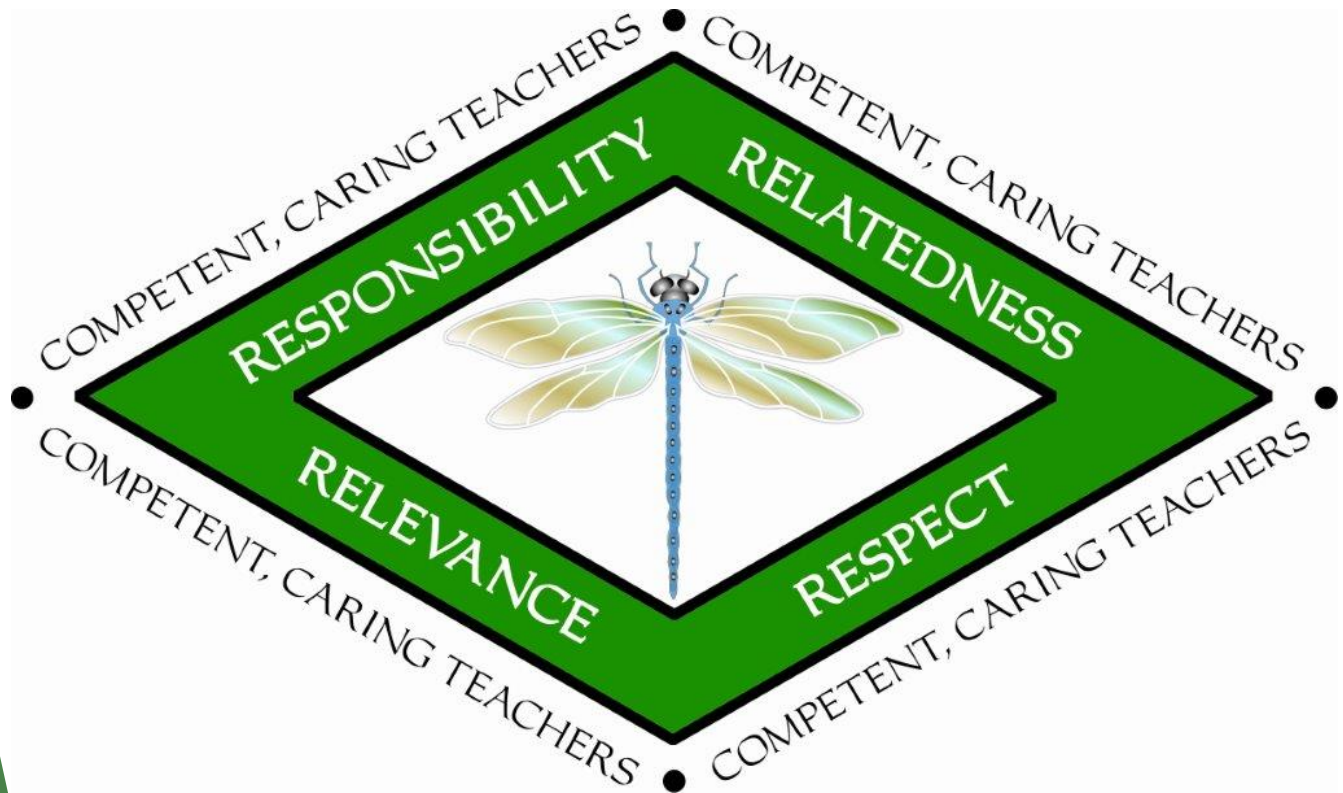


# UNITED TRIBES TECHNICAL COLLEGE

## Teacher Education



## PROFESSIONAL EDUCATION COUNCIL BY-LAWS

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*Preparing Competent,  
Caring Teachers*

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## 2.1 Professional Education Council By-Laws

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### UNITED TRIBES TECHNICAL COLLEGE BY-LAWS TEACHER EDUCATION PROFESSIONAL EDUCATION COUNCIL

#### Preamble

The Teacher Education unit at United Tribes Technical College is administered by the Chair of Teacher Education under the indirect supervision of the Vice President of Academic, Career and Technical Education and authority of the UTTC President. The Chair is the designee responsible for the oversight of teacher education programs and is accountable for all recommendations relating to such programs.

#### Article I. Purpose

The Teacher Education Professional Education Council is the body which ensures adherence to standards of state, regional and national accrediting agencies. Therefore it assumes the responsibility to facilitate and coordinate program evaluation efforts related to teacher education across all licensure areas.

