

AGENDA
PROFESSIONAL EDUCATION COUNCIL
3:30 - Wednesday, September 9, 2009
Tate Page Hall 334

I. Consideration of the Minutes from the June 10, 2009 meeting (Minutes can be found on the CEBS Main Web Page—click on Faculty & Staff and then Meeting Minutes and Agendas)

II. New Business

A. COLLEGE OF EDUCATION AND BEHAVIORAL SCIENCES
Office of Teacher Services

1. Presentation of Candidates Completing Requirements for Admission to the Professional Education Unit June 11, 2009 to September 9, 2009
2. Student Teacher Candidates for Fall 2009

NOTE FOR THE RECORD: The electronic vote for special approval of a candidates list of those Completing Requirements for Admissions to the Professional Education Unit, August 17, 2009, passed.

B. COLLEGE OF EDUCATION AND BEHAVIORAL SCIENCES
Office of the Dean

1. Approval of the Revision to the Bylaws of the Professional Education Council

III. Other Business

Distribution of 2008-2009 Unit Wide Assessment Report

**CANDIDATES COMPLETING REQUIREMENTS FOR ADMISSIONS TO
PROFESSIONAL EDUCATION UNIT**

June 11, 2009 – September 9, 2009

Elementary P-5

Bell, Lauren
Bernard, Jacques
Bishop, Leslie
Blaydes, Hannah
Butts, Sara
Craddock, Jordan
Durham, JaMarvin
Fisher, Samantha
Hadley, Rhonda
Hansen, Trudy
Harper, Amanda
Lancaster, Erin
Martin, Shannon
Patterson, Jennifer
Peterson, Sarah
Ray, Katherine
Serpa, Lesley
Sparks, Megan
Stallings, Katie
Vickers, Jenna
White, Suzanne

Middle Grades

Abshear, Brandi	ENG/SS
Bratcher, Kristy	Math/SS
Chenault, Rachel	ENG/SS
Gray, Janetta	ENG/SS
Halberg, Christin	ENG/SS
Hammons, Mariah	ENG/SS
Hart, Nathan	MATH
Judd, Chanda	ENG/Math
Koonce, Scottie	ENG/SS
Kristiansen, Jonathan	ENG/SS
Oldham, Darla	ENG/SS
Rofkahr, Sabrina	ENG/Math
Shaw, Brittney	ENG/SS
Shearn, Kamron	ENG/SS
Taylor, Kaylee	Math
Whitney, Jared	ENG/SS

5-12

Graves, Tiffany	FCS
Perkins, Jenna	FCS
Wilson, Barton	AG

P-12

Bass, Christopher	PE
Calvert, Courtney	Music
Carr, Lauren	Music
Christmas, Teresa	ART
Creed, Chris	Music
Funkhouser, Sally	LBD/MSD
Gardner, Bridgett	PE
Heness, William	PE
Jennings, Rachel	PE
Morris, Catherine	PE
Ranson, Carly	PE
Smith, Bethany	LBD/MSD

Secondary

Bevill, Brandon	Social Studies
Borders, Ian	English
Clark, Natassja	English
Herrington, David	Chemistry
Jolly, David	Social Studies
Juberg, Daniel	Math
Myers, Andrew	English
Williams, Johnny	Social Studies

IECE

Clack, Lori
Gonzalez, Reagan
Rauch, Taira

Masters

Abrahamson, Jacob	CD
Aull, Chastity	CD
Breeden, Sharon	LBD
Coats, Ashlee	LBD
Columbia, Brittany	LME
Gayheart, Amy	CD
Lindblom, Amy	LBD
Martin, Kathrine	LME
Roeder, Cheryl	LBD
Shannon, Nissa	LBD
Strzala, Jordan	LBD
Winchester, Jeff	LBD

Special Circumstance Masters

If there are any questions or concerns about the status of any candidate, the person with the question or concern should contact Dr. Fred Carter, Teacher Services (745-4611 or fred.carter@wku.edu) prior to the PEC meeting.

**STUDENT TEACHER CANDIDATES FOR FALL 2009
- QUALIFIED – 9/9/09 –**

ELEMENTARY

LESLIE WILSON GRADES POSTED, 7/22/09

MGE/MATH/S.STUDIES

EMILY LEACH CS 230 - SPRING 09 COURSE TRANSFER FROM KCTC

MGE/LA/MATH

LINDSAY PRICE SUMMER COURSE @ MOREHEAD UNIV)

MGE/LA/S.STUDIES

LAUREN GEARY ENG 390 COMPLETE

MGE/MATH/SCIENCE

NATHANIAL HARPER LTCY 421 IN SUMMER

ERIN PEARMAN TRANSFERRED COURSEWORK FROM KCTC

MGE/SCIENCE/S.STUDIES

JORDAN SPILLMAN COMPLETED COURSEWORK REQUIREMENTS

MGE/S.STUDIES/LA

TERRY RICHEY COMPLETED COURSEWORK REQUIREMENTS

SABRINA WHITE COMPLETED COURSEWORK REQUIREMENTS

JAIME WHITELY TRANSFERRED COURSEWORK FROM OCC

MGE/S.STUDIES/SCIENCE

BRANDON PHARIS MGE 479 SUMMER 09

P-12/MUSIC

DONALD ADAMS TA FILE COMPLETE – 7/22/09

JOSHUA MORTON TA FILE COMPLETE – 8/12/09

**STUDENT TEACHER CANDIDATES FOR FALL 2009
APPLICATION WITHDRAWN**

ELEMENTARY

LESLEY CAMBRON WITHDRAWN 5/21/09

CHELSEA HENDERSON WITHDRAWN 5/15/09 – DID NOT COMPLETE BLOCK II

MARY DENISE LANHAM WITHDRAWN 5/15/09 – DID NOT COMPLETE BLOCK II

SEC/SOCIAL STUDIES

JUSTIN WHITE WITHDRAWN 6/22/09

**STUDENT TEACHER CANDIDATES FOR FALL 2009
APPLICATION REQUEST DENIED**

P-12/MUSIC

JESSICA	AUSBROOKS	NOT CA – DID NOT RESPOND TO EMAIL
EMILY	USELTON	NOT CA - ENG 300

P-12/PE

J. ORRY	STULL	NOT CA – TESTING/OVERALL GPA
KATIE	TRAVIS	NOT CA - TESTING

PROFESSIONAL EDUCATION COUNCIL

Western Kentucky University

Bylaws

I. NAME OF THE ORGANIZATION

The name of this body is the Professional Education Council of Western Kentucky University.

II. PURPOSE

The Professional Education Council of Western Kentucky University has as its purpose to provide planning, oversight, and direction for all of the University's professional education programs.

III. FUNCTIONS

- A.** To make recommendations to appropriate bodies and/or officials regarding academic programs, academic policies, and scholastic regulations pertaining to professional education courses and programs at Western Kentucky University
- B.** To review and act upon all proposals submitted to it by departments within the University
- C.** To initiate studies and develop policies pertaining to the curriculum, to scholastic regulations, or to other matters referred to the Professional Education Council by the Dean of the College of Education and Behavioral Sciences, the Provost/Vice President for Academic Affairs, or the University Senate
- D.** To recommend to appropriate bodies and/or officials the establishment of new programs for the preparation of students to meet professional, state, and institutional standards for practice in Preschool through Grade 12 settings
- E.** To establish and implement policies and standards for admission to professional education
- F.** To establish and implement policies and standards for admission to student teaching
- G.** To review and act upon applications for admission to professional education
- H.** To receive and review annual reports submitted by the College Assessment Committee regarding the assessment of programs leading to certification by Kentucky's Education Professional Standards Board
- I.** To receive and review annual reports regarding the use of assessment data in programs leading to certification by Kentucky's Education Professional Standards Board
- J.** To provide oversight of student progress (including student teaching, internships, and other field experiences) toward program completion
- K.** To make decisions and hear appeals regarding continuance of students in the university's professional education programs, and to hear appeals of decisions to dismiss students from programs leading to certification by Kentucky's Education Professional Standards Board.
- L.** To establish subcommittees as needed for accomplishing the work of the Council

