



COUNCIL FOR EDUCATOR PREPARATION PROGRAMS (CEPP)

Bylaws, 2020-21

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Academic Affairs
EDUCATION & HUMAN DEVELOPMENT



ARTICLE 1: PURPOSES AND DEFINITIONS

Section 1.1: Purposes and Objectives. The origin of the Council for Educator Preparation Programs (CEPP and referred to in this document as the Council), formerly known as the Council for Teacher Education (CTE) in the College of Education and Human Development (CEHD) at Texas A&M University (TAMU), dates back to 1955 when the Texas Education Agency (TEA) adopted the requirement for an advisory group for educator preparation programs.

Section 1.2: Definitions. CEHD, as an Educator Preparation Program (EPP) for the state of Texas, abides by the current mandate from TEA that states:

§228.20. Governance of Educator Preparation Programs (b) The preparation of educators shall be a collaborative effort among public schools accredited by the TEA and/or TEA-recognized private schools; regional education service centers; institutions of higher education; and/or business and community interests; and shall be delivered in cooperation with public schools accredited by the TEA and/or TEA-recognized private schools. An advisory committee with members representing as many as possible of the groups identified as collaborators in this subsection shall assist in the design, delivery, evaluation, and major policy decisions of the educator preparation program (EPP). The approved EPP shall inform each member of the advisory committee of the roles and responsibilities of the advisory committee and shall meet a minimum of once during each academic year.

Section 1.3: Functions. Specifically, the Council is made up of two groups:

- **Working Group / Sub-Committee:** As a mandate-driven consortium, and consistent with TAC Rule 228.20 cited above, the working group is a sub-committee of CEPP and consists of members from public schools accredited by the Texas Education Agency (TEA) and/or TEA-recognized private schools. This working group serves as a consultative body to the Dean of the CEHD regarding matters relating to educator preparation and certification and meets a minimum of two times per year.
- **Standing / Permanent Committee:** The Standing / Permanent committee is an advisory and legislative body of CEPP under the auspices of Academic Affairs in CEHD. The standing committee is an assemblage of academic experts at Texas A&M University



collaborating together to achieve specific goals regarding educator preparation and certification. CEPP reviews and shares necessary information from TEA relating to all matters associated with educator preparation and certification for undergraduate and graduate programs. All recommendations and changes must be made in accordance with TEA rules and standards while adhering to the requirements of University agencies and offices. The Standing Committee meets several times throughout the academic calendar and other times as needed.

ARTICLE 2: MEMBERS

Section 2.1: Qualifications for CEPP Membership. The Council's Standing/Permanent Committee consists of members of the general faculty, staff, and ex-officio members, and representatives from public schools. The Council is comprised to have a balance of individuals representing programs across the four departments across CEHD. Terms of office for the Chairs of the Working Group are two years, public school representatives two years, and as prescribed by program for faculty members and staff. In addition, the Council will be comprised of the following to ensure representation:

- a) A minimum of one representative from each educator preparation program area;
- b) A minimum of one representative from the field office for an educator preparation program area;
- c) Appointed representative from a local school district(s).
- d) Membership is open every spring semester of each academic year.
- e) Membership shall be signified by a written email request to the Council's Secretary.

Section 2.1.1: Qualification for Membership to CEPP's Standing/Permanent Committee.

Eligibility for membership in the Council's Standing/Permanent Committee is limited to members of CEPP who are full or part-time employees at Texas A&M University and interested in educator preparation programming is eligible to become a Member of the Council's Working Group.

- a) Membership is open every January of each academic year.
- b) Membership shall be signified by a written email request to the Council's Secretary.



Section 2.1.2: Duties of Standing/Permanent Committee Members. Members have eligibility to:

- vote in all matters of the which may come before the membership;
- serve on the Council or any of the committees;
- attend all Member meetings as may be established by the Council.

CEPP carries out a vital role of accountability to TEA within the CEHD; it is a valued decision-making body for the educator preparation programs for the College. Consequently, all members of CEPP are expected to:

1. Be an EPP program leader or representative
2. Attend all meetings of the Council
3. Complete all assignments made by the Council chair
4. Respond promptly to all correspondence from the Chair, Secretary, and Associate Dean of Academic Affairs (or his or her designee)
5. Inform the Council's Secretary immediately of any change in points of contact
6. Forward any unique committee material to the committee chair at the end of a committee assignment
7. Keep program area and department stakeholders apprised of all Council updates
8. Uphold the University's core values and CEHD's mission and vision

Section 2.1.3: Voting of Members. Voting is limited to members of Council's Working Group who are employees and or program leaders within CEHD. Each CEHD member of the Council who coordinates or directs an educator certification /certificate area is entitled to one vote per program area for matters submitted to a vote at a meeting of members. Consequently, only members of the standing committee are members of the Council. In addition, program leaders whose degree program is housed outside of CEHD must defer their vote to the coordinating program within the CEHD. In addition, the field offices of CEHD one vote per department on matters of the Council. When called by the Chair, matters that require and immediate vote may transpire electronically (e.g. email or virtual meeting). The Secretary, Assistant Dean of Educator Preparation and School Partnerships, Assistant Dean for Undergraduate Affairs, and Associate Dean for Academic Affairs are non-voting, ad-hoc members of the Council.



