

SCHOOL OF EDUCATION CODE

I. Constituencies

- A. Faculty. Faculty are those persons who have tenure or are on a tenure track in the School of Education and have the rank of acting assistant professor, assistant professor, associate professor, or professor in the School.
- B. Lecturer. Lecturers with the authority to vote are faculty who do not have tenure nor are on tenure track but teach in the School of Education with at least a 50% appointment.
- C. Professor of Practice. Professors of Practice are non-tenure track senior faculty with a full-time appointment in both teaching and service.
- D. Staff. Staff are those classified and unclassified non-student employees of the School who are not identified as faculty.
- E. Administration
 - 1. Dean as Chief Executive Officer. The Dean is the chief executive officer of the School.

The Dean's responsibilities shall include, without limitation:

 - a. Exercising the functions assigned by the Kansas Board of Regents, the Chancellor, and the Provost;
 - b. Acting as Presiding Officer of Assembly meetings and calling and preparing the agenda for Assembly meetings;
 - c. Carrying out the policies and regulations established by the School Assembly;
 - d. Recommending appropriate initial licensure endorsements and renewals;
 - e. Monitoring and evaluating program performance;
 - f. Consulting with the Assembly regarding administrative and policy matters, and;
 - g. Appointing temporary groups such as ad hoc committees and task forces designed to advance the School's mission and promote the School's programs.
 - 2. Other Administrative Officers. The Dean may appoint and remove other administrative officers such as associate deans, assistant deans, directors, and administrative assistants as the Dean deems appropriate and may delegate to them such responsibilities and authority as the Dean deems appropriate.
- F. Students. A student is any person enrolled in a School program or seeking licensure through the School.

II. Governance and Policy-Making within the School

- A. The School Assembly. The Assembly is the vehicle for discussing school policies and reviewing or appealing policies passed by the Committee on Academic Programs and Curriculum (CAPC, see III.E). It shall have authority to determine the School mission, review and discuss policies being considered by CAPC or other SOE policy making bodies, and pass all policies not under the jurisdiction of CAPC.
- B. Membership in Assembly and voting rights
 - 1. Faculty. Each person who qualifies as a member of the faculty shall be a member of the Assembly and shall have full voting rights.

2. Other Voting Members. Any person who has at least a half-time instructional appointment in the School as lecturer, courtesy professor or professor of practice may vote on all items except for those pertaining to promotion and tenure if the department which the person is appointed petitions the Assembly at the beginning of the fall or spring semester for the person to have voting privileges. A half-time instructional appointment is one in which the equivalent of 20 hours per week is devoted to teaching, supervising practica, and/or advising students. If the Assembly grants the petition, voting privileges shall be valid for the remainder of the academic year and may be renewed annually upon petition by the appropriate department.
3. Emeritus Faculty. Each person who holds the rank of emeritus faculty in the School may vote if, by October 1 of each calendar year, the person asks the Secretary, who is appointed by the Dean, to be enrolled as a member of the Assembly.
4. Students. Students shall be eligible to vote in the School Assembly or in School standing committees if they are enrolled in a School program and are selected as representatives in accordance with University and School regulations and procedures.
 - a. The number of student representatives shall be no less than 20% of the number of faculty eligible to vote (**University Senate Code**, Article XIX (<http://policy.ku.edu/governance/university-senate-code#ArtXIX>)).
 - b. The number of undergraduate and graduate student representatives shall be proportional to the number of full-time-equivalent students enrolled in the School during the fall semester.
 - c. Graduate student representatives shall be apportioned among departments and shall be selected by procedures established by the respective departments. When the number of graduate student representatives is not a multiple of the number of departments, the department chairs shall determine by lot which department or departments shall select the additional students
 - d. Undergraduate student representatives shall be selected by each committee/department as necessary/required.
 - e. If the Dean determines that a change in the number of faculty in the Assembly requires an adjustment in the number of student representatives, the Dean shall recommend to the Assembly procedures for making this adjustment.
5. School Staff. Administrative and other staff of the School may attend meetings of the Assembly and may be recognized by the Presiding Officer so that they may speak on an issue or otherwise address the Assembly, but may not vote in the Assembly proceedings.
6. Membership Determination. The Secretary, in consultation with the Dean and department chairs, shall prepare a list of those who shall be eligible to vote in the Assembly and distribute this list to the faculty and administration no later than five academic calendar days before the first meeting of the Assembly in the fall semester. If any member of the Assembly objects to the enrollment by the Secretary of any person as a member of the Assembly, the Assembly, by majority vote, shall confirm or reject that person's enrollment before conducting any business requiring a vote of the Assembly.

