Amended September 29, 1988; May 2, 1991;
January 23, 1996; October 19, 2000;
September 6, 2001; April 11, 2002;
Sept 11, 2003; Sept 9, 2004; March 8, 2012
H:B/COPTSP-POLICIES

FORT HAYS STATE UNIVERSITY

Council on the Preparation of Teachers and School Personnel

BYLAWS

ARTICLE I--Name

The name of this organization shall be the Council on the Preparation of Teachers and School Personnel.

ARTICLE II--Object

1. The Council serves as an advisory policy committee that advises and assists the dean of the College of Education and Technology in all phases of the teacher education program.
2. The Council develops policies for teacher education programs that are within the constraints of Board of Regents and university regulations and then submits them to the appropriate administrative agency for review and subsequent approval.
3. The Council develops and recommends policies for admission and retention in teacher education and student teaching.
4. The Council reviews and votes upon petitions requesting exceptions to teacher education requirements and policies.
5. The Council reviews all changes in curricula for the preparation of teachers and school personnel and makes recommendations for improvement in state-approved teacher education programs.
6. The Council provides leadership and assistance in conducting research in the field of education.
7. The Council recommends criteria for the initial teaching or school specialist license.
8. The Council works with and/or through public and private school personnel in attempting to resolve communication and professional problems.

9. The Council maintains accurate and complete records and cooperates fully with educational agencies seeking information about university teacher education programs.

10. The Council conducts, or causes to be conducted, follow-up studies of individuals who have graduated from the university teacher education programs.

ARTICLE III--Membership

Section 1. The Council on the Preparation of Teachers and School Personnel consists of twenty-eight members who hold office through appointment by the president of the university. Faculty representation includes fourteen members, student representation includes three members, public school representation includes three members, professional education association representation includes one member, and eight members are ex-officio (non-voting).

Section 2.

a. Faculty representation includes six from the College of Arts and Sciences, six from the College of Education and Technology, one from the College of Business and Leadership, and one from the College of Health and Life Sciences.

b. Student representation includes one upper division undergraduate whose major program leads to elementary licensure, one upper division undergraduate whose major program leads to secondary licensure and one graduate student enrolled in the College of Education and Technology.

c. Public school representation includes one practicing elementary teacher, one practicing secondary teacher, and one practicing "line" administrator, and one practicing elementary or secondary teacher representing a professional education association.

d. Ex-officio members are the Dean of the College of Education and Technology, Director of The Virtual College, Director of Career Services, Accreditation Coordinator, Director of Field Experiences, Provost, Education Licensure Specialist, and COET Data Manager/Webmaster.

Section 3. a. Faculty representation is determined as follows: (1) the Dean of the College of Arts and Sciences nominates two members from the area of humanities, two members from the area of social and behavioral sciences, and two members from the area of natural sciences and mathematics. These nominations are presented to the chair of the Council who in turn submits them to the president for approval and subsequent appointment to the Council; (2) the Dean of the College of Health and Life Sciences presents one nomination to the chair of the Council who in turn submits the name to the president for approval and subsequent appointment to the Council; (3) the Dean of the College of Education and Technology nominates one member from the Department of Educational Administration and Counseling, three members from the Department of Teacher Education, one member from the Department of Technology Studies, one member from the Department of Special Education; and (4) the Dean of the College of Business and Leadership nominates one member. These nominations are submitted to the president for approval and subsequent appointment to the Council.

b. Student representation is determined as follows: (1) the President of the Student Government Association nominates two undergraduates and presents their names to the chair of the Council. These nominations are submitted to the president for approval and subsequent appointment to the Council; (2) Chair of the Advanced Education Programs Department nominates one graduate student enrolled in the College of Education and Technology, and presents his/her name to the chair. This nomination is submitted to the president for approval and subsequent appointment to the Council.

c. Public school representation is determined as follows: the College of Education and Technology nominates one elementary teacher, one secondary teacher, one "line" administrator, and one member of a professional education association and presents their names to the chair of the Council. These names are submitted to the president for approval and subsequent appointment to the Council.

d. The ex-officio members of the Council are appointed by the president.

Section 4. Terms of Council Members

a. The terms of the members of the Council on the Preparation of Teachers and School Personnel shall be three years on a rotating basis beginning with First Academic Year Replacement List, then the Second Year and Third Year Replacement Lists.

b. The rotational method of membership on the Council shall be established and continued thereafter with appointment determined according to length of service on the Council.

