

**AGENDA**  
**PROFESSIONAL EDUCATION COUNCIL**  
**3:30 - Wednesday, November 11, 2015**  
**GRH 3073**

I. Consideration of the Minutes from the October 14, 2015 meeting  
(Minutes can be found on the CEBS Main Web Page – click on Faculty & Staff and then Meetings  
Minutes and Agendas).

II. Old Business

**A. College of Education and Behavioral Sciences - Counseling and Student Affairs**

The following two proposals were tabled definitely at the October 14<sup>th</sup> meeting until this meeting:

1. New Course - CNS 612, Expressive Arts Techniques in Counseling
2. New Course - CNS 613, Sandtray Techniques in Counseling

III. New Business

**A. Office of Teacher Services – College of Education and Behavioral Sciences**

- Candidates Completing Requirements for Admission to the Professional Education Unit  
October 15, 2015 to November 11, 2015
- Spring 2016 Student Teacher Candidate Report

**B. College of Education and Behavioral Sciences - School of Teacher Education**

1. Revise Course – SPED 595, Advanced Preparation Capstone SPED

IV. Other Business

Information Only –

--Letter from Dr. Neale Chumbler, Dean- College of Health and Human Services acknowledging that the  
Department of Communication Sciences and Disorders will no longer be preparing master's degree  
candidates eligible for initial teacher certification in Kentucky.

--Discussion of PEC Composition (PEC bylaws included in agenda packet)

## **Create a New Course (Action)**

Date: April 14, 2015

College, Department: CEBS, Department of Counseling and Student Affairs

Contact Person: Imelda N. Bratton, [Imelda.Bratton@wku.edu](mailto:Imelda.Bratton@wku.edu), 270-745-3529

### **1. Proposed course:**

- 1.1 Course prefix (subject area) and number: CNS 612
- 1.2 Course title: Expressive Arts Techniques in Counseling
- 1.3 Abbreviated course title: Expressive Arts in Counseling  
(maximum of 30 characters or spaces)
- 1.4 Credit hours: 3 credit hours/3 contact hours
- 1.5 Variable credit: No
- 1.6 Repeatable: No
- 1.7 Grade type: Standard Letter Grading
- 1.8 Prerequisites: Admission to or completion of approved master's program in a helping profession, including counseling, psychology, and social work; or instructor permission.
- 1.9 Corequisites: None
- 1.10 Course description: Introduction to a variety of expressive arts interventions such as art, drawing, drama, music, and poetry in counseling. Provides overview of history, theory, and interventions across the lifespan.

### **2. Rationale:**

- 2.1 Reason for developing the proposed course: When children and adult clients are unable to respond effectively to talk therapy, helping professionals can use expressive arts to help clients gain insight into their issues. Various art, music, movement, drama and book interventions are used to assist in the therapeutic exploration of unhealthy emotions. Effective use of expressive arts techniques depends on skill development, conceptual grounding, and supervised practice. The proposed CNS 612 Expressive Art Techniques in Counseling will provide students with theoretical knowledge and the ability to apply expressive art techniques with clients of all ages. Because many mental health professionals use expressive art techniques, the course may appeal to students in psychology and social work. Former and current students, site supervisors and local practitioners have provided feedback requesting the addition of expressive art courses.  
The Association for Play Therapy offers a Registered Play Therapy (RPT) international credential. The RPT credential has a 150-hour (3 3-hour college courses) education requirement of specific coursework relating to play therapy and expressive arts. The proposed CNS 612 Expressive Arts in Counseling will partially meet this requirement. Additionally the Department of Counseling and Student Affairs is creating a Play Therapy Institute to provide training to current students as well as practitioners in the field who may not be degree seeking but desire education in the field of play therapy and expressive arts. As of April 14, 2015, there are only 5 practitioners in the local area that hold the Registered Play Therapy credential (APT, 2015). Students and practitioners will be able to work towards this credential, increasing their knowledge of developmentally appropriate techniques grounded in theory.
- 2.2 Relationship of the proposed course to other courses at WKU: The proposed CNS 612 Expressive Art Techniques in Counseling compliments CNS 569 Play Therapy. CNS 569 Play Therapy focuses on clients who are chronologically or developmentally between the ages of 3 to 11 years, with an emphasis of using toys as an intervention