C. Meetings/Quorum

1. **Mandatory Meetings.** The Assembly shall meet at least once in the fall semester and once in the spring semester of each academic year. Normally, no meetings shall be held or documents acted upon outside the fall and spring academic calendars. However, in an emergency, a summer meeting may be convened as set out in C.2. below.
2. **Other Meetings.** The Assembly shall meet (a) upon the call of the Dean as its Presiding Officer or (b) within fifteen working days after a Department or Standing Committee, a majority of its members having voted in the affirmative, or a group of not less than fifteen members of the Assembly, deliver a petition to the Dean requesting a meeting. An academic calendar day shall be considered any day, including Saturdays, during scheduled enrollment, class meetings, and final examination periods.
3. **Quorum.** A quorum for the transaction of any business, including the adoption of any motions or resolutions, shall be 30% of the entire membership of the Assembly.
4. The Dean, as Presiding Officer of the Assembly, shall prepare and distribute the agenda for each meeting of the Assembly at least five (5) academic calendar days before the meeting, along with copies of any documents to be acted upon during the meeting.

D. Voting.

1. **Methods**
 - a. **Proxy Voting Disallowed.** Members of the Assembly may vote in person at meetings of the Assembly. No member may vote by proxy.
 - b. **Voting may be by mail or email Ballot.** If voting by email, the vote must be received prior to the Assembly meeting. Upon a call for the question, two-thirds of the members of the School Assembly present and voting may request a mail ballot. The Secretary shall distribute mail ballots to all Assembly members within six (6) academic calendar days of the meeting. Ballots received by the Secretary within twelve (12) academic calendar days following the meeting shall be counted under the provisions of Article II, Sections B, 1-6. Approval of a motion submitted by mail ballot shall require a number of affirmative votes at least equal to a simple majority of those who are eligible to vote. Results of the ballot shall be distributed to all Assembly members within (15) academic calendar days following the meeting. Proposed amendments to the Mission Statement and the Code may not be submitted to a mail ballot.
2. **Required number of votes for action**
 - a. **Ordinary Majority.** An ordinary majority shall be any number of votes over 50% of the ballots cast.
 - b. **Extraordinary Majority.** A two-thirds vote of the members present at any duly constituted meeting of the Assembly shall be required to amend this Code and the Mission Statement, provided that the call for the meeting includes a copy of the proposed amendment and explanatory materials, and that these materials are made available along with the call for the meeting to each voting member of the Assembly at least ten (10) academic calendar days before the meeting.

3. Consent Agenda. Any item that affects University or School-wide requirements or regulations, as determined by CAPC, the Graduate Studies Advisory Committee, or Teacher Education Committee shall be presented individually to the Assembly for final action. Likewise, any item that affects more than one department in the School shall require individual Assembly action. To facilitate timely action within the Assembly, all other actions taken by standing committees may be included in a Consent Agenda submitted to the voting members of the Assembly. The Consent Agenda will be submitted to the voting members at least five academic calendar days before a scheduled meeting. The Assembly shall consider a motion to approve all items contained in the Consent Agenda. If a majority of members voting at the meeting approve the Consent Agenda, all items within the agenda shall be deemed to have been approved by the Assembly. Before voting on the Consent Agenda, the Assembly may remove by an ordinary majority vote particular items from the Consent Agenda and place them on the regular agenda. These items shall then be treated like any other items on the regular agenda.