First Academic Year Replacement List:

The College of Education and Technology list shall include one from the Department of Educational Administration and Counseling and one from the Department of Teacher Education. The College of Arts and Sciences list shall include one from Humanities and one from Natural Sciences and Mathematics. Additionally, there shall be one practicing elementary teacher and one practicing professional education association member.

Second Academic Year Replacement List:

The College of Education and Technology list shall include one from the Department of Teacher Education and one from the Department of Technology Studies. The College of Arts and Sciences list shall include one from Social and Behavioral Sciences and one from Natural Sciences and Mathematics. The College of Health and Life Sciences shall have one member and there shall be one practicing secondary teacher.

Third Academic Year Replacement List:

The College of Education and Technology list shall include two from the Department of Teacher Education (one from the business education program) and one from the Department of Special Education. The College of Arts and Sciences list shall include one from Humanities and one from Social and Behavioral Sciences. There shall be one practicing "line" administrator.

c. Ex-officio members of the Council are appointed annually by the president.

d. Students are appointed annually by the president.

e. The terms of the members of the Council shall begin at the opening of the fall semester.

f. Filling a vacancy

(1) In the event a vacancy occurs before the completion of a term, a successor shall be appointed by the president.

Section 5. Any member of the Council on the Preparation of Teachers and School Personnel may place an item on the agenda of the Council or may present a proposal for referral to a committee.

ARTICLE IV--Officers

Section 1. Number and Names of Officers

The officers of the Council on Preparation of Teachers and School Personnel shall be a chair, a vice-chair, and a secretary.

Section 2. Selection and Term of Office

a. The Dean of the College of Education and Technology shall serve as chair of the Council.

b. The Accreditation Coordinator shall preside as vice-chair and the College of Education and Technology Licensure Specialist shall serve as secretary to the Council.

Section 3. Duties of officers

a. The chair of the Council, or designee, shall (1) preside over all meetings, and (2) serve as licensure officer for the university.

b. The vice-chair of the Council shall perform the functions of the chair, licensure duties excepted, in the absence of the chair.

c. The secretary of the Council shall (1) circulate the agenda for each regular meeting at least seven days prior to the meeting, (2) keep the minutes, (3) distribute them to the members of the Council no later than one week prior to the next regularly scheduled Council meeting, (4) compile a list of persons seeking admission to teacher education and teaching for COPTSP approval, and (5) prepare an annual report to the provost and members of the Council, which shall be distributed prior to October 1 of each year.

Section 4. Committee on Committees

Within two weeks after the first meeting of the Council each year, the officers, meeting as a Committee on Committees, shall appoint the members of the standing committees, except the Executive Committee.

ARTICLE V--Meetings

Section 1. Regular Meetings

a. Regular meetings of the Council may be held monthly except during June, July and August.

Section 2. Special Meetings

a. Special meetings shall be called by the chair upon the request of the Executive Committee or the provost.

b. Special meetings shall consider only the issue for which they are called.

Section 3. Quorum and Majority

a. A quorum for the conduct of business shall be a majority of the members.

b. Council actions shall be determined by a majority vote -- except standing rules which require a two-thirds vote.

Section 4. Order of Business

The usual order of business for regular meetings shall be the following:

(1) Roll call

(2) Minutes of the previous meeting

(3) Announcements

(4) Chair's report

(5) Reports of standing committees

(6) Reports of special committees

(7) Unfinished business

(8) New business

(9) Adjournment

Section 5. Parliamentary Procedure

Roberts Rules of Order (revised edition) shall govern the meetings of the Council in all cases to which they are applicable and in which they are not inconsistent with these bylaws or the standing rules of the Council.

Section 6. Standing Rules

a. The Council on the Preparation of Teachers and School Personnel may, upon two-thirds vote of the Council adopt, amend, or repeal standing rules governing its operations.

b. A record of standing rules will be kept and made available, as are the bylaws.

ARTICLE VI--Committees

Section 1. Powers and Functions of Committees

a. Standing committees shall be responsible for recommending policies and actions on items referred to them for formulating recommendations, in the area of their responsibilities, for consideration by the Council on the Preparation of Teachers and School Personnel.

b. Standing committees of the Council may establish subcommittees as needed; these subcommittees may consult with other members of the faculty, members of the administration, or students.

c. Each standing committee and subcommittee shall elect its own chair and secretary.

d. Each committee shall submit written reports of its recommendations to the Council Secretary, who shall put them in the agenda.

e. A majority of committee members shall constitute a quorum for meetings.

