

**Penn State Harrisburg**  
**Teacher Education Council**  
(Approved 12-6-11; amended 4-27-15, 1-28-17, 12-6-18, 4-28-21)

The Penn State Harrisburg Teacher Education Council's mission is to explore and discuss issues & trends, policy, program improvements, and possibilities in teacher education and ensure the quality of existing licensure programs. The Teacher Education Council meets this mission through:

- Providing a vision of excellence in teacher preparation.
- Developing policies in the unit related to the teacher education program.
- Apprising members of state and national policies that oversee how the unit implements state and national accreditation standards.
- Promoting collaborations and conversations among university educators, P-12 education partners, and other external local or state education constituencies.
- Supporting collaborations across PSH schools especially related to teacher education preparation.
- Serving as an appeals board for students on admission and retention issues.

***I. Structure of the Teacher Education Council***

*Internal Members*

- Division Chair, Teacher Education
- Associate Chair for Assessment and Accreditation
- Assistant to the Chair for Teacher Education
- Four Members from Teacher Education (includes one representative for special education or ESL, and one representative for field/student teaching experiences)
- Three faculty members from outside of Teacher Education, who teach or advise teacher education candidates, i.e. English, Math, and Social Studies
- Three students currently enrolled in a Teacher Education program, as follows: one Elementary PK-4, one middle level 4-8 or Secondary 7-12, and one Master's Degree student
- School Director, Behavioral Sciences and Education, ex officio

*External Members.*

- School Superintendent or Asst. Superintendent (4 members)
- School Principals (One Pre-K, one elementary, one middle level, one secondary) (4 members)
- Pre-K-12 Teachers (One Pre-K, one elementary, one middle level, one secondary) (4 members)
- Guidance and Human Resources (4 members)
- Representatives of the intermediate unit curriculum council, state policy making organizations such as OCDEL, the State Board of Education, the Department of Education, or state education associations / organizations. (2 members)

Council members will be selected by the Director of the School of Behavioral Sciences and Education in consultation with the Chair of Teacher Education Programs, the teacher education faculty, and relevant school directors involved in the teacher education program.

***2. Term of Office***

- External members will serve a three-year term, with a third of the membership to be replaced each year.
- External members have the right to serve more than one, three-year term.
- Internal members may serve more than one consecutive three-year term.

- The Teacher Education Council will meet at least once per semester.
- Council members who miss two consecutive meetings may be replaced.

### ***3. Responsibilities of the Teacher Education Council***

The Teacher Education Council has a consulting role and provides advice and feedback on such things as:

- Teacher Education Program stakeholder/accreditation requirements (e.g., CAEP, PDE, Title II)
- Policies and guidelines required for the implementation and operation of teacher licensure programs and professional Master's of Education program/s.
- Policies and guidelines for assessing program effectiveness.
- Curriculum changes to the program/s and/or courses.
- Possible new areas for program or course development.

### ***4. Processes of the Teacher Education Council***

- The Chair of Teacher Education programs shall be the Chair of the TEC.
- The Assistant to the Chair of Teacher Education will serve as recorder for TEC.
- The TEC has the ability to establish sub-committees or ad hoc committees for particular purposes.
- All working parties to have a specified task and time-line to accomplish the task/s.
- All TEC policies are to be enacted by the Teacher Education Program.

### ***5. Meetings***

- Meetings of the TEC will be held no less than one time during each fall and spring semester.
- Additional meetings may be called at the discretion of the Director of the School of Behavioral Sciences and Education or the TEC chair or at the request of two or more Council members.
- A quorum shall consist of a simple majority of the voting members of the Teacher Education Council.
- Follow *Roberts Rules of Order* for business meeting procedures.

### ***6. Subcommittees/Ad Hoc Committees***

The following committees will be established:

**Subcommittee on Admission and Retention Appeals:** Hears formal appeals from students who have been denied admission into a teacher education program or who have not been recommended for continuation in a program. In each case, the subcommittee's recommendation will be forwarded to the Director of the School of Behavioral Sciences and Education as a recommendation for action.