E. Officers; Parliamentary Rules of Procedures.

1. Presiding Officer. The Presiding Officer of the Assembly shall be the Dean or, in the Dean's absence, a faculty member delegated by the Dean to be the Presiding Officer.
2. Secretary. The Dean shall appoint the Secretary of the Assembly from among the administrative staff of the School for such period of time as the Dean shall determine. The Secretary shall keep written minutes of the discussions and votes of the Assembly, and, within ten (10) academic calendar days following each meeting of the Assembly, shall distribute minutes of the meeting to all members of the Assembly.
3. Parliamentarian. The Dean shall appoint annually the Parliamentarian from the School faculty and submit the appointment to the Assembly for confirmation. When a vacancy occurs during the term of office of the Parliamentarian, the Dean shall elect a successor, following the same procedures and under the same provisions as set out above.
4. Rules of Parliamentary Procedure. The Assembly shall be governed in its business by the then-current edition of Robert's Rules of Order.

F. Records

1. Maintenance. The Dean shall maintain up-to-date copies of the Code, minutes and other records of Assembly proceedings and of all standing committees and other committees, task forces, work groups, and similar sub-units of the School, and Advisory Councils, in the Dean's Office or in some other central location subject to the Dean's control.
2. Open Records and Exceptions. With the exception of confidential materials, minutes and records shall be open to faculty and students.
3. Confidential Materials. The Dean shall maintain confidential materials in a locked file in the Office of the Dean and, through a person designated by the Dean, grant access to them by the appropriate committee chairperson or committee member.
4. Duration for Record-Keeping. The Dean shall maintain all such records for at least five (5) years after the date of the action or meeting to which they relate and thereafter shall deposit them in the University archives.

5. Dissemination. The Dean shall maintain and disseminate to faculty, administrators, and students copies of the Code, other documents related to the governance of the School and its departments and centers, and documents related to the education of persons enrolled or seeking to be enrolled in courses in the School.

III. Organization of School of Education

- A. General Structure. The School of Education shall be composed of departments and centers.
- B. Departments
 1. Definition and Duties of Departments. Departments are budgeted administrative entities. The faculty members of each department shall be responsible for the scholarship, teaching, and service activities of the department.
 2. Departmental Chairs. Departments shall operate under the collegial leadership and administration of a chair who shall be responsible for the following:
 - a. Planning, implementing and evaluating the policies, programs and activities of the department;
 - a. Administering the department budget;
 - b. Recruiting personnel;
 - c. Evaluating faculty and staff in accordance with department, School, and University policies and procedures;
 - d. Initiating promotion and tenure reviews, and;
 - f. Representing the department to the Dean, to other departments, to the School, to the University, and to external agencies to facilitate the accomplishment of department and School goals.
- C. Centers and Institutes
 1. Centers and institutes shall be units affiliated with the School of Education that engage in research and other activities related to the School's Mission. Each center and institute shall have a mission that is consistent with the mission of the School of Education. They shall be created with the approval of appropriate university officials. Normally they shall be funded from sources external to the School. The principal investigator, director, or other chief administrative officer of each center and institute shall file a written report with the Dean annually and at such time as the external funding agency of the respective center and institute requires the filing of such a report to it. If no time is set for the filing of an annual report with the external funding agency, the Dean shall set the time for the filing of the annual report to the Dean. The report shall be a public document and available to the constituents of the School.
- D. Standing Committees
 1. List of Standing Committees and General Powers and Responsibilities. The standing committees shall include the following:
 - Committee on Academic Programs and Curriculum
 - Teacher Education Committee
 - Graduate Studies Advisory Committee
 - Personnel Committee
 - Scholarship Committee
 - Faculty Awards Committees
 - Grievance Committee

