



**The University of
Southern Mississippi
Professional Education Faculty**

**Bylaws for
Professional Education
Council**

NCATE

The Standard of Excellence
in Teacher Preparation

National Council for Accreditation of Teacher Education

Bylaws of The University of Southern Mississippi Professional Education Council

Table of Contents

PREAMBLE 1

ARTICLE I NAME..... 1

ARTICLE II PURPOSE..... 1

ARTICLE III RELATIONSHIPS AND RESPONSIBILITIES 1

SECTION 1. RELATIONSHIPS 1

SECTION 2. RESPONSIBILITIES..... 2

ARTICLE I MEMBERS

SECTION 1. MEMBERS 3

SECTION 2. APPOINTMENT AND TERMS 4

SECTION 3. ELIGIBILITY AND QUALIFICATIONS 4

SECTION 4. RESPONSIBILITIES..... 4

SECTION 5. PROXY VOTING 5

SECTION 6. RESIGNATIONS AND REPLACEMENTS 5

ARTICLE V OFFICERS AND CHAIRS OF CAUCUSES AND STANDING COMMITTEES 5

SECTION 1. OFFICERS..... 5

SECTION 2. CAUCUS CHAIRS 6

SECTION 3. STANDING COMMITTEE CHAIRS 6

ARTICLE VI MEETINGS..... 6

SECTION 1. REGULAR MEETINGS 6

SECTION 2. SPECIAL MEETINGS 6

SECTION 3. QUORUM..... 6

SECTION 4: STANDARD AGENDA..... 6

SECTION 5. MINUTES..... 7

ARTICLE VII EXECUTIVE COMMITTEE 7

SECTION 1. MEMBERSHIP 7

SECTION 2. TERMS OF OFFICE..... 7

SECTION 3. MEETINGS..... 7

SECTION 4. DUTIES AND RESPONSIBILITIES..... 7

SECTION 5. PROXY VOTING 7

SECTION 6. QUORUM..... 7

ARTICLE VIII COMMITTEES AND CAUCUSES 7

SECTION 1. STANDING COMMITTEES..... 7

SECTION 2. Ad HOC COMMITTEES 8

SECTION 3. CAUCUSES..... 8

ARTICLE IX PARLIAMENTARY AUTHORITY 9

SECTION 1. AUTHORITY..... 9

SECTION 2. PARLIAMENTARIAN..... 9

ARTICLE X AMENDMENT OF BYLAWS..... 9

ARTICLE XI DISSOLUTION..... 9

BYLAWS*
of The University of Southern Mississippi Professional Education Council

PREAMBLE

The Professional Education Unit (Unit) of The University of Southern Mississippi is defined as those Professional Education Faculty located in the College of Education and Human Sciences and other colleges, and schools in the University. The Professional Education Council serves as the governance body for the Unit. The Dean of the College of Education and Human Sciences, as the officially designated head of the Unit, has the responsibility and authority to provide direction and leadership to the Professional Education Council.

ARTICLE I
Name

The name of this Council is The University of Southern Mississippi Professional Education Council.

ARTICLE II
Purpose

The purpose of the Professional Education Council (PEC) is to ensure that the professional education programs at The University of Southern Mississippi are quality programs that comply with standards of the Council for the Accreditation of Educator Preparation (CAEP), other professional accrediting agencies, and the Mississippi State Department of Education (MDE). By virtue of the committee structure and the membership, the Council has a continuous source of information for use in considering policy and program development and/or revision. The PEC serves as a sounding board for the professional education needs of public and private agencies and recommends actions to the Dean of the College of Education and Human Sciences (CEHS) regarding the development, administration, evaluation, and revision of all professional education programs, i.e., undergraduate and graduate programs leading to licensure in education. The Dean of CEHS is the designated university official charged with the responsibility for and authority to provide direction and leadership to the Professional Education Unit at The University of Southern Mississippi.

