

**Policy Number/Title:** 1.2.1.07 Educator Preparation Committee  
**Effective Since:** 04/01/2018  
**Last Revision Approved:** 04/01/2018  
**Responsible Office:** Faculty Conference; Academic Affairs

---

### **1. Scope:**

All courses which impact educator preparation programs.

### **2. Definitions:**

This section was intentionally left blank.

### **3. Policy:**

The Educator Preparation Committee is an interdisciplinary committee of University and community representatives who assemble to review, analyze, and provide input on all aspects of the Educator Preparation Program at Winthrop University. The Educator Preparation Committee has the unique responsibility to ensure the integrity of the Educator Preparation Program in a manner that benefits South Carolina's learners as well as the profession of education.

### **4. Procedures:**

## **THE EDUCATOR PREPERATION COMMITTEE BYLAWS**

### **Article I – Name and Purpose**

The Educator Preparation Committee is an interdisciplinary committee of University and community representatives who assemble to review, analyze, and provide input on all aspects of the Educator Preparation Program at Winthrop University. The Educator Preparation Committee has the unique responsibility to ensure the integrity of the Educator Preparation Program in a manner which benefits South Carolina's learners as well as the profession of education.

### **Article II – Membership**



Section 1 The Educator Preparation Committee shall consist of:

- Five elected faculty members representing five of the programs in the Richard W. Riley College of Education,
- Three elected faculty members from the College of Arts and Sciences representing three different departments engaged in the Educator Preparation Program,
- Two elected faculty members from the College of Visual and Performing Arts engaged in the Educator Preparation Program,
- An elected faculty representative of the Library,
- An undergraduate student enrolled in and admitted to the Educator Preparation Program,
- One graduate student enrolled in a graduate degree program in Educator Preparation,
- A local representative from either the South Carolina Education Association (SCEA) or the Palmetto State Teacher's Association (PSTA),
- A school-level administrator,
- A public school teacher,
- The Dean of the Richard W. Riley College of Education,
- The Dean of the College of Arts and Sciences,
- The Dean of the College of Visual and Performing Arts,
- The Director of the Institute for Educational Renewal and Partnerships,
- The Director of Student Academic Services, and
- A district-level administrator appointed by the Dean of the Richard W. Riley College of Education.

Section 2**Election and Appointment of Members.** The members of the Committee shall be elected or appointed in the following manner.

Faculty representatives shall be elected by their peers for three-year terms. Methods of election shall be determined by their respective units.



The undergraduate student representative shall be appointed by the Chair of the Council of Student Leaders. The Richard W. Riley College of Education shall provide a list of recommended undergraduate students in the Educator Preparation Program. The graduate student representative shall be appointed by the Dean of the Graduate School. The Richard W. Riley College of Education shall provide a list of recommended graduate students in the Educator Preparation Program. Students shall be appointed to serve one-year terms.

After consultation with appropriate representative bodies, the Dean of the Richard W. Riley College of Education shall appoint all off-campus representatives. Appointments shall be for three-year terms.

All committee members shall be voting members. Members shall be elected or appointed on staggered terms.

### **Article III –Officers and Staff**

**Section 1 Officers.** The Dean of the Richard W. Riley College of Education shall appoint the Chair of the Committee from the elected faculty representatives.

**Section 2 Staff.** The Dean of the Richard W. Riley College of Education shall be responsible for providing support staff to the Committee.

### **Article IV –Responsibilities**

**Section 1** The Committee shall conduct an ongoing oversight of all aspects of the Educator Preparation Program, including review of all accreditation reports and regulatory procedures regarding the Educator Preparation Program.

**Section 2** The Committee shall provide a forum for the discussion of critical issues concerning the preparation of teachers and stimulate and encourage new program development.

**Section 3** The Committee shall oversee, evaluate, and approve the Educator Preparation Program's model at Winthrop University.

**Section 4** The Committee shall evaluate the overall Educator Preparation Program and identify weaknesses and needs.

**Section 5** The Committee shall receive and review regular follow-up studies of graduates from the Educator Preparation .