Multicultural Committee

2. Membership. Membership on standing committees shall be limited to School faculty and student representatives as respectively set forth in Article I, Sections A and C, and as further set forth below with respect to each of the standing committees.
 3. Selection. Members of standing committees shall be selected during each spring or summer semester for the following academic year. Depending on the committee in question, members shall be either elected by an Assembly vote or appointed by their respective departments in accordance with the department's procedures. Annually the Dean shall appoint one member of the Dean's administrative staff to be the judge of elections, whose duties shall be to conduct the school-wide elections to Standing Committees, including without limitation verifying the eligibility of nominees and elected members, assuring the balloting and counting of ballots and certifying the election results to the Parliamentarian or Chair of the Personnel Committee in the absence of the Parliamentarian. The Parliamentarian or Chair shall verify the election results and certify them to the Assembly and Dean. Eligible nominees who receive the highest number of votes, given the requisites of the committee structure, are elected to vacancies. A calendar year of service shall begin on August 16.
 4. General Authority of Standing Committees. Within its charge as described in this Code, each standing committee shall have the authority to transact business on behalf of the Assembly and to make recommendations to the Assembly, CAPC, or the Dean.
 5. Creation and Dissolution. Standing committees shall serve at the discretion of the Assembly and may be created or dissolved by action of two-thirds of the Assembly members present and voting or through a mail ballot conducted in accord with Article II, Section D.
 6. Reporting to Assembly. Standing committees shall report directly to the Assembly by publishing minutes of meetings and by presenting written or oral reports to the Assembly.
 7. General Duties. In addition to specific functions set forth in Article III, Sections E-L below, all standing committee shall:
 - a. Convene between August 16 and 31 (or as early as possible in the fall semester) for the purpose of electing an annual chair, who shall call subsequent meetings;
 - b. Develop a set of written procedures for carrying out its charge, prepare and maintain records of all committee business, and send copies in May of each year to the Dean;
 - c. Appoint subcommittees as needed to perform specific committee responsibilities;
 - d. Send a copy of the minutes of meetings to the Dean within ten (10) academic calendar days after each meeting;
 - e. Present a brief oral summary of committee activities to the Assembly each semester, submit materials for approval as needed, and designate at least one member to respond to questions at Assembly meetings.
- E. Committee on Academic Programs and Curriculum (CAPC)

1. Jurisdiction and Authority. CAPC shall have plenary jurisdiction over all decisions related to graduate and undergraduate programs, including the following:
 - a. Review and take such action as the Committee determines to be appropriate with respect to all proposals, whether initiated by a department or dean, to create, amend, or eliminate undergraduate or graduate programs, including majors or concentrations within existing programs;
 - b. Review and take such action as the Committee determines to be appropriate regarding all proposals for new undergraduate and graduate courses and changes to existing courses, including changes in title, description and prerequisites;
 - c. Review and take such action as the Committee determines to be appropriate regarding department and school-wide undergraduate and graduate courses;
 - d. Review and take such action as the Committee determines to be appropriate regarding all courses listed as satisfying the SOE Doctoral Core;
 - e. Review, recommend and take such action as the Committee determines to be appropriate regarding undergraduate and graduate academic programs;
 - f. Establish policies and procedures for monitoring the quality of undergraduate and graduate programs and their compliance with University and School requirements and standards;
 - g. Engage in other activities as necessary to promote undergraduate and graduate education in the School;
 - h. Review CAPC Operating Procedures every two years, if not more frequently, in consultation with the Administrative Council and faculty.
2. The Committee shall have authority to make decisions after careful and thorough consideration of proposals as outlined in Operating Procedures for the Curriculum and Academic Policies Committee and present its decisions to the Assembly. Assembly members shall have the right to request review of decisions of CAPC according to process outlined below.
3. Request for review of decisions: The Committee shall announce its decisions electronically. From the day of announcement, eligible voting faculty members have 10 academic days to request that CAPC review its actions. Petitions for review shall be sent to the chair of CAPC. To be successful a request for review must have support (via petition) of 30% of eligible voters representing at least two academic departments. If only two departments are represented, at least 20% of the signatures must be from each department. No member of the faculty may vote in more than one department, and the department in which the faculty member is qualified to vote shall be the one in which the member has the largest full-time-equivalent appointment. If the request for review is successful, the original decision is returned to CAPC for reconsideration.