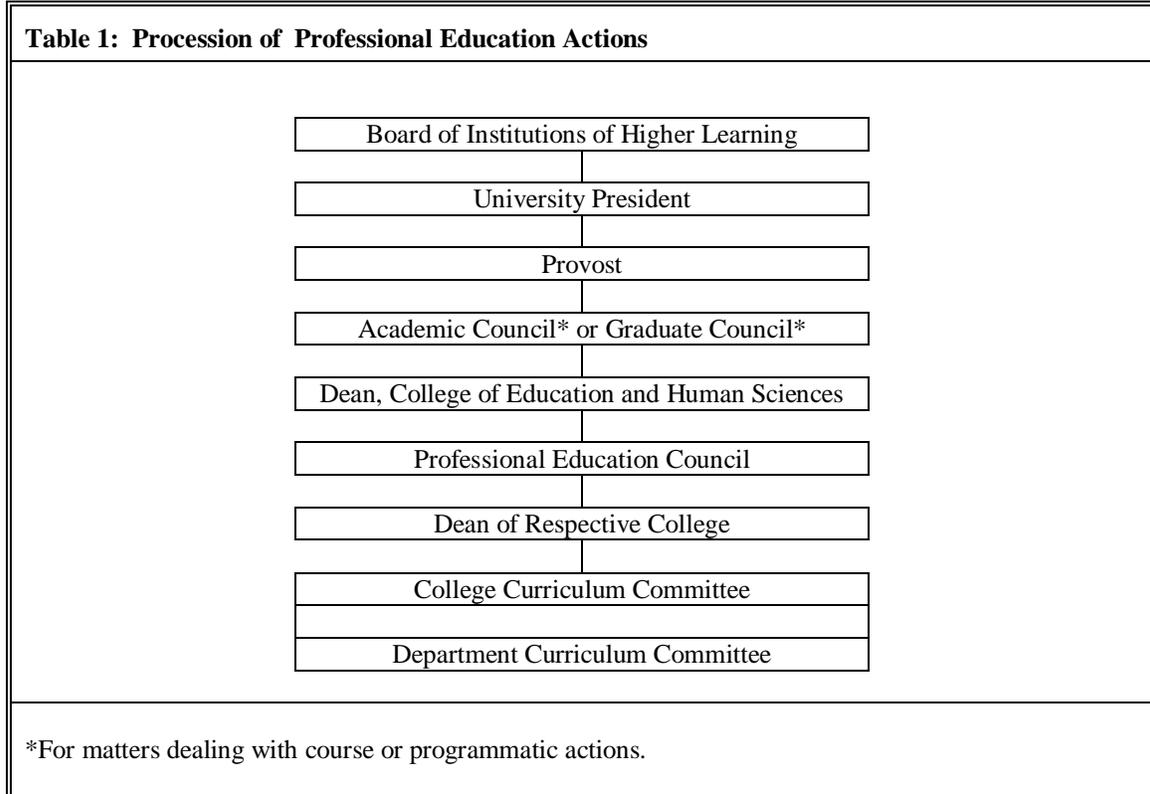
ARTICLE III
Relationships and Responsibilities

Since the Council is the official body for recommending actions regarding the development, administration, evaluation, and revision of undergraduate, graduate, and alternate route professional education courses and programs pertaining to professional education, it has specific responsibilities and relationships with other University Councils.

Section 1. Relationships

As indicated in Table 1, the Professional Education Council reviews all proposals for additions to and changes in courses, degree programs, and/or emphasis areas and/or certificates in professional education programs. After reviewing the proposals, the Professional Education Council sends its recommendations to the Dean of CEHS who in turn forwards his/her recommendations to the Academic Council or Graduate Council for approval. The Academic Council or Graduate Council then makes a recommendation to the Provost for approval. The Provost then makes a recommendation to the President who in turn presents his/her recommendation to the Board of Institutions of Higher Learning

for final approval, if Board approval is needed.