medium in the counseling session. The content of the proposed course focuses on working with clients of all ages across the lifespan. Additionally CNS 569 uses the play therapy intervention while the proposed CNS 612 Expressive Art Techniques in Counseling specifically uses art, drawing, drama, music, and poetry as intervention medium in counseling sessions. The Dept. of Social Work offers SWRK 675 Expressive Therapies, which emphasizes a holistic perspective with alternative practices where CNS 612 would be more of a general approach using expressive art interventions to treat a variety of behavior and abuse issues.

### **3. Discussion of proposed course:**

- 3.1 Schedule type: L – Lecture
- 3.2 Learning Outcomes: At the conclusion of this course students will be able to:
  - Describe techniques of expressive arts theories.
  - Demonstrate ability to verbally conceptualize the client.
  - Demonstrate ability to develop appropriate expressive arts interventions for clients.
  - Describe the impact of counseling theory in expressive arts activities;
  - Identify and develop interpersonal skills for conducting an expressive arts activity.
- 3.3 Content outline:
  - Introduction to Expressive Art Techniques in Counseling;
  - History of Expressive Art Techniques in Counseling;
  - Theory of Expressive Art Techniques in Counseling;
  - Role and characteristics of the Counselor during Expressive Art interventions;
  - Art Techniques;
  - Drawing Techniques;
  - Psychodrama Techniques;
  - Music Techniques;
  - Dance Techniques;
  - Bibliotherapy Techniques;
  - Journal and Poetry Techniques
- 3.4 Student expectations and requirements: : Students will be evaluated on their:
  - Performance of expressive arts skills
  - Performance of completing assignments
  - Reflection papers on self-assessments
- 3.5 Tentative texts and course materials:
  - Green, E. J., and Drewes, A. A. (Eds.) (2013). *Integrating expressive arts and play therapy with children and adolescents*. New Jersey: Wiley.

### **4. Budget implications:**

- 4.1 Proposed method of staffing: One of the existing faculty members in the Counseling and Student Affairs Department will teach this course during Summer term. As this course will be offered during the Winter, it will not impact current staffing during Fall and Spring semesters. This course is an elective and will be offered once required courses have been staffed.
- 4.2 Special equipment, materials, or library resources needed: The Counseling and Student Affairs Department currently offers CNS 569 Play Therapy and appropriate play therapy equipment is already available in the Talley Family Counseling Center (TFCC). There are two fully stocked play therapy rooms with developmentally appropriate equipment for training.

**5. Term for implementation:**

**6. Dates of committee approvals:**

Department

April 14, 2015

College Curriculum Committee

October 6, 2015

Professional Education Council

Graduate Council

University Senate

## **Create a New Course (Action)**

Date: April 14, 2015

College, Department: CEBS, Department of Counseling and Student Affairs

Contact Person: Imelda N. Bratton [Imelda.Bratton@wku.edu](mailto:Imelda.Bratton@wku.edu) 270-745-3529

### **1. Proposed course:**

- 1.1 Course prefix (subject area) and number: CNS 613
- 1.2 Course title: Sandtray Techniques in Counseling
- 1.3 Abbreviated course title: Sandtray in Counseling  
(maximum of 30 characters or spaces)
- 1.4 Credit hours: 3 credit hours/3 contact hours
- 1.5 Variable credit: No
- 1.6 Repeatable: No
- 1.7 Grade type: Standard Letter Grading
- 1.8 Prerequisites: Admission to or completion of approved master's program in a helping profession, including counseling, psychology, and social work; or instructor permission.
- 1.9 Corequisites: None
- 1.10 Course description: Introduction to principles of sandtray technique. Provides overview of history, theory, and interventions across the lifespan.