4. Membership

- a. The Committee shall consist of:
 - i. One tenure-track faculty voting member from each academic department elected by their respective departments to serve for a three-year;
 - ii. Each academic department shall appoint an alternate member to serve concurrently with the departmental representative and vote in the absence of the regularly elected representative (even if both attend, dept. only gets one vote);
 - iii. One voting undergraduate student representative and one alternative representative from the same department shall be selected by one of the five departments on a rotating basis.
 - iv. One voting graduate student member. The graduate student membership shall rotate among the five departments with students serving a one-year term;
 - v. The Associate Dean for Graduate Studies, ex officio, voting;
 - vi. The Associate Dean for Undergraduate Studies, voting;
 - vii. A representative from the SOE Advising Center, ex officio, non-voting;
 - viii. Other faculty or staff may be consulted and invited to attend meetings as necessary to result in fully informed decisions that comply with University policy.

5. Chairs

- a. The Committee shall be chaired by a faculty member elected by the Committee. The chair shall be appointed according to the SOE Code.
- b. The chair will be assisted in carrying out the work of the committee by a person assigned by the Dean's Office. This person shall also act as secretary to the committee.

F. Teacher Education Committee

1. Jurisdiction and Authority. The Committee shall have jurisdiction over decisions related to the undergraduate teacher education programs, including but not limited to the specific functions set out in Article III, Section F.5 below.
2. Relationship with Dean and Departments. The Dean and the Dean's administrative representatives and the chairs of each department may request the Committee to consider any proposals related to the Committee's jurisdiction, including proposals to add to, amend, delete from, or otherwise affect those matters within the Committee's jurisdiction as set out in E.1 above.
3. Membership. The Committee shall consist of eight tenure-track faculty members and two undergraduate students. The NCATE coordinator and the Assessment Coordinator will serve as ex-officio members of the committee. The Department of Curriculum and Teaching shall appoint three faculty members, the Special Education Department shall appoint two faculty members, and the other three departments shall appoint one faculty member each. The committee will also have a representative from Art Education, Music Education, UKanTeach, and the PDS program. The Associate Dean for Teacher Education and Undergraduate Programs shall serve as the non-voting Chair of the Committee and shall serve as the liaison to CAPC.

4. Terms of Membership. SOE faculty members shall serve for terms of three (3) years. Student representatives, as well as the representatives from Art, Music, PDS, and UKanTeach, shall serve one-year terms, which may be renewable.
5. Specific Functions. The Committee shall:
 - a. Review and take such action as the Committee determines to be appropriate with respect to all proposals, whether initiated by a department of the Dean, to create, amend, or eliminate any teacher education program, including majors or concentrations within existing programs;
 - b. Review and take such action as the Committee determines to be appropriate regarding all proposals for new teacher education undergraduate courses and changes to existing courses, including changes in title, description, and prerequisites prior to submission to the CAPC;
 - c. Review and take such action as the Committee determines to be appropriate regarding all department and School-wide required teacher education undergraduate courses;
 - d. Establish policies and procedures for monitoring the quality of teacher education undergraduate programs and their compliance with University and School requirements and standards;
 - e. Consult with the Teacher Education Advisory Council on programs matters;
 - f. Establish policies and procedures for collaborating with the Dean and Associate Dean for Teacher Education and Undergraduate Programs with respect to student petitions, scheduling of teacher education undergraduate courses, and collecting such data from students as may be requested by the Committee or requested or required by the Dean or other appropriate authority within the University or the Board of Regents;
 - g. Engage in other activities as necessary to promote teacher education in the School.

G. Graduate Studies Advisory Committee.

1. Jurisdiction and Authority. The Committee may consider and offer recommendations to CAPC regarding graduate program-related programmatic and curricular proposals. The Committee may also initiate and propose to CAPC proposals regarding school-wide policy relating to graduate programs and graduate study.
2. Relationship with Dean and Departments. The Dean and the Dean's administrative representatives and the chairs of each department may request the Committee to consider any or all proposals related to the Committee's jurisdiction.
3. Membership. The Committee shall consist of five tenure-track faculty members and two graduate students. Each department shall designate a coordinator of graduate studies to serve as member of the Committee. The graduate student membership shall be determined annually by a random draw of names from among the group of individual student nominees submitted by the five departments. The Associate Dean for Graduate Programs and Research shall serve as a non-voting Chair of the Committee.