Section 2.2: Non-Liability of Members. No member of this Council is, as such, individually liable for the debts, liabilities, or obligations of the Council.

ARTICLE 3: MEETINGS

Section 3.1: Quorum for Member Meetings. A quorum of the membership shall consist of those present who are eligible voting members of the Council. A simple majority of the Council members constitutes a quorum for the transaction of business at any meeting. If less than a majority is present at a meeting, the meeting may continue and agenda items may be discussed so long as no binding action is taken. A majority of the Council members present may also adjourn the meeting from time to time without further notice. A written proxy vote by a member for matters determined in advance of a Council meeting is allowed, subject to an agreed upon Council policy.

Section 3.2: Manner of Acting. The act of the majority of the Members present at a meeting of the Council shall be the act of the Members. Meetings of the Members of the Council shall be governed by “Robert’s Rules of Order” or such procedures as may be approved from time to time by CEPP leadership, insofar as such rules are not inconsistent with or in conflict with the values of CEHD, these Bylaws, or the mission of TAMU.

Section 3.3: Conduct of Council Meetings. The Chair shall conduct the meetings of the Council. In the absence of the Chair, meetings of the Council shall be presided over by the Vice-Chair or. In the absence of each of these persons a voting-eligible Council member, with one or more years of regular and consistent membership on the Council, shall conduct meetings.

Section 3.4: Regular Meetings. The Council’s Working Group meets on a regular basis throughout the academic year, and other times as needed. A minimum of two semester meetings shall be held by the Council - consistent with the University’s academic calendar; where at least half of the Council will be present based upon a poll of the members of the Council. Virtual meetings may be held in lieu of face to face meetings.

Section 3.5: Special Meetings. Special meetings of the Council may be called by or at the request of the Chair.

Section 3.6: Waiver of Notice. Notice of any Council meeting shall be delivered by electronic mail to each Council member at the member’s email address by the Council’s Chair or designee.



The attendance of a Council member at a meeting constitutes a waiver of notice of such meeting, except when a member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not democratically called or convened.

Section 3.7: Attendance. A Council member's failure to participate in at least two of the regular or special Council meetings within an academic year will result in a review of the member's continuing participation on the Council. Members who cannot participate in a Council meeting must provide advance notice to the presiding Chair. In the case of regular non-attendance without adequate justification, the Chair may bring this to the Council for decision and action.

ARTICLE 4: COMMITTEES

Section 4.1: Standing/Permanent Committees. For the purposes of conducting the business of the Council, the standing committee is the permanent legislative/decision-making body which maintains oversight of the Council.

Section 4.2: Sub Committee: This is a long-term working group that reports to the Standing//Permanent Committee and designed to address important issues related to their mandate. Members of the Subcommittee are K-12 stakeholders and occupy an appointed for two calendar years.

Section 4.3: Ad Hoc Committees. The Council shall have such other temporary or short-term committees or working groups as may from time to time be designated by resolution of the Council for any purpose consistent with the mission of the Council.

Section 4.4: Limitation on Powers of Committees. No committee shall have the power to amend the Bylaws of the Council or adopt a standard operating procedure on behalf of CEHD.

ARTICLE 5: COUNCIL LEADERSHIP

Section 5.1: General Powers. The business, property, and affairs of the Council shall be managed by CEPP leadership. The affairs of the Council shall be managed by the Chair, and directed by the Director of Educator Preparation and School Partnerships (DEPSP) - under the advisement of the Associate Dean for Academic Affairs in CEHD and the Assistant Dean of



Undergraduate Studies. The DEPSP is an appointed position and the Chair and Vice Chair are the two elected positions of the Council.

Section 5.1.1: Chair. The Chairperson of the Council will be a program leader of an educator preparation program within CEHD elected by the membership. The Chair is the chief executive of the Council, its principal spokesperson, and presiding officer for meetings. The Chair must ensure the continuous vitality of the Council and offer active attention and leadership toward fulfillment of the Council's mission. The term of the Chair's office is for two (academic calendar) years. Upon completion of his or her term, the Chair is not eligible for the Vice-Chair position. If a sitting Chair resigns from membership in the Council, or is ineligible to continue to the end of a term of service on the Council, she or he vacates the office of Chair in which case the Vice-Chair will assume the Chair's role.