### **2. Rationale:**

- 2.1 Reason for developing the proposed course: The proposed CNS 613 Sandtray Techniques in Counseling will provide students with theoretical knowledge and the ability to apply sandtray, an expressive art technique, with clients of all ages. Because many mental health professionals use expressive art techniques, the course will appeal to students in psychology and social work. Current and former WKU students have provided consistent feedback, through course evaluations and written emails, of wanting more expressive art classes.

The Association for Play Therapy offers a Registered Play Therapy (RPT) international credential. The RPT credential has a 150-hour (3 3-hour college courses) education requirement of specific coursework relating to play therapy and expressive arts. The proposed CNS 613 Sandtray Techniques in Counseling will partially meet this requirement. Additionally the Department of Counseling and Student Affairs is creating a Play Therapy Institute to provide training to current students as well as practitioners in the field who may not be degree seeking but desire education in the field of play therapy and expressive arts. As of April 14, 2015, there are only 5 practitioners in the local area that hold the Registered Play Therapy credential (APT, 2015). Students and practitioners will be able to work towards this credential, increasing their knowledge of developmentally appropriate techniques grounded in theory.

- 2.2 Relationship of the proposed course to other courses at WKU: The proposed CNS 613 Sandtray Techniques in Counseling compliments CNS 569 Play Therapy. CNS 569 focuses on clients who are chronologically or developmentally between the ages of 3 to 11 years, with an emphasis of using toys as an intervention medium in the counseling session. The content of the proposed course focuses on working with clients of all ages. The proposed CNS 613 Sandtray Techniques in Counseling is different because of its focus on integrating sandtray as an expressive art technique in counseling sessions. The Department of Social Work offers SWRK 675 – Expressive Therapies, which explores alternative practices relevant for social work practice. The proposed CNS 613 Sandtray

Techniques in Counseling is different as it focuses on the specific use of sandtray in the counseling process.

**3. Discussion of proposed course:**

- 3.1 Schedule type: L - Lecture
- 3.2 Learning Outcomes: At the conclusion of this course students will be able to:
  - Describe techniques of sandtray theory.
  - Demonstrate ability to verbally conceptualize the client using sandtray techniques.
  - Demonstrate sandtray skills.
  - Describe an understanding of working with multicultural populations.
- 3.3 Content outline:
  - Introduction to sandtray techniques in counseling.
  - History of sandtray techniques in counseling.
  - Theory of sandtray techniques in counseling.
  - Appropriate clients and populations in which to use sandtray techniques.
  - Role and characteristics of the counselor during sandtray interventions.
  - Stages and process of sandtray techniques.
- 3.4 Student expectations and requirements: Students will be evaluated on their:
  - Performance of sandtray skills
  - Performance of completing assignments
  - Reflection papers on self-assessments
- 3.5 Tentative texts and course materials:
  - Homeyer, L., & Sweeney, D. (2011). *Sandtray: a practical manual* (2nd ed). NY: Routledge.

**4. Budget implications:**

- 4.1 Proposed method of staffing: One of the existing faculty members in the Counseling and Student Affairs Department will teach this course during Summer term. As this course will be offered during the Summer, it will not impact current staffing during Fall and Spring semesters. This course is an elective and will be offered once required courses have been staffed.
- 4.2 Special equipment, materials, or library resources needed: The Counseling and Student Affairs Department currently offers CNS 569 Play Therapy and appropriate play therapy equipment is already available in the Talley Family Counseling Center (TFCC). There are two fully stocked play therapy rooms with developmentally appropriate equipment for training.

**5. Term for implementation:** Summer 2016

**6. Dates of committee approvals:**

Department	April 14, 2015
College Curriculum Committee	October 6, 2015
Professional Education Council	_____
Graduate Council	_____
University Senate	_____

# **Candidates Completing Requirements for Admission to Professional Education Unit**

**October 15, 2015 – November 11, 2015**

## **ELEMENTARY**

Haley Adams  
Katelyn Baumgardner  
Kelsey Bowen  
Morgan Clark  
Felicia Coffey  
Kristy Coleman  
Laura Gossett  
Bethany Hall  
William Hixson  
Kaitlyn Howard  
Hannah Jenkins  
Molly Lamb  
Catrina Pendleton  
Zoe Raines  
Krystal Ray  
Vickie Sallee  
Sara White