4. Terms of Membership. Faculty members shall serve for terms of three (3) years. Two faculty members shall be selected each year. Student representatives on the Committee shall serve one-year renewable terms.
5. Specific Functions. The Committee shall:
 - a. Review, discuss, and take such action as the Committee determines to be appropriate with respect to all proposals regarding graduate programs;
 - b. Advise the Associate Dean for Graduate Programs and Research on issues and concerns regarding graduate programs and policies in the School;
 - c. Establish school-wide policies and criteria for awarding and reviewing doctoral chairing privileges, appointments to the graduate faculty, and external members on doctoral examination committees;
 - d. Establish policies and procedures for monitoring the quality of graduate programs and their compliance with University and School requirements and standards;
 - e. Establish policies and procedures for collaborating with the Dean and Associate Dean for Graduate Programs and Research with respect to student petitions, scheduling of graduate courses, and collecting such data from students as may be requested by the Committee or requested or required by the Dean or other appropriate authority within the University or the Board of Regents, and;
 - f. Engage in other activities as necessary to promote graduate education in the School.

H. Personnel Committee

1. Membership. The Committee shall consist of seven (7) tenured faculty members, including one chosen by each department and two tenured full professors elected by the School Assembly. Each department shall nominate one faculty member for the at-large elections. The members of the Committee shall elect a chair each year, preferably from among those members with the longest periods of service on the Committee.
2. Terms of Membership. Members shall serve for three-year, staggered terms.
3. Specific Functions. The Personnel Committee shall:
 - a. Review and recommend faculty for promotion and/or tenure;
 - b. Review faculty mid-probationary status;
 - c. Review and recommend faculty for sabbatical leaves, and;
 - d. Review and recommend policy concerning mid-probationary status, faculty promotion and tenure and sabbatical leave.

I. Scholarship Committee

1. Membership. The Committee shall consist of two faculty members from each department. Each department shall determine its own procedures for identifying its representatives on the Committee. The Dean shall appoint a member of the Dean's administrative staff to serve as a non-voting administrative liaison between the Committee and the Dean. The Committee shall elect its own chair, preferably from among those members with the longest service on the Committee.
2. Terms of Membership. Members shall serve for three-year rotating terms.

3. Specific Functions. The Scholarship Committee shall:
 - a. Develop policies for the administration and allocation of scholarships, publicize information and application deadlines, review applications for, and make awards donor scholarships;
 - b. Assist in hosting the Donor Scholarship luncheon for all the School's donor scholarship recipients;
 - c. Monitor awards to ensure concurrence with University-donor agreements, and:
 - d. Develop long range plans to guide fundraisers in identifying the areas of greatest need for donor scholarships.

J. Faculty Awards Committees

There will be five standing Awards Committees:

1. Research Awards Committee
 - a. Membership: five members - the winners from the prior year, two department chairs appointed by the Dean, and the Assoc. Dean for Research and Graduate Education (will serve as chair)
 - b. Specific functions: Make two awards – Faculty Achievement Award for Research (tenured faculty member), Promising Scholar Award (non-tenured faculty member).
2. Teaching Awards Committee
 - a. Membership: five members - the two Budig Award winners from prior year (Education and Special Education), two department chairs appointed by the Dean, and the Associate Dean for Undergraduate Programs (will serve as chair)
 - b. Specific functions: Make two awards – The Budig Professorship in Education and the SOE Teaching Award (for non-tenured faculty).
3. Service Award Committee
 - a. Membership: five members - the winners for the past two years, two department chairs appointed by the Dean, and the Assistant Dean (will serve as chair)
 - b. Specific functions: Make one award - the Faculty Achievement Award for Service.
4. Budig Writing Professorship Committee
 - a. Membership: five members – four department chairs (appointed by the Dean) and the previous winner of the Writing Award – will review and make the decision regarding Budig Writing Professorship Award every other year. One Department Chair will be assigned as chair.
 - b. Specific functions: Make one award – The Budig Writing Professorship.
5. Distinguished Alumni Award/Friend of Education Committee

