

WESTERN WASHINGTON UNIVERSITY
PROFESSIONAL EDUCATION ADVISORY BOARD
FOR TEACHER EDUCATION

BYLAWS

BYLAW I

Name

Professional Education Advisory Board for Teacher Education, Woodring College of Education, Western Washington University, herein referred to as Board.

BYLAW II

Purpose of the Board

Section 1. To provide advice to the Woodring College of Education regarding the development, implementation and revision of teacher preparation programs and to provide the review of programs in accordance with WAC 181-78A-205 Required professional education advisory board (Professional Education Advisory Boards -- General Provisions), WAC 181-78A-250 Approval standard -- professional education advisory board (Residency Certificate Program – Teacher), and WAC 181-78A-520 Approval standard -- professional education advisory board (Professional Certificate Program – Teacher).

Section 2. To recommend additions and/or modifications in professional programs to the Woodring College of Education in accordance with the intent of the specific requirements of WAC 181-78A-264 Approval standard -- Program design (Residency Certificate Program – Teacher), WAC 181-78A-535 Approval standard -- Program design (Professional Certificate Program – Teacher), WAC 181-78A-270 Approval standard -- Knowledge and skills (Residency Certificate Program – Teacher), WAC 181-78A-540 Approval standard -- Knowledge and skills (Professional Certification Program – Teacher), and WAC 181-82A Performance-based Teacher Certificate Endorsements.

Section 3. To foster collaborative partnerships and community relationships that promote a culture of learning that advances knowledge, embraces diversity and promotes social justice.

BYLAW III

Membership

Section 1. In accordance with WAC 181-78A-209, membership on the Board shall, at a minimum, consist of the following:

WWU Teacher PEAB Bylaws

- (a) One-half or more of the voting members shall be classroom teachers. All, but one, will be appointed by the president of the Washington Education Association. One of these teachers shall be employed in a private school and appointed by the Washington Federation of Independent Schools.
- (b) At least one principal appointed by the president of the Association of Washington School Principals.
- (c) At least one school administrator appointed by the Washington Association of School Administrators.
- (d) At least one college or university representative who may serve in a voting or nonvoting role.

Section 2. Membership on the Board shall also include:

- (a) The superintendent or designee of Northwest Educational Service District 189.
- (b) A local school board member appointed by the Washington State School Directors' Association.
- (c) One student who is currently enrolled in a Woodring College of Education teacher preparation program, appointed by the President of the Student Washington Education Association.

Section 3. The Western Washington University representatives shall be:

- (a) Voting
 - (1) Woodring College of Education Dean, as Executive Officer of the Board
 - (2) Woodring College of Education Associate Dean
 - (3) Teacher Certification Officer
 - (4) Director, Office of Field Experiences
 - (5) One faculty representative from each of the following units:
 - i. Elementary Education Department
 - ii. Secondary Education Department
 - iii. Special Education Department
 - iv. Teacher Education Outreach Programs
 - (6) One teacher education faculty member from the College of Humanities and Social Science, as appointed by the dean of that College.
 - (7) One teacher education faculty member from the College of Sciences and Technology, as appointed by the dean of that College.
 - (8) One teacher education faculty member from the College of Fine and Performing Arts, as appointed by the dean of that College.
- (b) Nonvoting
 - (1) Woodring College of Education assessment and evaluation representative
 - (2) Woodring College of Education faculty advisor of the Student Washington Education Association

Section 4. Membership on the Board may be changed by a two-thirds vote of a quorum (with a quorum defined as half or more of the current voting members being present).

BYLAW IV

Representatives

Section 1. Appointments for members will be for three years, except for those members assigned by role, and the student appointment, which will be for one year.

Section 2. Leave of Absence. A Board member may request a leave of absence for up to four consecutive meetings. Approval of such requests will be by the Board.

Section 3. Attendance policy. If a Board member who is not on an approved leave of absence misses two consecutive meetings, the Chair will notify the member and inquire whether or not the member wishes to remain on the Board.

- (a) If the member does not wish to remain on the Board, the organization or agency which appointed the member will be requested to assign a new member for the remainder of that term.
- (b) If the member does wish to remain on the Board, but misses the next meeting, the organization or agency which appointed the member will be requested to assign a new member for the remainder of that term.

Section 4. New appointments and replacements shall be made following procedures specified in Bylaw III, Sections 1-4.

BYLAW V

Board Management System

Section 1. In accordance with WAC 181-78A-250 (Residency Certificate Program – Teacher), and WAC 181-78A-520 (Professional Certificate Program – Teacher), the Board shall:

- (a) be established in accordance with WAC 181-78A-209;
- (b) adopt operating procedures and meet at least four times per year;
- (c) review all Residency Certificate program approval standards at least once every five years;
- (d) annually review follow-up studies, placement records, and summaries of performance on the pedagogy assessment for teacher candidates;
- (e) make recommendations when appropriate for Residency Certificate program changes to the institution which must in turn consider and respond to the recommendations in writing in a timely manner;
- (f) review the annual summary on the status of all candidates in the Professional Certificate program;
- (g) make recommendation(s) as appropriate, for Professional Certificate program changes to the Professional Certificate administrator who shall implement or respond to the recommendation(s) in a timely manner; and
- (h) annually see, review, and approve an executive summary of the activities of the Board.

In addition the Board shall review aggregated candidate performance data for program evaluation and improvement; review the institution's site visit report including accolades and recommendations; and monitor the programs' progress on meeting the recommendations.

Section 2. The Woodring College of Education Dean (or designee) shall be responsible for forming the Board to insure that each participating agency has the opportunity to influence the development, modification and evaluation of the professional programs.

Section 3. The chair shall be elected by the membership in the spring for a two-year term beginning the fall of the next academic year.

Section 4. It is expected that all actions, decisions, recommendations will be by consensus. When not achieved, a simple majority of a quorum (as defined in BYLAW III, Section 4) will suffice. Board members may call for a vote on any Board action and all votes will be recorded.

Section 5. The chair, upon recommendation of the Board, will appoint special sub-committees for program development, review and evaluation. Membership on these committees may include non-board members.

Section 6. Minutes of the Professional Education Advisory Board meetings will be forwarded to Department Chairs of the Teacher Education Departments of Woodring College of Education.

Section 7. The Executive Officer of the Board will notify the Superintendent of Public Instruction of significant changes in any program(s) leading toward certification in the annual institutional report

Section 8. The Board will advise the Superintendent of Public Instruction of needed changes in the administrative code affecting the professional education programs for teachers.

BYLAW VI

Adoption and Amendment of Bylaws

Adoption, amendment and revision of bylaws shall be by a two-thirds vote of a quorum (as defined in BYLAW III, Section 4).