of the program faculty in consultation of the School of Education Chairperson and College Dean.

Section VII. Meetings

The TEAC shall normally meet at least once each academic year, preferably once each semester, on dates announced by the Council Chairperson. Special meetings may be called by the Council Chairperson or the Chair of the School of Education, with a minimum of ten days notice to the TEAC. Selections of meeting dates and locations shall be the responsibility of the Council Chairperson in collaboration with the School of Education Chairperson.

Section IX. Parliamentary Authority.

Upon becoming necessary, the TEAC 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 at least ten days prior to the meeting date. The tentative agenda for meeting will be emailed in advance to the Council Chairperson, TEAC members, 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 TEAC shall have the authority to appoint and to designate a chairperson for any committees necessary and desirable for carrying out the work of the TEAC.

Section II. Procedures

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

Section III. Committee membership

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

Article VI
Obligations and Duties

Section I. Duties of the Council Chairperson

It shall be the duty of the Council Chairperson to act as the executive head of the TEAC and to meet with the President and other University representatives to review strategies to meet goals and objectives for the Teacher Education Programs. The Council Chairperson will convene the meetings of the TEAC. The Council Chairperson shall have authority to appoint working committees, to decide points of order, to appoint, with concurrence by the Dean, an interim member in case of vacancy; and to direct officers of the TEAC in the honorable discharge of assigned responsibilities. The Council Chairperson shall serve as an ex-officio member of all committees, and shall have such other duties as may be prescribed by the TEAC. The Council Chairperson will represent the interests of the Teacher Education Programs within the greater SMSU community.

Article VII
Amendment

Section I. Recommendations

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

Article VIII
Finances

Section I. General Provisions

There shall be no dues required for membership on the TEAC. Any unrestricted monies received as contributions or gifts through TEAC 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