- a. Membership: five members - two members of the National Advisory Board, one Associate Dean, and two Department chairs appointed by the Dean – the appointed Department Chair will serve as chair.
- b. Specific functions: Make two awards - Distinguished Alumni Award and the Friend of Education Award.

6. Staff Service Award

- a. Membership: three members selected from the past five years' winners – the Assistant Dean will convene the committee.
- b. Specific functions: Make two awards.

K. Grievance Committee

1. Regular Membership. The Committee shall consist of one faculty member selected by each department. The Dean shall appoint a member of the Dean's administrative staff to serve as a non-voting administrative liaison and one student. The Committee shall choose a Chair from among its members each year.
2. Special Membership. If a grievance is filed by a member of the professional staff or a classified employee, a representative from the affected group chosen by the committee shall be added to the committee for the period of that review.
3. Terms of Faculty Membership. Faculty members shall serve for two (2) years. Two faculty members shall be elected each year. The student representative shall be selected annually.
4. Conduct of Business. The Committee shall conduct its business in accord with the provisions of Article 14 of the University Senate Code and Articles 5 and 6 of the University Senate Rules and Regulations and any or all amendments or reauthorizations thereto.
5. Specific Functions. The Grievance Committee shall review grievances and recommend to the Dean actions for the resolution of grievances filed within the School of Education.

L. Multicultural Committee

1. Membership. Each department shall select one faculty member and the School of Education student organization shall select one student to serve on the Council. In addition, other faculty, staff, and students who are interested in building and maintaining a diverse population in the School may volunteer for service with this Council. Faculty members shall be selected for two-year terms; the student representative on the Council shall serve a one-year term, which may be renewable. The Dean shall appoint a member of the Dean's administrative staff to serve as a non-voting administrative liaison between the Committee and the Dean. The Associate Dean will convene the initial meeting and a Chair shall be elected by the membership of the Council. The Council shall report directly to the Dean.
2. Duties. The Council shall:
 - a. Act as an advisory board to the Multicultural Scholars Program in Education;
 - b. Evaluate the School's recruitment efforts and make recommendations for improving recruitment of ethnic minorities;

- c. Participate in ethnic minority recruitment activities sponsored by the University;
- d. Serve as a liaison between the School and other campus offices involved in recruitment and retention;
- e. Develop and maintain contacts with public schools and community colleges whose populations may add diversity to the School, and;
- f. Evaluate existing retention efforts and make recommendations for improvement.

M. Advisory Councils

1. Membership, Charge, and General Duties. Advisory Councils shall consist of faculty representatives from affected departments and may include students from the School and representatives from outside the School of Education. Councils shall receive a written charge from the Dean, develop written procedures which are filed each May in the Dean's office, and report to the Dean, to a standing committee, or directly to the Assembly.
2. Administrative Council. The Administrative Council shall be chaired by the Dean and shall consist of the chair of each department, the associate and assistant deans, and other individuals designated by the Dean. This Council shall advise the Dean with respect to matters affecting budget, curriculum, programs, staffing, and other policies. Individual chairs shall act as liaisons to departments and as departmental advocates.
3. Technology Advisory Council
 - a. Membership. The Technology Advisory Council shall consist of one faculty representative selected by each department and an administrative liaison appointed by the Dean. Members shall serve for three-year terms. Members annually shall choose the Council Chair.
 - b. Duties. The Council shall be responsible for:
 - i. Developing and reviewing a comprehensive technology plan for the School;
 - ii. Conducting needs assessments of technology for the School, and;
 - iii. Organizing and coordinating technology-training sessions for faculty and staff.
4. Educator Preparation Program Advisory Council.

The Education Preparation Advisory Committee (EPPAC) coordinates collaboration and participation of faculty and other personnel in Departments within the School and across the University that (1) contribute to any Educator Preparation Program, and/or (2) provide service and support to P-12 schools.

 - a. Membership: Each Educator Preparation Program area and related programs shall appoint one representative, including program areas in SOE, CLAS, and Music. The Associate Dean for Teacher Education and Undergraduate Programs, the Associate Dean for Graduate Studies and Research, and the SOE Assessment Coordinator will serve as ex-officio. The NCATE will serve as chair for the advisory council.
 - b. Term of membership: membership shall be for three-year terms, with one third (1/3) of the council re-appointed each year on a rotating basis.
 - c. Duties: The EPPAC will:

- i. Collaborate with the School to strength Educator Preparation Programs and University service to and support of P-12 schools.
 - ii. Share information with the University and the community at large about educator preparation programs and about service and support of P-12 schools.
 - iii. Review summaries of assessment reports about the quality of the educator preparation programs and identify actions for CPPAC constituents to engage in to improve the programs.
 - iv. Encourage and support the implementation of activities, including the annual assessment of outcomes within all departments that contribute to the education preparation programs as well as the service and support of P-12 schools.
 - v. Report annually on the activities of the Council and appropriate constituents.
 - d. Meetings: the EPPAC shall meet four times (4) per year or more often as needed.
- 5. Superintendents' Circle.

The Superintendents' Circle shall serve as an advisory council to the Deans and Department Chairs. The Dean shall serve as Chair of the Circle, which shall consist of representatives from all of the school districts where the school places students for field experiences, student teaching, internships, and practica. The Circle shall advise the Dean and other School administrators on educational issues and offer suggestions relative to possible collaborative initiatives, such as professional development activities.
- 6. Learning Resource Advisory Council
 - a. Membership. The Council shall consist of five members. Each department shall appoint one faculty member. The Libraries Liaison to SOE shall serve as the Libraries representative on the LRAC. Terms of membership shall be for two years. Council members annually shall select the chair. The Dean shall appoint an administrative liaison to the Council.
 - b. Duties. The Council shall:
 - i. Advise the Director of the Learning Resource Center on purchasing priorities for books, journals, and other instructional materials, and;
 - ii. Review annually the policies and operation of the Learning Resource Center.
- 7. Center for Psychoeducational Services Advisory Council (CPS)
 - a. Membership. The Council shall consist of not less than six and not more than eight members, with each department that chooses to participate in the work of the Center selecting not less than two members for two-year terms. Council members annually shall select their Chair. The Dean shall appoint an administrative liaison to the Council.
 - b. Duties. The Council shall;
 - i. Advise the Director on matters pertaining to CPS planning (including goal setting) and operations

- ii. Advise the Director on all research, teaching, and service initiatives proposed for the Center with departments in the School, the University, and community agencies, and;
 - iii. Evaluate the work of the Center at the end of the academic year and submit recommendations needed to improve its role.
- 8. Professional Development Schools Alliance Executive Council.
 - a. Membership. Membership shall be determined according to provisions of the Council's Charter, which the Dean shall maintain and make available for inspection in the Dean's office.
 - b. Duties. The Council shall:
 - i. Support and provide guidance to the professional development schools;
 - ii. Expand the quantity and quality of collaborative work among professional development schools and faculty and students of the School;
 - iii. Review and recommend renewal of current programs and potential new PDS sites in collaboration with the Office of the Dean;
 - iv. Recommend ways to extend the professional development school experiences for faculty and students in the School of Education, and;
 - v. Seek external funding opportunities to support PDS at the University of Kansas.

N. Student Organization. The organization of student governance shall be specified in the School of Education Student Organization Constitution as approved by the Assembly.

IV. Procedures

- A. Incorporation of University Policies. All policies of the University that apply to the School of Education shall be incorporated herewith.
- B. Conflict of Policies. If there is a conflict between the policies of the University and the policies set out in this Code, the policies of the University shall govern and prevail.

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