

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 the University's professional education programs.

III. FUNCTIONS

- A. Make recommendations to appropriate units and personnel regarding academic programs, policies, and regulations pertaining to Western Kentucky University professional education courses and programs
- B. Review, discuss, and vote on curricular proposals submitted by professional education programs within the university
- C. Establish and implement policies and standards for clinical experiences
- D. Establish and implement policies and standards for admission to professional education
- E. Establish and implement policies and standards for admission to student teaching
- F. Review and recognize that candidates meet requirements for admission to professional education and student teaching
- G. Review reports regarding programs leading to certification by Kentucky's Education Professional Standards Board
- H. Review annual continuous improvement data regarding professional education programs
- I. Monitor student progress (e.g., student teaching, internships, and other field experiences) toward program completion
- J. Hear and make decisions on student appeals regarding admission to and continuance in the university's professional education programs, and hear appeals of decisions to dismiss students from programs leading to certification by Kentucky's Education Professional Standards Board
- K. Establish subcommittees as needed for accomplishing the work of the PEC

IV. COMPOSITION OF THE PROFESSIONAL EDUCATION COUNCIL

A. **Ex-officio Members** (non-voting)

1. Associate Dean or other college faculty member or administrator whose responsibilities include oversight for Kentucky's Education Professional Standards Board (EPSB) approved programs and/or coordination of accreditation requirements.

B. **Elected Faculty Members** (voting)

1. Each program leading to certification by Kentucky's Education Professional Standards Board (EPSB) may elect one faculty representative. A "program area" is defined as a content area in which an EPSB-approved graduate and/or undergraduate major is offered. Should a program area choose not to elect a representative for a two-year term, then that seat is considered vacant, and that vacancy does not count towards the overall voting membership of the Council. This vacancy would last until the end of the academic year and then the program area may reconsider their seat.

2. The chair will maintain an annually updated list of EPSB approved programs. The program list will be posted to the PEC website.

C. **Advisory Members** (non-voting)

1. Dean of the College of Education and Behavioral Sciences and/or the EPSB Certification Officer
2. Director of the School of Teacher Education or designee
3. Director of the School of Leadership and Professional Studies or designee
4. Director of the Office of Professional Educator Services
5. Dean of the College of Health and Human Services or designee
6. Dean of Potters College of Arts and Letters or designee
7. Dean of Ogden College of Science and Engineering or designee
8. Representative from the Office of the Registrar
9. Education student(s) invited by the chair to attend at least one time per semester to provide feedback to the council for continuous improvement.

The EPSB Certification Officer/CEBS 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 on the Monday that is three weeks before Labor Day and ends on the Friday after the spring grade submission deadline. 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. There are no term limits.

VI. OFFICERS OF THE PROFESSIONAL EDUCATION COUNCIL

- A. **Chair:** Associate Dean or other college faculty member or administrator whose responsibilities include oversight for Kentucky's Education Professional Standards Board (EPSB) approved programs and/or coordination of accreditation requirements.
- B. **Vice Chair:** The PEC membership shall elect a vice chair from among the council faculty.
- 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

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. REVISIONS TO BYLAWS

Revisions to the Bylaws of the Professional Education Council require two readings and a two-thirds majority vote of the membership for adoption. Bylaws must be reviewed every three years.

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 create the agenda. The chair will maintain an annually updated list of EPSB approved programs and coordinate with departments to fill program area vacancies.
2. Vice Chair: The Vice Chair shall preside at the meetings of the Professional Education Council in the absence of the Chair and shall assume other duties at the request of the Chair. The vice chair will serve as curriculum approver in the university curriculum system (Course Leaf).
3. Secretary/Recorder: The Secretary/Recorder shall be responsible for keeping the minutes for all meetings, working with the dean's office to post minutes to the PEC website and assist the chair with communications to the membership.

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 during the academic year as defined by the Faculty Handbook. Exceptions may be made for holiday periods and years when grades are due prior to the second Wednesday in May. 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 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 the 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. Consistent with the Standard Code of Parliamentary Procedure, a visitor must be recognized by the chair to speak at meetings.

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 discussed, 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 discussed, 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 previous Friday at 12:00 PM. The agenda and the minutes of the previous meeting shall be distributed to Professional Education Council members by the Monday prior to the meeting.

8. Alternates: A member who cannot attend a meeting is responsible for designating another representative in the member's department (or unit) to attend and vote in the member's place. The member should provide the alternate with agenda materials. Members or alternates 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 an alternate may be removed from the council 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.

Bylaw Approval Timeline

Revision approved 04/09/25

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