

**WEBER STATE UNIVERSITY  
UNIVERSITY COUNCIL FOR TEACHER EDUCATION  
Current Bylaws Approved October 18, 2007**

**ARTICLE 1: MISSION STATEMENT**

The University Council for Teacher Education (UCTE) serves as the coordinating council for shared teacher education licensure programs university-wide. UCTE approves curriculum and program related policies for the shared licensing programs; its members are liaisons to their colleges and departments regarding information related to teacher education.

Definition: Shared programs have multiple departments responsible for providing required core course work, field experience, and supervision of students working toward licensure in undergraduate secondary education degree programs recognized by the Utah State Office of Education.

**ARTICLE 2: ORGANIZATIONAL GOVERNANCE STRUCTURE**

UCTE is as an administrative standing committee under the Office of Academic Affairs. Members are selected from teacher education faculty in colleges offering teacher education licensure programs. Co-chairs for UCTE are the Dean of the Moyes College of Education and an elected member of the Council. Each represented college will have a teacher education council that will be facilitated by the Dean of the respective college.

**ARTICLE 3: RESPONSIBILITIES**

UCTE has the following three primary responsibilities:

1) Curriculum and Program Related Policy Approval for Shared Licensure Programs

- Study, recommend, and approve substantive curriculum proposals
- Provide recommendations and policies for the placement and evaluation of student teachers
- Assist in the accreditation of teacher education licensure programs
- Assist with assessments, surveys, and studies related to various aspects of teacher education
- Promote greater coordination and cooperation among programs
- Review for possible approval program additions and deletions that impact teacher education.

2) Information Sharing with Colleges and Departments

- Develop processes and channels by which materials and information relevant to teacher education can be disseminated
- Discuss educational theories and best practices related to teacher preparation

- Discuss issues and concerns regarding the preparation of teachers
- Members will report actions and discussions of UCTE in their respective college teacher education council
- Host meetings that include all members of the campus teacher education faculty and/or district personnel as needed.

### 3) Advisory

- Review the outcomes assessment processes and provide information and recommendations to individuals involved in teacher education
- Provide feedback, suggestions, and ideas related to other non-shared, non-licensure education programs as invited to do so.

## **ARTICLE 4: MEMBERSHIP**

UCTE shall be composed of fourteen members. Faculty members shall serve a three year term with the option of being reappointed. The School District representative and the Education Student Senator will serve a one year term. Membership for the School District Representative will rotate yearly through the surrounding districts. Terms will be staggered so new and continuing members are present every year. Members from each college shall be selected by the Dean of the respective college:

- College of Education (2)
- College of Arts and Humanities (2)
- College of Science (2)
- College of Social and Behavioral Sciences (2)
- College of Applied Sciences and Technology (1)
- School District Representative (1)
- Education Student Senator (1)
- Dean of the College of Education —Ex-officio, non-voting (1)
- Teacher Education Department Chair —Ex-officio, non-voting (1)
- Academic Affairs—Ex-officio, non-voting (1)

## **ARTICLE 5: COMMITTEE CO-CHAIRS**

The co-chairs shall perform the following duties:

- Preside at the meetings of the Council
- Prepare the official agenda for the Council meetings
- Call regular and special meetings of the Council
- Make decisions on parliamentary and procedural questions of the Council
- Transmit actions of the Council to the appropriate components of the University including: Academic Affairs, President’s Council, Deans’ Council, Board of Regents, and others.

## **ARTICLE 6: COUNCIL ASSISTANT**

The assistant will be appointed by the Dean of the Moyes College of Education from outside the membership of the Council. The assistant shall perform the following duties:

- Assist co-chairs in the preparation and distribution of the agenda and any attachments to council members for all meetings.
- Record, compile, and distribute to minutes to the members of the Council and Deans of respective colleges
- Keep archives of the minutes and other official documents of the Council
- Schedule the meeting room.

## **ARTICLE 7: MEETINGS**

Regular and special meetings will be conducted as follows:

- Quorum of 6 of the 11 voting members will be needed to vote on action items requiring a majority vote to approve
- Meeting will be conducted by Roberts Rules of Order
- Regular meetings will be scheduled each month on the same day and time whenever possible
- The time and place of the regular meetings shall be determined by the co-chairs
- Special meetings of the Council may be called by the Co-chairs as needed.

## **ARTICLE 8: COMMITTEES OF THE COUNCIL**

The Council may establish ad hoc committees for specific tasks as needed.

- Members of the task force committees may be composed of members of the current UCTE as well as additional members from the university and public sectors
- All task force committees shall present reports of business to the Council.