Section 2. Responsibilities

The PEC responsibilities include but are not limited to the following:

- a. Faculty
 - 1) *Selection, Evaluation, and Retention of Professional Education Faculty (PEF)*. The PEC, via its Chair, has the opportunity to engage with Directors and Deans of other colleges and make appropriate recommendations regarding PEF.
- b. Programs
 - 1) *Curriculum and Program Approval*. The PEC, via the Unit Review standing committee, reviews and recommends action to the Dean of CEHS on all proposed courses, programs, and/or program changes in professional education. The Dean of CEHS has the responsibility to present recommendations to the Academic Council or Graduate Council.
 - 2) *Disseminating Information*. The PEC, via its Chair, disseminates information relating to professional education to University constituents.
 - 3) *Forum*. The PEC serves as a university sounding board for the professional education needs of public and private agencies.
 - 4) *Official Liaison*. The PEC via its Chair serves as the official liaison between The University of Southern Mississippi, the licensure division and other branches of the MDE and CAEP.
- c. Students

The PEC, via the Recruitment, Admissions, Dismissal, Appeals, and Retention (RADAR) standing committee, shall systematically review and evaluate:

- 1) Recruitment. The PEC via a standing committee explores a variety of procedures and reviews budgets, efforts, and activities to recruit a diverse student body. The PEC may make recommendations to the Dean of Admissions and the recruitment staff regarding education majors. The committee has the responsibility to present recommendations to the PEC.
- 2) Admissions. The PEC via a standing committee systematically reviews and evaluates university admissions requirements to enter undergraduate professional education programs leading to licensure. The PEC may make recommendations to the Graduate Dean regarding admissions requirements. The committee has the responsibility to present recommendations to the PEC.
- 3) Dismissal and Appeals. The PEC via a standing committee hears appeals of undergraduate students denied admission to professional education or student teaching and appeals of undergraduate students removed from the professional education program. The committee has the responsibility to present recommendations to the PEC.
- 4) Retention. The PEC via a standing committee may establish, where appropriate, interventions, tests and/or standards to determine if applicants who have been admitted to professional education programs will continue in the programs. The committee has the responsibility to present recommendations to the PEC.

ARTICLE IV Members

Section 1. Members

Membership on the PEC shall include faculty representatives from Educational Field Experiences and from the Dean's office. Additional faculty representatives come from the schools of CEHS and the schools of other colleges housing professional education programs.

- a. Professional education programs within the College of Education and Human Sciences shall have representatives on the PEC based on the following formula:

0 - 60 degrees awarded per year	1 representative
61 - 120 degrees awarded per year	2 representatives
121 - 180 degrees awarded per year	3 representatives
181+ degrees awarded per year	4 representatives

- b. Each professional education program from the other colleges housing professional education programs shall have one representative on the PEC.
- c. The Gulf Coast campus shall have 2 representatives, one of whom shall be from the College of Education and Human Sciences.
- d. Educational Field Experience shall have 1 representative whose memberships are housed in his/her home departments.
- e. The Dean of CEHS serves as the non-voting chair of the PEC.

- f. The Associate Dean of CEHS serves as a voting member of the PEC.

The Bylaws Committee reviews the number of program graduates every two years (beginning October, 1997) to determine if adjustments in the number of faculty representatives should be made. This report is made at the August meeting of odd-numbered years. The number of graduates used in the formula is determined by the number of professional education degrees awarded the previous two academic years. Academic years shall run summer, fall, and spring.

Table 2 shows the number of representatives for the current year.