## **MIDDLE GRADES**

Ashlee Brownfield  
Mary Cloyd  
Alex Lovell  
Shelby Newton  
Cy Williams  
Robert Williams

## **SPED**

Katie Eaton  
Britney Fightmaster  
Mackenzie Terry  
Lauren Tucker

**5-12**

Erin Bennett

**ENGLISH SECOND LANGUAGE**

Mary Cloyd  
Derek Logsdon

**GRADUATE**

Jessica Branco  
Ben Martin

**If there are any questions or concerns about the status of any candidate, the person with the question or concern should contact Dr. Sam Evans, Teacher Services (745-4664 or [sam.evans@wku.edu](mailto:sam.evans@wku.edu)) prior to the PEC meeting.**



**SPRING 2016 STUDENT TEACHER CANDIDATE REPORT  
PEC MEETING, 11/11/15**

**INFORMATION AS OF 11/4/15**

TOTAL spring 2016 student teacher candidates	209	
International student teacher candidates	41	
Deficient student teacher candidates	28	
TOTAL MAT student teacher candidates	7	
TOTAL candidates not admitted into Teacher Education	13	
Candidates missing PRAXIS SCORES		5
Candidates pending ENGLISH or PUBLIC SPEAKING		7

Most candidates are in process of completing the 200 field observation hour requirement

**5-12/AGRICULTURE**

TOTAL	3	
<i>Deficiencies</i>		
Not admitted into Teacher Education		1

**5-12/BUSINESS & MKTG**

TOTAL	1	
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**5-12/FCS**

TOTAL	2	
<i>Deficiencies</i>		
Not admitted into Teacher Education		1

**ELEMENTARY**

TOTAL	96	
<i>Deficiencies</i>		
Critical Performance		2
Other (GPA, repeating coursework, etc.)		3

**I.E.C.E**

TOTAL	5	
<i>Deficiencies</i>		
Not admitted into Teacher Education		1
Other (GPA, repeating coursework, etc.)		1

**MGE/ENGLISH**

TOTAL	3	
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**MGE/MATH**

TOTAL	15	
<i>Deficiencies</i>		
Not admitted into Teacher Education		1

Other (GPA, repeating coursework, etc.) 2

**MGE/MATH/SCIENCE**

TOTAL 1

**MGE/SOCIAL STUDIES/LANGUAGE ARTS**

TOTAL 10

*Deficiencies*

Other (GPA, repeating coursework, etc.) 3

**MGE/SCIENCE**

TOTAL 4

**MGE/SEC/MATH**

TOTAL 1

**MGE/SOCIAL STUDIES**

TOTAL 4

**P-12/ART**

TOTAL 1

**P-12/MUSIC**

TOTAL 17

*Deficiencies*

Not admitted into Teacher Education 6

**P-12/PE**

TOTAL 11

*Deficiencies*

Critical Performance 2

Other (GPA, repeating coursework, etc.) 2

**P-12/SPANISH**

TOTAL 2

**SEC/BIOLOGY**

TOTAL 2

**SEC/ENGLISH**

TOTAL 11

*Deficiencies*

Not admitted into Teacher Education 1

**SEC/MATH**

TOTAL 3

**SEC/SOCIAL STUDIES**

TOTAL 7

**SPECIAL EDUCATION/MSD/LBD**

TOTAL 10

*Deficiencies*

Other (GPA, repeating coursework, etc.) 1

**MAT STUDENT TEACHER CANDIDATES**

5-12/BUSINESS & MKTG 1

P-12/FRENCH 1

P-12/SPANISH 1

SEC/ENGLISH 1

SPECIAL EDUCATION/LBD 3

**Revise a Course  
(Action)**

Date: September 9, 2015

College of Education and Behavioral Sciences, School of Teacher Education, Special Education

Contact Person: Gail Kirby, [gail.kirby@wku.edu](mailto:gail.kirby@wku.edu) 270-745-3746

