

Texas Woman's University University Regulation and Procedure

Regulation and Procedure Name: Council for Educator Preparation

**Regulation and Procedure
Number: URP: 02.110**

Policy Owner: Academic Affairs

POLICY STATEMENT

The Council for Educator Preparation (“CEP”) is responsible for reviewing and making recommendations on matters affecting the University’s educator preparation programs. Its purpose is to promote excellence in all educator preparation programs and to support compliance of the programs with professional standards, including those of specialized professional associations, accrediting agencies, accountability and certification standards, the State Board for Educator Certification, the State Board of Education, the Texas Higher Education Coordinating Board, and the Texas Education Agency.

APPLICABILITY

This policy is applicable to TWU Students, Faculty, Staff, and Guests.

DEFINITIONS

None

REGULATION AND PROCEDURE

I. Responsibilities

The Council for Educator Preparation recommends actions regarding the development, implementation, coordination, evaluation, and revision of undergraduate and graduate educator preparation programs and policies at TWU to the next level of University governance. The CEP’s responsibilities include the following:

A. Communication

The CEP is a forum for disseminating and discussing information related to educator preparation from external agencies, bodies, and professional associations, particularly in regard to required rules, regulations and

policies of state and federal agencies as they impact educator preparation programs. The CEP also actively participates in meetings of the University's state-mandated external Educator Preparation Advisory Committee ("EPAC") and considers input and recommendations from the EPAC.

B. Curriculum and Programs

The CEP reviews and recommends actions on proposed programs and/or program changes related to professional education curriculum, issues, and standards. This review facilitates communication and implementation of educator preparation and standards across the university.

C. Students

1. Admissions

The CEP systematically reviews and makes recommendations on university-wide admissions criteria and procedures for educator preparation programs leading to state certification.

2. Recruitment

The CEP reviews and makes recommendations regarding efforts, strategies, and activities to recruit diverse, high-quality students for educator preparation programs.

3. Retention

The CEP recommends strategies, policies and/or procedures regarding the retention of students in educator preparation programs.

II. Committee Organization

The Council for Educator Preparation shall elect a chair and a vice-chair to serve two-year terms. The CEP accomplishes its responsibilities through the work of the following committees:

A. Executive Committee

1. The Executive Committee consists of the CEP Chair, Vice-Chair, and members of the standing committees. Ex Officio members

are the Dean and Associate Dean of the College of Professional Education.

2. This committee is responsible for:
 - a. Planning the agenda for Council meetings;
 - b. Recommending members of the standing committees to the CEP;
 - c. Discharging other duties assigned to it by the CEP.

B. Field Experiences and Clinical Practice Committee

This committee is responsible for reviewing and making recommendations to the CEP in regard to:

1. Policies and procedures for the placement of students in appropriate field experience and clinical sites;
2. The development and implementation of high quality clinical and field experiences;
3. Procedures related to the evaluation of
 - a. Candidates in field experience and clinical sites,
 - b. Field experience and clinical site supervisors, mentors and cooperating teachers,
 - c. The appropriateness and effectiveness of field experiences and clinical sites.

C. Academic Programs Committee

This committee is responsible for reviewing and making recommendations to the CEP in regard to:

1. Requirements for specific certificate programs;
2. Professional education courses related to professional education degrees/certifications;
3. Proposals for new programs or revision of existing programs.

D. Education Student Affairs Committee

This committee is responsible for reviewing and making recommendations to the CEP in regard to:

1. Policies and procedures for ensuring diversity among educator candidates;
2. Candidate admission to professional education;
3. Procedures and strategies for recruitment and retention of educator candidates;
4. Dispositions of professional education candidates.

III. Representation

- A. The membership of the CEP consists of 22 voting representatives. Faculty representatives are appointed by the Deans of the appropriate colleges in consultation with the respective departments. In addition, the CEP appoints two student representatives. Membership is apportioned among the colleges which have educator preparation programs based on each college's percentage of students admitted to the Teacher Education Program in an academic year, based initially on the 2015-2016 academic year. Reapportionment is made every three years, and is based on the number of students admitted to the Teacher Education Program the previous academic year. Members serve three-year staggered terms. Beginning in fall 2017, representation on the Council for Educator Preparation is apportioned as follows:

Representation Role	Number of Representatives
Professional Education	12 (60%)
Arts and Sciences	6 (30%)
Health Sciences	2 (10%)
Students	2 (1 graduate, 1 undergraduate)
TOTAL	22

B. Representatives from the following areas may participate in the CEP as ex-officio members:

1. College Deans; Graduate School; Undergraduate Studies & Academic Partnerships; Institutional Research and Data Management; Student Life; Enrollment Services; Academic Assessment; Library; Pioneer Center for Student Excellence; Pioneer Center for Faculty Excellence, COPE Office of Student Support Services, and COPE Professional Development Center.
2. Ex-officio members are non-voting members whose work may be affected by the actions of the council, or who could provide helpful input to the council. Representatives from other university entities may attend/participate as ex-officio members upon approval of the council.

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

REFERENCES

None

FORMS AND TOOLS

None

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