Table 2: Number of Professional Education Council Representatives Fall 2018-2019			
<i>College of Arts and Sciences</i>		<i>College of Education and Human Sciences</i>	
Biology	1	Educational Leadership	2
Chemistry	1	Elementary Education	2
Dance	1	Kinesiology	1
English	1	School Counseling	1
Foreign Language	1	School Library	1
History	1	School Psychology	1
Mathematics	1	Special Education	1
Music	1	EFE Director (included in EE)	1
Physics	1	Coast representative (included in EE)	1
<i>Gulf Coast</i>	1	<i>Dean's Office</i>	
		Dean (Chair – nonvoting)	1
<i>College of Nursing and Health Professions</i>		Associate Dean (Vice Chair)	1
Education of the Deaf	1	Asst to Dean-Assmt (Sec nonvoting)	1
		Certification Officer (nonvoting)	1
		Total Voting Membership	23
		Quorum = 13 (50% + 1)	

Section 2. Appointment and Terms

Faculty members are appointed to PEC by the Dean of each college offering professional education programs. Deans will solicit nominations for the two-year appointment to the PEC from the faculty members in the various departments offering professional education programs. The Dean of CEHS approves recommendations for PEC membership.

Section 3. Eligibility and Qualifications

Faculty PEC members may be school directors, must be members of the PEF, and may not have any term indicating a temporary faculty appointment in their title, e.g., visiting, adjunct. PEF are faculty who teach the professional education courses, (i.e., courses in which enrollment is restricted to students pursuing licensure and which require admission into the Professional Education Program or are taught at the graduate or alternate route level, advise student teachers, and/or supervise student teachers.

Section 4. Responsibilities

Members are expected to attend all regularly scheduled meetings of the PEC. Members are expected to meet with an appropriate caucus, serve on standing committees and any ad hoc committees appointed by

the Chair of the PEC, and communicate concerns of the PEC to faculty and concerns of faculty to the PEC.

Section 5. Proxy Voting

While proxy voting is discouraged, members may select a proxy from PEF as long as written documentation designating the person as proxy is given to the secretary prior to the meeting. A person may hold one proxy only.

Section 6. Resignations and Replacements

Faculty PEC members must submit a letter of resignation to the Dean of their college and send a copy to the Dean of CEHS. The Dean of the PEC member's college, in consultation with the Dean of CEHS, may replace the PEC member.

ARTICLE V

Officers and Chairs of Caucuses and Standing Committees

Section 1. Officers

The officers of the PEC shall be the Chair and Vice Chair. An individual in CEHS Dean's office serves as secretary of the PEC and is not an officer.

a. Chair

The Dean of CEHS serves as the Chair of the PEC and votes only in case of a tie. The Chair's responsibilities include but are not limited to:

1. Chairing the regular meetings of the PEC and its Executive Committee.
2. Disseminating information relating to professional education to appropriate Councils within the University.
3. Serving as the official liaison between The University of Southern Mississippi and the licensure division and other branches of MDE, CAEP, and other professional accrediting agencies.
4. Conducting systematic reviews and evaluations of existing programs in professional education via the national recognition process.
5. Making appropriate recommendations to Directors and Deans of other colleges regarding PEF.

b. Vice Chair

The Associate Dean of CEHS serves as the Vice Chair of the PEC and is a voting member. If the Associate Dean is chairing the PEC meeting in the absence of the Chair, the Associate Dean will serve in a non-voting capacity, except in the case of a tie. The Vice Chair's responsibilities include but are not limited to:

1. Assisting the Chair with PEC activities and responsibilities.
2. Chairing the PEC meetings when the Chair cannot do so.
3. Chairing the PEC Executive Committee when the Chair cannot do so.
4. Serving as member of standing committees.
5. Maintaining the Professional Education Faculty Policy Manual.

Section 2. Caucus Chairs

The caucus chairs do not have to be regular voting members of the PEC. However, they are encouraged to attend PEC meetings to provide caucus reports. Their responsibilities include but are not limited to:

- a. Chairing the regular meetings (a minimum of one per semester) of the caucus.
- b. Communicating concerns of caucus members to the Officers and the PEC.
- c. Communicating concerns of the Officers and the PEC to caucus members.

