Teacher Education Committee (TEC)

Operating Procedures Document

Section 1: Teacher Education Committee (TEC)

This Committee shall function as the major advising body for all teacher education policies and programs at Brenau University by:

A. Safeguarding the institutional philosophy for teacher education in concert with current national and state standards and practices.
B. Monitoring teacher education policies and program practices for conformity to institutional philosophy, state and national standards, and responsiveness to educational needs.
C. C. identifying and encouraging use of the most effective approaches to teacher education.

Section 2: Membership of the Teacher Education Committee

The composition of the Teacher Education Committee shall be all directors/chairs/associate deans/dean/faculty of teacher education programs at Brenau University which specifically prepare students for instructional licenses. Graduate programs will be included in the Teacher Education Committee as a standing subcommittee. In addition, there shall be one representative from each college in which subject content courses are taught, and two student representatives from the College of Education. The Dean of the College of Education of Brenau University or his/her appointee shall serve as a non-voting convener (hereafter referred to as the “convener”) for the body and through that office provide all support for communications, documentation and minutes of proceedings. In addition to the Brenau University representatives, the following will be added:

A. Gainesville City Schools:
   a. Central Office (1)
   b. High School Principal (1)
   c. Middle School Principal (1)
   d. Elementary School Principal (1)
   e. Teacher of the Year

B. Hall County Schools
   a. Central Office (1)
   b. High School Principal (1)
   c. Middle School Principal (1)
   d. Elementary School Principal (1)
   e. Teacher of the Year
Individuals will serve for one academic year on this by invitation of the Dean of College of Education or his/her appointee and be eligible to serve for three consecutive years by invitation.

Section 3: Alternates, Proxies and Maintenance of Membership

By April 15 of each year, the chairperson of each department offering teacher preparation programs shall be requested to provide to the Dean of College of Education or his/her appointee, in writing, the name of the faculty member who shall be serving as a committee member for the following academic year.

At least one week in advance of the first regularly-scheduled meeting for each semester, each chairperson shall submit in writing to the convener the name of one person to serve as alternate for the semester. The alternate must be from the constituency the member represents and be a member of the Brenau University full-time faculty.

A committee member who is unable to attend a regularly scheduled meeting of the TEC must inform the Dean of the College of Education or his/her appointee in advance of the meeting. Only the alternate may serve as proxy. Members may have proxies serve at special meetings.

By action of the TEC, two consecutive unexcused absences from regularly-scheduled meeting shall result in a letter being directed to the chairperson the absentees’ college, requesting assistance in securing representation, including possible appointment of another representative. Absences from special meetings shall not be counted in the total academic year (fall through spring terms). In instances of a vacated membership, a new member shall be appointed to serve the remaining portion of the term.

Section 4: Meetings

a. Regular Meetings

The regular meetings of the TEC shall be held on the 2nd week of the second session (fall and spring terms) during the academic year of the Brenau University calendar. Specific times and locations of regular meetings shall be communicated in writing to all members prior to each meeting.

b. Special Meetings

A special meeting of the TEC may be called at a designated time by the convener or by a petition signed by five members of the committee. The specific times and
locations of special meetings shall be communicated in writing at least five school days prior to the special meeting.

c. Conducting Business

All business of the TEC during both regular and special meetings is open to the Brenau University community and shall be conducted in accordance with the following operating procedures:

1. A quorum for conducting business shall consist of a simple majority of the members of the TEC.
2. The meeting shall follow a written agenda provided to each member in advance of the meeting. Additional agenda items shall be accepted at the opening of the meeting with approval of the TEC members.
3. The latest edition of Roberts’ Rules of Order shall be the governing rules of the TEC, except where those rules are altered by this Constitution or by-laws.
4. The convener of this Committee shall be the Dean of the College of Education at Brenau University or his/her appointee. The members of the TEC shall designate a committee member to act as chair in case of the absence of the convener. The convener is responsible for all communication and distribution functions of the TEC. The convener shall be responsible for initiating the transaction of all business pertaining to the TEC and the distribution of information about all aspects of teacher education.
5. The convener may designate a parliamentarian of his/her choice to advise the convener on the points of order during the meetings.
6. Minutes of all TEC meetings shall be kept by the convener and sent in writing to all members within ten school days following the meeting.

Section 5: Amendments, Revisions to the TEC Operating Document

Section 1: Ratification

Ratification of this document and of amendments and revisions shall require two-thirds vote of the members present and voting at the advertised ratification meeting of the TEC.

Section 2: Amendments and Revisions

Proposed amendments and revisions shall be submitted in writing to the TEC convener (by a minimum of five members) who shall distribute them to the Committee members one meeting before they are brought back for action by the TEC. Ratification of this document and of amendments and revisions shall require two-thirds vote of the entire membership of the TEC.

Section 3: Effective Date of Document
Upon ratification of this document, all provisions of same shall immediately become binding on the TEC.

Section 6: Ad hoc Committee

Ad hoc committees shall be created by action of the TEC as specific needs and issues arise. The committees shall be comprised of all full-time College of Education faculty and members of the TEC with respect to representation to the group which is affected by the issue and all teacher education programs at the University.