The council believes that a formal, efficient and continuous evaluation process of teacher education and licensure is critical to maintaining excellence in the preparation of teachers.

All teacher preparation programs adhere to the policies and procedures outlined by the Teacher Education Professional Education Council. The Teacher Education Professional Education Council develops, recommends, and implements curriculum policies and general administrative decisions involving the preparation of teachers.

Appointments to the Teacher Education Professional Education Council are made by the Chair of Teacher Education upon consultation with the unit faculty. The membership consists of college faculty, college staff, and public school administrators and teachers.

#### Article II. Function

1. Advise the Vice President of Academics on all matters related to teacher education, including:
  - a. policies for the admission and retention of pre-service teachers,
  - b. policies and standards for teacher education programs,
  - c. interdepartmental, intercollegiate, and public school communications and cooperation on matters relevant to teacher education,

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- d. teacher education programs' compliance with the standards and guidelines set forth by the North Dakota Education Standards and Practices Board (ESPB).

2. Review and recommend approval of teacher education curricula.

### **Article III. Membership**

#### Section 1. Council Composition

- a. College representatives shall include:  
Teacher Education Chair, Teacher Education Elementary Education Coordinator, Enrollment Services personnel, student teacher site supervisor and a General Education faculty member from within the institution.
- b. Public School representatives shall include:  
School administrator(s) and classroom teachers

#### Section 2. Eligibility for Membership

- a. College Faculty – all teacher education faculty members who hold continuing appointments and who are full-time faculty members at United Tribes Technical College.
- b. College Staff – all staff who hold continuing appointments as full-time or part-time personnel at United Tribes Technical College.
- b. Public School Personnel – any full time, licensed public school educator who is a cooperating/partnership teacher, supervisor, or administrator.

#### Section 3. Terms of Office

- a. College faculty and staff members serve by virtue of positions held at the College.
- b. Public School representatives serve a one-year term. However, they are eligible for reappointment. Terms begin concurrent with the fall semester of the College and conclude at the end of the second summer session.

### **Article IV. Officers**

#### Section 1. Officers

The Chair of the Advisory Council is the Chair of Teacher Education. The Elementary Education Coordinator will serve as secretary.

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### Section 2. Duties of Officers

a. Chair – The Chair of Teacher Education will serve as permanent Chair. He/she will:

1. Chair Council meetings,
2. Approve the agenda,
3. Assign to the appropriate Council member(s) items for discussion and recommendations,
4. Appoint and provide the charge to ad-hoc Councils as deemed necessary to carry out Council functions,
5. Determine and recommend to the Council changes in the Bylaws,
6. Report to the Council all actions taken on recommendations by the College Administration and other organizations impacting teacher education.

b. Secretary – The Elementary Education Coordinator will serve as secretary. As such he/she will:

1. Preside at meetings as requested,
2. Serve as parliamentarian of the Council,
3. Assist the Chair in setting the agenda and conducting other functions as deemed necessary,
4. Serve as the Council representative to the public schools.

### **Article V. Council Meetings**

#### Section 1, Regular Meetings

The Council shall hold regular meetings during the academic year (August through May), and may meet during the summer months as deemed necessary. The Council may also be called into session when deemed necessary by the Chair.

The Chair may convene special called meetings. The meetings will be conducted in accordance with the latest edition of Roberts' Rules of Order.

#### Section 2. Quorum

A majority of the membership of the Council shall constitute a quorum.

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### Section 3. The Agenda

United Tribes Technical College faculty, staff and public school personnel desiring to bring specific matters to the attention of the Council shall communicate, in writing, to the Chair or Vice-Chair five (5) working days or more preceding the meetings at which these matters are to be considered. This time limit may be altered by a majority vote of the Council. The Chair of the Council shall confirm the meeting agenda and publicize the meeting at least three working days before each meeting.

### Section 4. Minutes

Minutes of the Council shall be recorded, and distributed at the next scheduled meeting. Minutes of all meetings shall be maintained in the Administrative Assistant Office of Teacher Education.

### Section 5. Special Meetings

Upon request or approval of at least one-third of the Council, special meetings must be called by the Chair of the Council within seven (7) days of receipt of such request. The Council may also be called into session when deemed necessary by the Chair. Notice of the time and place will be distributed to the Council at least one full week prior to the meeting.

### **Article VI. Amendment to Bylaws**

Amendment of the Bylaws shall require a vote of two-thirds of those members of the Council present and voting at a regular or properly called meeting at which a quorum is present. Fourteen (14) days notice of pending bylaws change must be given to members of the Council.