Section 3. Standing Committee Chairs

The standing committee chairs are selected from PEC representatives and are regular voting members of the PEC. Their responsibilities include but are not limited to:

- a. Chairing the meetings of the standing committee as determined by the PEC.
- b. Communicating concerns of the committee members to the Executive Committee and the PEC.
- c. Attending the Executive Committee meetings.

ARTICLE VI Meetings

Section 1. Regular Meetings

The PEC meets monthly from August to March on the last Tuesday of each month. All meetings are open to all university faculty.

Section 2. Special Meetings

The chair may call special meetings as needed. Any standing committee or caucus chair may request a special meeting. At least one week's notice should be given unless an emergency situation exists.

Section 3. Quorum

A simple majority of the voting members of the PEC constitutes a quorum.

Section 4: Standard Agenda

The Standard Agenda below is distributed to the Unit one week before the regular meeting. Aside from academic program modifications, items for the Agenda must be submitted to the Chair at least ten working days before the regular monthly meeting.

Standard Agenda

- | | |
|---|---|
| 1.0 Forum: Guest Speaker | |
| 2.0 Call to Order | 10.2 Recruitment, Admission, Dismissal, Appeals & Retention |
| 3.0 Approval of Minutes | 10.3 Unit Review |
| 4.0 Approval of Agenda | 10.4 Ad Hoc Chair Reports |
| 5.0 Unfinished Business | 11.0 Caucus Chairs' Reports |
| 6.0 New Business | 11.1 Elementary |
| 7.0 Officers' Reports | 11.2 K-12/Secondary |
| 7.1 Chair | 11.3 Graduate |
| 7.2 Vice Chair | 12.0 Field Experience Report |
| 8.0 Licensure Report | 13.0 Announcements |
| 9.0 Secretary's Report | 14.0 Adjournment |
| 10.0 Standing Committee Chairs' Reports | |
| 10.1 Bylaws | |

Section 5. Minutes

The minutes of the regular meetings are recorded by the secretary and distributed to the Unit no later than three weeks after the regular monthly meeting. Reports of standing committees and caucuses are summarized in the minutes and copies of the complete reports are available from the secretary. All committees giving a report must submit a written report to the secretary (on the day of the meeting or no later than 3 working days after) to be included in the minutes. Minutes of special meetings are recorded by a selected committee member and distributed to the Unit in a reasonable amount of time.

ARTICLE VII Executive Committee

The purpose of the PEC Executive Committee is threefold: (1) to prepare the agenda for the monthly meeting, (2) to develop long range plans to present to the PEC and Dean of the College of Education and Human Sciences, and (3) to review recommendations from the standing committees.

Section 1. Membership

The members of the Executive Committee shall be the Chair, Vice Chair, Assistant to the Dean for Assessment, chairs of standing committees, caucus chairs, and Field Experience Director.

Section 2. Terms of Office

The chairs of standing committees shall become members of the Executive Committee at the August meeting and serve two year. The terms of the Chair and Vice Chair are continuous.

Section 3. Meetings

The Executive Committee shall meet prior to the monthly meeting of the PEC. The PEC chair shall designate a secretary who records and distributes minutes to Executive Committee members. Other meetings may be called by the Chair of the PEC as needed. Normally, members should be given a notice of one week for a meeting.

Section 4. Duties and Responsibilities

The Executive Committee shall prepare the agenda, initiate action, and oversee long-range planning for the PEC.

Section 5. Proxy Voting

Proxy voting is not allowed on the Executive Committee.

Section 6. Quorum

A simple majority of the Executive Committee members shall constitute a quorum.