IV. COMPOSITION OF THE PROFESSIONAL EDUCATION COUNCIL

- A. **Ex-officio Members** (voting)
1. Dean, College of Education and Behavioral Sciences (chair)
 2. Associate Dean for Academic Programs (vice chair)
 3. Director, Office of Teacher Services and School Relations
- B. **Elected Faculty Members** (voting)
1. Each academic department/unit that offers a program leading to certification by Kentucky's Education Professional Standards Board (EPSB) may elect one faculty representative per program area. A "program area" is defined as a content area in which an EPSB-approved graduate and/or undergraduate major is offered.
 2. Graduate Council representative
 3. University Senate representative
- C. **Student Members and Alternates** (voting)
1. One undergraduate student representative and one undergraduate student alternate representative, both enrolled in programs leading to certification by Kentucky's Education Professional Standards Board, and appointed by the Student National Education Association
 2. One graduate student representative and one graduate student alternate representative, both enrolled in programs leading to certification by Kentucky's Education Professional Standards Board, and appointed by the Professional Education Council
- D. **Professional Educator Members and Alternates** (voting)
1. One classroom teacher appointed by the Kentucky Education Association. One alternate classroom teacher representative may be appointed.
 2. One school principal, superintendent, guidance counselor, school psychologist, or pupil personnel director appointed by the Executive Director of the Green River Regional Educational Cooperative. One alternate representative may be appointed.
- E. **Advisory Members** (non-voting)
1. University Registrar
 2. Teacher Certification Officer
 3. Associate Dean for Accountability and Research

The Dean may appoint other advisory members as appropriate.

V. QUALIFICATIONS AND TERMS OF OFFICE

- A. **Faculty**
1. Membership Qualifications: Full-time regular faculty are eligible for election as representatives to the Professional Education Council.
 2. Term of Office: Elected faculty representatives shall serve two-year terms that begin August 15 of the first year and end twenty-four months later on August 14 of the second year. Elections to fill vacancies shall be conducted by the department where the vacancy has occurred and shall be only for the unexpired term. Faculty representatives are eligible for re-election.
- B. **Students**
1. Membership Qualifications: Student representatives must be enrolled in programs leading to certification by the Education Professional Standards Board and are appointed by the Student Government Association.

2. Term of Office: Student representatives shall serve one-year terms and may be reappointed.

C. Professional Educators

1. Membership Qualifications: The classroom teacher representative and alternate shall be appointed by the Kentucky Education Association. The school principal, superintendent, guidance counselor, school psychologist, or pupil personnel director representative and alternate shall be appointed by the Executive Director of the Green River Regional Educational Cooperative.

2. Term of Office: Professional educator representatives shall serve two-year terms.

VI. OFFICERS OF THE PROFESSIONAL EDUCATION COUNCIL

A. **Chair:** The Dean of the College of Education and Behavioral Sciences shall serve as chair.

B. **Vice Chair:** The Associate Dean for Academic Programs shall serve as vice chair.

C. **Secretary/Recorder:** The Chair shall appoint a Secretary/Recorder, who need not be a member of the Professional Education Council.

VII. COMMITTEES OF THE PROFESSIONAL EDUCATION COUNCIL

A. Standing Committees

1. Academic Policy Committee

The Academic Policy Committee shall have as its purpose to develop, implement, and review academic policies related to programs in professional education. Five members shall be appointed by the Chair from the membership of the Professional Education Council, with no more than two members from any one college. The members of the Academic Policy Committee shall select one member to serve as chair. Meetings will be called as needed.

2. Admission and Retention Committee

The Admission and Retention Committee shall have two purposes: to review applications for admission to programs leading to certification by Kentucky's Education Professional Standards Board, and to review the status of students admitted to certification programs and make recommendations regarding continuance. Five members shall be appointed by the Chair of the Professional Education Council from the membership of the Council: one PEC member who holds a professional certificate in education; three university faculty members, at least one of whom represents a department outside the College of Education and Behavioral Sciences; and the Associate Dean for Academic Programs, who shall serve as chair. Meetings will be called as needed. The committee may propose such rules as it deems necessary for the conduct of committee business, and these rules must be approved by the full Professional Education Council.