**1. Identification of course**

- 1.1 Course prefix (subject area) and number: SPED 595
- 1.2 Course title: Advanced Preparation Capstone SPED

**2. Proposed change(s):**

- 2.1 course number:
- 2.2 course title:
- 2.3 credit hours: repeatable for a total of 6 hours
- 2.4 grade type:
- 2.5 prerequisites:
- 2.6 corequisites:
- 2.7 course description:
- 2.8 other:

**3. Rationale for revision of course:** SPED 595 is a capstone course that is taken by all MAE Special Education teacher candidates. It is their final course and requires that they have a student-teaching like experience with the focus on their expected disability category. Not only is it required in the MAE for LBD and MSD, but it is also required in the new Learning and Behavior Disorders (LBD) *Certification Only* and Moderate to Severe Disabilities (MSD) *Certification Only* programs in order to satisfy requirements by the KY Education Professional Standards Board (EPSB). If a candidate has already taken SPED 595 in one area of disability certification, the candidate must retake the course for the next area of disability certification in order to satisfy the requirements of the EPSB.

**4. Term of implementation: Spring 2016**

**5. Dates of committee approvals:**

Department	09/19/2015
College Curriculum Committee	10/06/2015
Professional Education Council	_____
Graduate Council Curriculum Committee	_____
Graduate Council	_____
University Senate	_____



A LEADING AMERICAN UNIVERSITY WITH INTERNATIONAL REACH  
COLLEGE OF HEALTH & HUMAN SERVICES

October 16, 2015

Dr. Sam Evans  
Dean, College of Education and Behavioral Sciences  
Western Kentucky University  
1906 College Heights Blvd.  
Bowling Green, Kentucky 42101

Dear Dean Evans,

The purpose of this letter is to formally acknowledge that the Department of Communication Sciences and Disorders will no longer be preparing master's degree candidates eligible for initial teacher certification in Kentucky. I received a letter from Dr. Jean Neils-Strunjas, Department Head of Communication Sciences and Disorders, indicating that no students are currently enrolled in the M.S. in Speech-Language Pathology seeking initial teacher certification. This program was formerly titled Communication Disorders. The Department of Communication Sciences and Disorders remains committed to working with the College of Education and Behavioral Sciences as new opportunities arise.

The College of Health and Human Services looks forward to maintaining collaborations with the College of Education and Behavioral Sciences as we continue to offer teacher preparation programs in other departments.

Warm Regards,

Neale R. Chumbler, Ph.D.  
Dean, College of Health and Human Services  
Professor, Department of Public Health  
Western Kentucky University  
1906 College Heights Blvd. #11038  
Academic Complex, 208  
Bowling Green, Kentucky 42101

*The Spirit Makes the Master*

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Equal Education and Employment Opportunities Printing paid from state funds. KRS 57.375, 2006 Hearing Impaired Only: 270.745.5389

Approved 11/12/03  
Revision approved  
7/15/08  
Revision approved  
09/09/09  
Revision approved  
06/08/11  
Revision approved  
03/14/12

**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 and programs 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 and applications to do student teaching
- H. To receive and review annual reports 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 student appeals regarding admission to and continuance 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, or other college faculty member or administrator appointed by the Dean (vice chair)
  - 3. Director, Office of Teacher Services and School Relations
  - 4. Director, EdD program
- 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: Individuals holding full-time faculty appointments 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 National Education 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 Dean of the College of Education and Behavioral Sciences shall appoint a vice chair from among the college faculty or administrators.

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 **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 hear appeals regarding denial of 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 vice chair of the Professional Education Council, who shall serve as chair of the Admission and Retention Committee. 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.

**A. 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. Proposals to amend the bylaws of the PEC and proposals related to other substantive matters, as determined by the Chair, require two readings. Prior to a vote on a motion, a member may move to require two readings on that motion. The motion to require two readings may be debated, and it requires approval by two-thirds of the voting members present. If the Chair has ruled that a matter requires two readings, a member may move to waive the second reading. The motion to waive the second reading 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 the deadline stipulated by the Chair. All proposals must follow the formats established by the Undergraduate 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.