**Section 6** The Committee shall serve as an appeals body for students seeking exceptions



to requirements, policies, and procedures regarding the Educator Preparation Program.

Section 7 The Committee shall make recommendations to the faculty, academic departments, the Academic Council, the Deans, the Vice President for Academic Affairs, and/or the President of Winthrop University on issues pertaining to the Educator Preparation Program.

#### **Article V – Standing Subcommittees**

Section 1 The Educator Preparation Committee shall have two standing subcommittees of its members, chaired by elected faculty. The subcommittees shall present regular reports to the Educator Preparation Committee.

Section 2**The Appeals Subcommittee.** The Appeals Subcommittee shall be responsible for hearing appeals by students seeking exceptions to the requirements, policies, and procedures of the Educator Preparation Program and for making recommendations to the Dean. Reports from the committee may be reviewed by the Educator Preparation Committee.

The Appeals Subcommittee is appointed by the Dean of the Richard W. Riley College of Education. The subcommittee shall consist of:

1. The Director of Student Academic Services, Richard W. Riley College of Education;
2. Five faculty members, including three Richard W. Riley College of Education faculty, one from Visual and Performing Arts, and one from the College of Arts and Sciences; and
3. One public school representative.

Section 3**The Curriculum Subcommittee.** The Curriculum Subcommittee shall be responsible for reviewing all curriculum matters to determine whether or not changes are substantive and should be reviewed by the Educator Preparation Committee. Curriculum action — such as number, title, and other such changes that do not impact Educator Preparation programs—shall be sent forward to the Committee on University Curriculum or to Graduate Council. Curriculum matters judged by the Curriculum Subcommittee to be substantive shall be reviewed and placed on the Educator Preparation Committee agenda. The Curriculum Subcommittee members shall be appointed by the Chair of the Educator Preparation Committee and shall be the following:

1. One elected faculty member from the College of Arts and Sciences,
2. One elected faculty member from the Richard W. Riley College of Education,



3. One elected faculty member from the College of Visual and Performing Arts,
4. One faculty member-at-large, and
5. One public school representative.

Alternates from the three designated Colleges shall be appointed so that all three Colleges shall be represented if a regular subcommittee member cannot attend a meeting.

The subcommittee Chair shall be appointed by the Chair of the Educator Preparation Committee. Members shall be appointed for staggered terms.

#### **Article VI – Process for Proposals**

The Educator Preparation Committee shall receive and review all proposals regarding the Educator Preparation Program from the Deans of the Colleges or the Academic Council in accordance with University procedures. The Educator Preparation Committee shall make recommendations directly to the Dean of the Richard W. Riley College of Education. The Dean shall review the Educator Preparation Committee's recommendation and make a recommendation regarding the impact of the changes on the Educator Preparation Program, certification standards, accreditation standards, and Winthrop's Educator Preparation Program model.

The recommendations of the Educator Preparation Committee shall be sent with the Dean's recommendation to the Committee on University Curriculum, the Academic Council, or the Graduate Council for action. All recommendations and actions of the Educator Preparation Committee may be reviewed by the Academic Council and/or Graduate Council and their respective faculty conferences.

#### **Article VII – Quorum**

A quorum of the Educator Preparation Committee shall consist of:

1. The Chair of the Educator Preparation Committee (faculty representative);
2. Four elected Winthrop University faculty representatives;
3. One off-campus representative;
4. One elected representative from the College of Arts and Sciences or the College of Visual and Performing Arts; and



5. The Dean of the Richard W. Riley College of Education, the Director of Student Academic Services, or the Chair of the Center for Pedagogy.

**5. Resources:**

This section was intentionally left blank.

**6. History of Revisions:**

04/08/2018	Minor Revision
01/01/2017	Policy first established

**7. Approvals:**

Responsible Officer Signature/Date:

Vice President/Senior Administrator Signature/Date:

President Signature/Date: