

CENTRAL WASHINGTON UNIVERSITY
SCHOOL COUNSELING PROFESSIONAL EDUCATION ADVISORY BOARD
BYLAWS

INTRODUCTION

The purpose of the Central Washington University School Counselor Professional Education Advisory Board is to develop cooperative programs for the preparation of school counselors under guidelines established by the Washington State Board of Education (SBE) and the Washington Administrative Code (WAC) for the express purposes of: (a) establishing criteria, policies, and procedures for the development of counselor preparation programs; (b) recommending programs to the SBE; (c) disseminating information to facilitate member participation.

Article I: Name of PEAB

The name of the Professional Education Advisory Board shall be the Central Washington University School Counseling PEAB, subsequently referred to as the PEAB.

Article II: Purposes, scope, and the authority of PEAB

The purpose of the PEAB is to implement Chapter 181-78A-WAC. The scope of the program is to advise the university regarding its training program for school counselors and in certification of Educational Staff Associates, as provided for under Chapter 181-79A-WAC. The PEAB is authorized by the State Board of Education.

Article III: Membership

The PEAB, in compliance with WAC 181-78A-209, shall consist of the following:

- A. At least one-half of the voting members shall be school counselors appointed by the president of the Washington School Counselors Association.
- B. At least one teacher appointed by the president of the Washington Education Association.
- C. At least one principal appointed by the Association of Washington School Principals.
- D. At least one administrator appointed by the Washington Association of School Administrators.
- E. At least one college or university representative who may serve in a voting or nonvoting role.

F. All members, except for the university representative, are employed by or reside in school districts with which the PEAB has written placement agreements for field experiences.

Article IV: Lengths of Terms and other Membership Matters:

A. The university designated administrator will serve on a continuous basis. Terms for members will commence on their respective dates of appointments by the appointing agency or association.

B. Vacated positions will be filled by appointment by the appropriate agency or association, and the appointee will serve four year terms commencing on the date of the respective dated letter of appointment.

C. A member may be reappointed with agreement of the individual, the appointing agency or the professional agency.

D. Any member may resign from the PEAB, and the request shall be honored. A replacement for the vacated position will be completed as quickly as possible.

E. If dissolution of the PEAB is anticipated, the PEAB will make every effort to develop alternate plans for the completion of a trainee's program.

Article V: Officers and Duties

A. The officers shall consist of the chair and the university designated administrator. The chair will be elected the first meeting of the school year for one two-year term or when an opening occurs. The chair may be reelected for additional two-year terms.

B. The chair is responsible for conducting PEAB meetings and is the contact person for matters related to the PEAB. The chair and the university designated administrator, with the assistance of other PEAB members, submits grant proposals and annual reports. The chair sets meeting agendas in consultation with the membership. In the absence of the chair the Board may select any member to chair that meeting.

C. The university designated administrator is responsible for officially recording and maintaining minutes, the annual executive summary, and transactions of official meetings. Minutes shall be provided to each Board member and a file will be maintained for availability to the public. The university designated administrator is also responsible for maintaining the fiscal records of the PEAB, submitting the appropriate documentation to the fiscal agent in a reasonable time for reimbursement of expenditures. The university designated administrator will report to the Board on its financial status on a regular basis.

D. All members are voting members of the PEAB.

Article VI: Decision Making

- A. Elections and policy decisions will be made by a simple majority of members present.
- B. Candidate reviews will be conducted during a portion of a PEAB official meeting. When circumstances do not permit the PEAB review, a subcommittee composed of a minimum of two PEAB members must be present to conduct and participate in the review. Recommendations regarding the findings of either committee will be made to the university designated administrator who will then carry out the appropriate action.

Article VII: PEAB Responsibilities and Duties

- A. Advise the college or university regarding the development, implementation, and revision of the professional preparation program. Major recommended program changes will be in writing and the university in turn will consider and respond to the recommendations in writing in a timely fashion. Other recommended changes will be included in the minutes and the responses to the changes will be recorded in subsequent minutes and the annual executive summary.
- B. Advise the Office of Professional Education and Certification about needed changes in the administrative code.
- C. Review, each year, one or more program approval standards and, as needed, formally notify the university in writing of changes the Board believes are necessary to bring the program into compliance with the standards.
- D. To review and make recommendations about:
 - (a) The plan to provide all candidates for certification with field experiences with culturally diverse populations, and with special education and highly capable students:
 - (b) Local district policies related to changing demographics, curriculum, organization, and federal and state laws, including administrative rules and case law:
 - (c) The policies used to develop agreements between the college/universities and agencies providing field sites for field experience:
 - (d) Alternative professional preparation programs, if developed:
 - (e) Any evaluation data, including placement records, field and follow-up data, on the professional preparation program's effectiveness: and
 - (f) Recent professional developments which may impact the design of the program

E. The PEAB shall assist in the development of policies and the preparation program for counselor education and certification.

F. The PEAB shall assist the university in selecting, training, field placement and final review of candidates for initial certification.

G. The PEAB shall assist in providing leadership and orientation to the local district supervisors involved with the counselor candidate's professional growth.

H. The PEAB shall make recommendations for the continued professional development of each initial level candidate reviewed as deemed necessary by the PEAB or a subcommittee of the PEAB.

I. Adopt and amend bylaws which are consistent with the provisions of the current WAC and/or subsequent revisions of any WAC related to PEAB responsibilities.

J. To perform any other function which has the mutual written approval of the college or university and the professional education advisory board.

Article VIII: Committees

A. The PEAB will appoint committees or task forces as the need arises.

B. Subcommittees may be created by a vote of the PEAB or by the PEAB Chair.

Article IX: Appeal Procedures

Appeals of decisions made by the PEAB will be conducted through the normal appeal procedures established by Central Washington University. Further appeals may be conducted through the procedures established by the Office of Professional Education and Certification.

Article X: Meetings

A. At least four (4) meetings of the PEAB shall be held annually.

B. Additional meetings of the PEAB may be scheduled.

C. The place of the PEAB meetings shall be at the ESD #105, Yakima, Washington. Ordinarily, one meeting will take place on the CWU campus.

Article XI: Recordkeeping and Management

Initial level program management and recordkeeping will be the responsibility of the Department of Psychology, Central Washington University. Upon the candidates'

completion of the certification program, the student's certification/performance file will be merged and maintained with the student's other professional records in the Psychology Department's Community Counseling and Psychological Assessment Center. The appropriate certification forms will be forwarded to the CWU Certification Office and will be maintained in that office. Academic records such as transcripts are maintained in the Department of Psychology Office and the Graduate Studies and Research Office.

Article XII: Adoption and Amendment of Bylaws

- A. These Bylaws are adopted and become effective on approval by a simple majority of the PEAB members present at the scheduled meeting.
- B. The Bylaws shall be amended by a simple majority of the PEAB members present at the scheduled meeting.

Revision of January 26, 2007