B. Ad Hoc Committees

The Chair of the Professional Education Council may create ad hoc committees as needed and may appoint members of ad hoc committees from either the membership or from outside the membership, as appropriate to the purpose for which the ad hoc committee is created.

VIII. AMENDMENTS TO BYLAWS

Amendments to the Bylaws of the Professional Education Council require a two-thirds majority vote of the membership for adoption.

IX. RULES AND PROCEDURES OF THE PROFESSIONAL EDUCATION COUNCIL

A. **Organization**

1. Chair: The Chair shall preside at the meetings of the Professional Education Council and shall be responsible for seeing that the agenda is prepared and that the minutes of the meetings are properly kept. The Chair may create ad hoc committees as needed and may appoint members thereto.
2. Vice Chair: The Vice Chair shall preside at meetings of the Professional Education Council in the absence of the Chair and shall assume other duties at the request of the Chair.
3. Secretary/Recorder: The Secretary/Recorder shall be responsible for preparing the agenda for all meetings, keeping the minutes for all meetings, and notifying the members of all meetings.

B. **Meetings**

1. Schedule: Regular meetings of the Professional Education Council shall be held on the second Wednesday of the month at 3:30 PM. Exceptions may be made for holiday periods. June and July meetings shall begin at 2:00 PM. Special meetings may be called at the discretion of the Chair.
2. Quorum: A quorum shall consist of a simple majority of the voting members of the Professional Education Council.
3. Parliamentary Authority: the Sturgis Standard Code of Parliamentary Procedure shall be the parliamentary authority of the Professional Education Council.
4. Voting Requirements: An affirmative vote of a majority of those present shall be required for passage of motions. Normally, voting shall take place by voice or by show of hands, but any member may request a vote by secret ballot, and that request shall be granted.

Discussion pertaining to a specific department/unit may be conducted without representation from that department or unit. However, *action* on any matter pertaining to a specific department or unit shall occur only if a representative from that department/unit is present.

On occasion, with consent of the membership, a vote may be conducted electronically. The conditions and requirements for conducting an electronic vote shall be specified at the time that a matter is put to a vote. If a member objects to making a decision by voting electronically, a meeting shall be called at a time announced by the Chair.

5. Visitors: All meetings shall be open to visitors, but visitors may be seated separately from members. The privilege of addressing the members of the Professional Education Council may be granted to a visitor at the Chair's discretion.

6. First and Second Readings: Most matters brought before the Professional Education Council require only one reading. Exceptions to this are the following, which require two readings: proposals to establish or make major revisions to programs; proposals to make major changes to the Bylaws of the Professional Education Council; or other substantive matters, as determined by the Chair. A member may move to suspend the rules and waive the second reading. This motion may be debated, and it requires approval by two-thirds of the voting members present.

7. Agenda and Minutes: The agenda for a meeting of the Professional Education Council and the minutes of the previous meeting shall be prepared by the Chair with the assistance of the Secretary/Recorder. Items for inclusion on the agenda must be submitted to the Secretary/Recorder by noon of the Friday preceding the meeting. All proposals must follow the formats established by the University Curriculum Committee. The agenda and the minutes of the previous meeting shall be distributed to Professional Education Council members a reasonable time prior to the meeting.

8. Alternates: A faculty member who cannot attend a meeting is responsible for designating another faculty member in the member's department (or unit of representation) to attend and vote in the member's place. A student member who cannot attend a meeting shall be responsible for designating another qualified student member to attend and vote in the member's

place. Professional educator members who cannot attend a meeting are asked to notify their appointed alternates to attend and vote in the member's place. The member should provide the alternate with agenda materials. Members are expected to notify the Secretary/Recorder when they have asked alternates to attend in their places.

A member who misses two consecutive meetings or three non-consecutive meetings within an academic year without sending his/her alternate may be removed from office if a majority of the Professional Education Council votes to recommend removal. The department of the member who has been removed will then be contacted and asked to elect another representative.

~~_____~~ **X. IMPLEMENTATION**

~~_____~~ ~~The Professional Education Council shall be established when approved by a two-thirds vote of the University Teacher Education Committee and shall replace the University Teacher Education Committee the next academic year following its approval.~~