Section 2. Standing Committees

a. The Executive Committee

(1) The Executive Committee shall consist of the chair, secretary of the Council, and chair of the other standing committees.

(2) The Executive Committee shall:

(a) receive proposals,

(b) provide liaison between the Council and other agencies of the university.

b. The Policy and Review Committee

(1) The Policy and Review Committee shall consist of at least four members.

(2) It shall be concerned with all policies and practices related to the preparation of teachers and school personnel.

c. The Admission and Retention Committee

(1) The Admission and Retention Committee shall consist of at least seven members.

(2) It shall be concerned with policies and practices related to admissions and retention of students who enter teacher education and subsequently apply for student teaching assignments.

(3) It shall screen all appeals for admission to teacher education and submit their names to the Council for approval.

(4) It shall develop and recommend to the Council forms for admission to teacher education and student teaching.

(5) It shall review and make recommendations on waiver applications.

d. The Licensure Committee

(1) The Licensure Committee shall consist of at least three members.

(2) It shall be concerned with the development of criteria that is to be applied for a recommendation for the initial teaching or school service license.

(3) It shall review applications for initial teaching or school service licensure that fall outside the standard requirements.

e. The Follow-up and Placement Committee

(1) The Follow-Up and Placement Committee shall consist of at least three members.

(2) It shall make recommendations for improving present placement and follow-up practices for graduates.

(3) It shall make or cause to be made periodic follow-up studies of graduates in the field of education.

f. The Curriculum and Research Committee

(1) The Curriculum and Research Committee shall consist of at least four members.

(2) It shall be concerned with curricula for the preparation of teachers and school personnel and make recommendations for improvement.

(3) It shall make periodic reviews of the state-approved programs in teacher preparation and school personnel and review all proposals for change in these programs.

(4) It shall promote research relating to teacher education and school personnel.

g. The Graduate Committee

(1) The Graduate Committee shall consist of at least four graduate faculty members.

(2) It shall be concerned with policies and practices related to graduate licensure programs in the Education Unit.

Section 3. Appointment Power of the President of the University

Nothing in these bylaws shall be taken to limit the power of the president of the university to appoint committees to assist or advise him in any matter.

Section 4. Committee Appointment Procedure

(a) Within one week after the first meeting of the Council on the Preparation of Teachers and School Personnel, all members of the Council shall submit to the chair any requests they have for appointments to committees.

(b) Each Council member, except the chair of the Council, shall serve on at least one standing committee.

(c) The chair of the Council shall announce committee assignments not later than three weeks after the first meeting of the Council and shall, at the same time, designate a temporary chairman of each committee to preside over its organizational meeting.

ARTICLE VII--Ratification and Amendment

Section 1. Ratification

These bylaws shall be ratified at the moment of their approval by two-thirds of the entire Council membership and by the president of the university.

Section 2. Amendment

a. An amendment to these bylaws may be proposed by a majority vote of the entire Council membership.

b. A proposed amendment shall be ratified by a two-thirds vote of the entire Council membership.

FORT HAYS STATE UNIVERSITY

Council on the Preparation of Teachers and School Personnel

Standing Rules

Standing Rule #1: Major and Teaching Field Programs

The Council approves major and teaching field programs, for students preparing to be teachers, presented by the several academic departments.

Standing Rule #2: Time Limits for Applications

The Council determines the time limits for applications that are received for admittance to teacher education and student teaching.

Standing Rule #3: Board of Appeals

The Council serves as a Board of Appeals for any student denied admission to teacher education, admission to or removal from student teaching, or a recommendation for a state teaching license.

Standing Rule #4: Committee Proposals to be Considered at Council Meetings

Committee reports to be brought before the Council for action at that meeting must be submitted to the Council before or at said meeting in typed form.

Standing Rule #5: Rule on Council Committee Records

Each standing committee shall have a secretary who shall maintain a record of committee meetings. These records shall include attendance, motions and actions of the committee, and the secretary shall send copies of these records to the Council chair or secretary.

Standing Rule #6: Rule on Deposit of Minutes

It shall be the responsibility of the Council secretary to receive and deposit in the Dean of the College of Education and Technology's office the minutes of the meetings of both the Council and its standing committees.