

Passed unanimously by CPC on 11-12-15

INSTRUMENT OF GOVERNANCE OF THE UNCG COLLABORATIVE FOR EDUCATOR PREPARATION

The Collaborative for Educator Preparation was developed in 1993 (as the Teachers Academy) to strengthen a university-wide approach to the education of teachers and other school personnel. It serves as the organizational umbrella for all professional education preparation programs on campus, including BK-12 teachers, school librarians, administrators, counselors, and school social work. Its central purposes are promoting and coordinating quality professional education and maintaining a professional community among faculty, both within and outside the School of Education.

Statement of Purpose

The Collaborative for Educator Preparation seeks to establish a climate for quality education of teachers and other school personnel on a campus that is committed to a university-wide approach. For UNCG, it has the potential to foster the balance needed between program diversity and a sense of community and purpose among all faculty and administrators involved with the education of teachers and other school personnel.

Responsibilities

The Collaborative for Educator Preparation oversees

- policies and practices of professional education programs at UNCG;
- accreditation and DPI reviews in conjunction with the SOE Director of Assessment
- dissemination of information about North Carolina State Department of Public Instruction (SDPI) licensing requirements; and
- the administration of school-university partnership activities related to USTEP funding.

Organizational Structure

The Collaborative for Educator Preparation includes (a) a Council of Program Coordinators (CPC) that represents all professional education programs on the UNCG campus, (b) an Executive Council that includes representatives from the units on campus, and (c) an Advisory Board consisting of members from the 15 school districts that constitute the Piedmont Triad Educational Consortium (PTEC) and (d) a Leadership Council that includes representatives of all units, of both teaching and non-teaching programs, and school partners. The Director of the Collaborative for Educator Preparation is also the Chair of the Council of Program Coordinators and reports to the Dean of the School of Education.

Collaborative for Educator Preparation Council of Program Coordinators (CPC)

Statement of Purpose

The Council of Program Coordinators acts as the policy-making body of the Collaborative for Educator Preparation, including developing policy related to the implementation and assessment of professional teacher education programs.

Responsibilities:

The Council of Program Coordinators:

- develops and approves policies related to the practice of preparing professional educators;
- engages in professional development for faculty as a means of creating and maintaining community among professional educators as well as informing faculty of current issues and research related to the professional preparation of educators;
- takes up other initiatives as directed by the Executive Council or the Dean of the School of Education.

Organizational Structure

All programs involved in the preparation of teachers, principals, and other school personnel have a representative on the CPC. Programs with more than 10 continuing faculty (e.g., clinical faculty on contracts, tenure earning or tenured) are entitled to two voting representatives. The Chair of the Council of Program Coordinators is the Director of the Collaborative for Educator Preparation.

Meetings and Procedures:

The Council of Program Coordinators meets, at a minimum, twice a year, once in the fall and once in the spring semester. At these meetings, major policy and programmatic issues are presented, discussed, and approved by vote.

Motions for Consideration:

A motion for consideration and a second may be made from the floor at a called CPC meeting. In addition, the Executive Council or Leadership Council may recommend a motion for consideration.

Quorum:

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The CPC will conduct business at regularly called meetings. If a member calls for a quorum when an item of business is discussed, then a quorum must be present to consider that item of business. A quorum shall consist of 50% + 1 representatives.

Voting:

Voting on motions may occur at a CPC meeting by voice or secret ballot, or through electronic means.

Committees:

The Council of Program Coordinators mainly operates as a committee of the whole with the exception of the Appeals Committee, which is elected annually. Ad hoc committees may be developed (either appointed or with volunteers) as the need arises. The appointment of ad hoc committees will be approved either by the Director of the Collaborative for Educator Preparation or the CPC.

The Director of the Collaborative for Educator Preparation, or designee, will chair any ad hoc committees. The SOE Associate Dean for Academic Affairs and Student Services and will serve as ex officio member of all committees.

Appeals Committee:

The Collaborative for Educator Preparation Appeals Committee adjudicates student appeals following procedures established in the Collaborative for Educator Preparation Professional Improvement Plan (PIP) policy. The Associate Dean for Academic Affairs and Student Services chairs the Appeals Committee. Members are elected every Spring.

Amendments to the Collaborative for Educator Preparation Instrument of Governance:

The Collaborative for Educator Preparation Instrument of Governance may be amended by majority vote. A program representative with a second or the Executive Council or Leadership Council can propose amendments. Members of the Council of Program Coordinators must receive a copy of the proposed amendment(s) ten calendar days before the vote may occur.

Adoption of the Instrument of Governance:

Date: Nov. 12, 2015

Director of the Collaborative for Educator Preparation

Christina K. O'Connor

Date: Nov. 12, 2015

Interim Dean of the School of Education:

Randall Penfield