Section 5.1.2: Chair's Role. The principal role of the Chairperson of CEPP is to manage, provide leadership, and act as the communicator for CEPP where appropriate. The Chairperson is the direct liaison between the CEPP and CEHD; through the Assistant Dean for Undergraduate Education and the Associate Dean of Academic Affairs. The concept of separation of the role of the Chairperson from that of the CEHD administration implies that the Chairperson should be an independent voice on behalf of CEPP and free from any interest which could interfere with the Chairperson's nonpartisan judgment. As the point of contact for the Council, the duties and responsibilities of the Chairperson are to:

1. Act as a liaison between CEHD leadership and the Council;
2. Provide independent advice and counsel to the Council;
3. Keep abreast generally of the activities of the CEPP and its management;
4. Ensure that the Deans are properly informed and that sufficient information is provided to enable them to form appropriate program decisions;
5. Establish the agendas for meetings of CEPP;
6. Act as convener and voting member at the meetings of CEPP;
7. Recommend an annual schedule of the date, time and location of CEPP meetings;
8. Review and sign minutes of CEPP meetings;
9. Sit on other Committees of CEPP where appropriate as determined by the Council;
10. Call special meetings of CEPP where appropriate.



Section 5.2: Vice-Chair. The Vice-Chair will be a program coordinator of an educator preparation program and shares the same responsibilities as the Chair for the vitality of the Council and is also eligible to serve as chair of any standing committee. The Vice-Chair is the Chair-Elect of the Council. The Vice-Chair shall perform such other duties as from time to time may be assigned by the Chair or by the Council. In the temporary absence of the Chair, the Vice-Chair shall perform the duties of Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. The term of office is for two academic years as the Vice-Chair/Chair-Elect, followed by two (academic calendar) years as Chair (ratified in an election).

In the event of the Chair's incapacitation or refusal to act, the Vice-Chair shall assume the office of Chair until the next regular election. At that time the Chair-Elect will formally become the Chair. If a sitting Vice-Chair resigns from membership in the Council, or is ineligible due to the end of a term of service, she or he vacates the office of Vice-Chair of the Council in which case the Council will elect a new Vice-Chair to complete the term from among the members of the Council.

Section 5.3: Election of Chair and Vice-Chair. There are two elected leadership positions: Chair and Vice-Chair. The Council elects the Chair and Vice Chair from among its own members during the last Council meeting of the academic year or as vacancies arise.

Section 5.4: Assistant Dean of Educator Preparation and School Partnerships (ADEPSP).

In addition to representing CEHD at all local, state, national and international meetings, the chief role of the ADEPSP is to direct and shape the vision of CEPP. In this way the ADEPSP works with educator preparation program leaders, advisory groups, field placement officers, Educator [Teacher] Certification Coordinator for the CEPP, and the Associate Dean for Academic Affairs to develop the most appropriate frameworks for program leaders in meeting the needs of education candidates. In this capacity, the ADEPSP:

- assists the many education program and certificate areas in the four Departments (Teaching Learning and Culture; Educational Psychology, Educational Administration and Human Development; and Health and Kinesiology) within CEHD, by providing recommendations and guidance in tackling grand curriculum challenges related to alignment, training needs, and program delivery to ensure certification compliance with Texas Administrative Codes.



- builds and maintains cogent practices that support productive school-university partnerships with local education agencies (LEAs) in a 35-mile radius within the state of Texas.

The ADEPSP is a full-time faculty member in CEHD, with an appointed position of four years, who reports to the Associate Dean for Academic Affairs. The ADEPSP is an ad hoc, non-voting member of CEPP.

Section 5.4: Secretary. The College Certification Officer also serves as the Secretary for the Council. The Secretary is responsible for the documentation and communication of the activities of the Council. The secretary is the primary administration officer of the Council and provides the links among the Council, members, and CEHD administration. Among the Secretary's tasks are to prepare agendas, control and distribute minutes, and receive and disseminate correspondence to and from the Council. The Secretary is an ad hoc, non-voting member of CEPP.

The specific duties include but are not limited to:

- Maintain records of the Council and ensure effective management records;
- Manage minutes of Council meetings, and ensuring minutes are distributed to members shortly after each meeting;
- Development of the agenda in consultation with other committee members and distribution prior to the meeting;
- Is sufficiently familiar with documents to note applicability during meetings;
- Ensure that the records of the Council are maintained as required and made available when required by authorized persons. These records may include founding documents, lists of committee members, Council meeting minutes, EPP certification data, and other official records.