

ADOPTED 2-9-93

**Central Washington University
Teacher Preparation Program – Advisory Board Bylaws**

Article I: Professional Education Advisory Board

The name of this organization shall be the Central Washington University Teacher Preparation Professional Education Advisory Board, hereinafter called the PEAB.

Article II: Board Purpose, Scope and Authority

Section A: The purpose of the PEAB is to advise the University regarding the development, implementation, and revision of programs for the preparation of elementary, middle-level, and secondary teachers. Such programs shall be approved under guidelines established by the Washington State Board of Education.

Section B: WAC 180-78-065 requires an approved PEAB for university preparation programs leading to the certification of school professional personnel. PEAB responsibilities are detailed in WAC 180-78-145

Section C: The principle of consensus shall prevail in the conduct of the PEAB. Major issues will seek agreement of all members so that the PEAB will operate in the representative manner. If consensus cannot be reached, a majority vote of those present will prevail.

Article III: Board Membership

Section A: Membership of the PEAB shall consist of:

- (1) One-half or more of the membership shall consist of classroom teachers appointed by the Washington Education Association from nominations submitted by the presidents of local units of the association.
- (2) One or more principals appointed by the president of the Association of Washington School Principals.
- (3) One or more administrators appointed by the president of the Washington Association of School Administrators.
- (4) One or more university faculty or administrators appointed by the university president including the chief administrator for the teacher preparation program at the university. Such chief administrator shall serve as the executive officer of the board and shall be responsible for administering all board activities, including liaison with the faculty.

- (5) Elementary, middle, and secondary levels shall be represented.
- (6) Additional agencies, identified by the State Board of Education as having a legitimate interest in teacher education may be accepted into membership upon application and approval of Board and Dean of the School of Professional Studies.

Section B: PEAB members must be employed or reside in school district with which CWU had a current written agreement to provide field experience for students in the teacher preparation program.

Section C: Membership teams shall be for three years, on a staggered basis, beginning with the annual Fall meetings. Every effort shall be made to assure that no more than half of the representatives to the PEAB assume that role during the same year.

Section D: Members of the Board may select alternates to serve in their absences.

Article IV: PEAB Organization

Section A: Officers

- (1) The PEAB shall elect a chair and vice-chair annually.
- (2) The chair shall be elected from among the non-university members.
- (3) The Dean of the School of Professional Studies shall serve as the Executive Secretary.

Section B: Meetings

- (1) Regular Board meetings shall be held a minimum of four (4) times a year.
- (2) All meetings shall be held at Central Washington University unless otherwise agreed upon at a previous meeting
- (3) The chair may call special meetings with the approval of the executive secretary with adequate notice to all unit members.
- (4) Robert's Rules of Order, shall govern all PEAB meetings.

Section C: Duties and Responsibilities

- (1) See that all procedures set forth in the bylaws are followed.
- (2) Advise the university regarding the development, implementation, and revision of the professional preparation program.
- (3) Advise the Superintendent of Public Instruction about needed changes WAC.
- (4) Each year review one or more program approval standards and, as needed, notify the university in writing of changes necessary to bring the program into compliance.
- (5) Review program proposals to insure the inclusion of knowledge and skills as approved by the State Board of Education in WAC 180-79-130 and 180-79-135
- (6) Monitor the program through reports from designated responsible agencies or offices.
- (7) Report program activities to appropriate agencies as required.
- (8) Review and make recommendations about the plan to provide all candidates for certification with field experiences with culturally diverse populations and with special education and highly capable students.
- (9) Review and make recommendations about the policies related to changing demographics, curriculum, organization, and federal and state laws, including administrative rules and case law.
- (10) Review and make recommendations about the policies used to develop agreements between the college/universities and agencies providing field sites for field experiences.
- (11) Review and make recommendations about the alternative and professional preparation programs, if developed.
- (12) Review and make recommendations about the course, field experience, and follow-up evaluation data.
- (13) Review and make recommendation about recent professional developments which may impact the design of the program.
- (14) Advise the OSPI quality review team

- (15) Perform any other function, which has the mutual written approval of the university and the PEAB.
- (16) Take under advisement other matters that may come before the board.

Section D: Ad Hoc Committees

- (1) The PEAB will establish other sub-committees or task forces, as it deems necessary to fulfill its tasks.
- (2) Subcommittees may be created by a vote of the PEAB or by designation by the PEAB chairperson.
- (3) The determination of members to subcommittees will be the responsibility of the PEAB.
- (4) Students enrolled in CWU's teacher program may be included on committees here appropriate.
- (5) Appointments to the committees shall be for a given term or for completion of a given task as designated at time of the appointment.

Article V: Reciprocity

Intrastate or out-of-state candidates will be admitted to the appropriate program according to State Board of Education and Central Washington University policies and procedures.

Article VI: Adoption and Amendment of By-Laws

Section A: These by-laws shall become effective upon the approval of the PEAB members.

Section B: Amendments to this agreement may be proposed by a PEAB member.

Proposed amendments shall be distributed to the members one month in advance of the meeting in which action is to take place. Approval of such an amendment shall be by majority vote of the PEAB members present at the meeting.