ARTICLE VIII Committees and Caucuses

Section 1. Standing Committees

The PEC has Standing Committees that are composed of PEC members appointed by the Executive Committee for a two-year term. The calendar of standing committee meetings must be distributed to PEC members by the September meeting of each academic year. Members may be reappointed. The standing committee chair is appointed by the Executive Committee. The committees and their purposes shall be:

a. *Bylaws Committee*, whose purpose is to review the bylaws odd-numbered year and recommend revisions when needed. This committee also reviews the number of members of the PEC and odd-numbered years based on the number of program graduates and adjust the membership and/or formula if necessary. The committee recommendations are presented to the PEC and to the Dean of CEHS at the September meeting for final approval. The Vice Chair of the PEC is an ex officio member of this committee.

b. *Recruitment, Admission, Dismissal, Appeals, and Retention (RADAR) Committee*, whose purpose is to (1) review plans, procedures, and resources for the recruitment of students and make recommendations to the PEC, (2) review and evaluate university admission requirements to enter the professional education program and make recommendations to the PEC, (3) recommend to the PEC, where appropriate, tests and/or standards to determine if applicants who have been admitted to professional education should be allowed to remain in professional education, and (4) hear appeals of students denied admission to professional education or student teaching and/or removed from the professional education program. The committee recommendations are presented to the Dean of CEHS for final approval. The Vice Chair of the PEC is an ex-officio member of this committee.

d. *Unit Review Committee*, whose purpose is to collect and analyze program and unit data (quantitative and qualitative) in an effort to improve Unit-level operations and quality of candidates, to ensure systematic collection and dissemination of data reports, and to evaluate the Unit's assessment system for continual improvement. The committee recommendations are presented to the PEC and to the Dean of CEHS for final approval. The committee meets a minimum of once monthly. The Assistant to the Dean for Assessment serves as the chair of this committee. The PEC, via the Unit Review standing committee, reviews and recommends action to the Dean of CEHS on all proposed courses, programs, and/or program changes in professional education. The Dean of CEHS has the responsibility to present recommendations to the Academic Council or Graduate Council.

Section 2. Ad Hoc Committees

The Chair of the PEC may appoint ad hoc committees as deemed necessary and desirable to assist in carrying out or improving the professional education program. Such appointment expires at the end of the year. The Executive Committee may authorize special committees to continue longer than one year. The chair of the PEC or the chairs of the committees shall call regular meetings.

Section 3. Caucuses

The PEC has three caucuses composed of representatives from each program leading to licensure.

a. *Elementary Education Caucus*, whose purpose is to provide a forum for all faculty interested in elementary education issues to discuss and make recommendations to the PEC.

b. *K-12/Secondary Caucus*, whose purpose is to provide a forum for all faculty interested in K-12/secondary/alternate route issues to discuss and make recommendations to the PEC.

c. *Graduate Caucus*, whose purpose is to provide a forum for all faculty interested in graduate issues in education to discuss and make recommendations to the PEC.

The Executive Committee recommends to the CEHS Dean individuals to appoint as caucus chairs prior to the first PEC meeting of each academic year. Caucus chairs do not have to be regular voting

members of the PEC. Each caucus shall meet at least one time in both fall and spring semesters and at other times as deemed necessary by caucus chairs and/or members. The calendar of caucus meetings must be distributed to PEC members by the September meeting of each academic year. Caucus agendas must be distributed, and minutes of each meeting must be submitted to the PEC Secretary within two weeks of the caucus meeting.

ARTICLE IX

Parliamentary Authority

Section 1. Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Council may adopt.

Section 2. Parliamentarian

The Chair of the PEC may appoint a parliamentarian to serve on the Council. A parliamentarian is a consultant and a non-voting member of the Council.

ARTICLE X

Amendment of Bylaws

These bylaws may be amended at any regular meeting of the Council by a two-thirds vote, provided the amendment has been submitted in writing at the previous regular meeting. These bylaws will be consistently reviewed every other year for needed changes. Amendments to these bylaws must be approved by the Dean of CEHS and the Provost.

ARTICLE XI

Dissolution

The University of Southern Mississippi Professional Education Council may be dissolved only if two-thirds of its members and the Dean of CEHS recommend dissolution to the Provost, the University Council, and the President, all of whom must approve the recommendation.