Graduate Credential Programs in Education Bylaws
Administrative Home: School of Education
Revisions: October 8, 2007
Graduate Council Approval: November 14, 2007

Article I. Objective

The graduate credential program, a departmentally-based graduate program, offers a Master of Arts in Education and a Teaching Credential. The goal of the graduate credential program is to prepare teacher-leaders who can conduct classroom-based inquiry to explore the connections between teaching and learning; who can work as collaborative professionals; who can reflect about the impact of their practice; and who can act as advocates for educational equity on behalf of their students.

The program is designed to prepare teachers in the following authorizations1:
1. Multiple Subjects, with an option to complete the Bilingual Cross-Cultural Language and Academic Development (BCLAD) Spanish emphasis
2. Single Subject in Agriculture, English, foreign language Spanish, Mathematics, Science, Social Science with an option to complete the Bilingual Cross-Cultural Language and Academic Development (BCLAD) Spanish emphasis

Article II. Membership

A. Criteria for Membership: Members of the Academic Senate or Academic Federation in the teacher education programs are eligible for membership. The Program Faculty (hereinafter referred to as the faculty) must have (1) expertise in a program-related area of teacher educational research and/or practice, and (2) an active interest in teaching and mentoring teaching credential candidates, and (3) a willingness to participate in the administration/implementation of the program.

Voting Rights: All active members are eligible to vote.

B. Application for Membership: Any interested individual may submit a written application for membership consideration to the Executive Committee. Any faculty member may nominate an individual for membership by submitting a written nomination to the Executive Committee. Applications and nominations will be reviewed by the

1 A Reading Specialist Credential is under development and, upon approval by the CCTC will be added to the list of credentials offered by the program.
Executive Committee, based on the membership criteria. A simple majority vote of the Credential Graduate Program membership will determine approval of membership. Those approved for membership will receive an invitation from the Program Chair, and will be considered a member upon the Chair’s receipt of their written acceptance of the invitation.

Members are expected to contribute to the Program by teaching courses, advising and mentoring students, serving on administrative committees (Executive, Admissions/Scholarship, etc.), and performing other service deemed appropriate by the Executive Committee.

C. Emeritus Status

Emeritus faculty who are members of the Graduate Program have voting rights in the program.

D. Review of Membership: Each faculty member’s contribution to the graduate credential program will be reviewed once every three years for the purpose of identifying faculty members who are not providing a minimal level of participation in the program. This review will be conducted by the Executive Committee. The review will focus on the following membership criteria:

1. teaching courses
2. advising and mentoring students
3. serving on administrative committees (Executive, Admissions/Scholarship, etc.)

Faculty whose record reflects poor performance in any of these areas will be subject to non-renewal or to a one-year probationary period in which greater involvement must be demonstrated as a condition of continuing membership.

E. Membership Appeal Process: Membership applications or renewals that are denied may be appealed in writing to the Executive Committee. Applicants denied membership or renewal of membership may use the final appeal to the Dean of Graduate Studies.

Article III. Organization and Administration

The administration of the program and its activities will be vested in the Chair and the Executive Committee.
**Article IV. Graduate Program Chair**

A. **Appointment:** The Associate Dean of the School of Education serves the function of Department Chair for academic matters. The Associate Dean may delegate the day-to-day responsibilities of the program to the Director of Teacher Education as the Graduate Program Chair (hereinafter referred to as the Graduate Program Committee Chair) who shall administer the Credential Program in Education.

B. **Duties of the Chair**

1. Provide overall academic leadership for the program.
2. Call and preside over meetings of the Executive Committee.
3. Call and preside over annual and special meetings of the Faculty.
4. Represent the interests of the program to the campus and University administrators as well as state regulatory agencies (the California Commission for Teacher Credentialing).
5. Represent the program in coordinating administrative matters with the Office of Graduate Studies.

**Article V. Committees**

A. **Executive Committee**

The Executive Committee consists of four voting members: the Program Chair, the Associate Director Teacher Education (ex-officio, non-voting), and three members elected by the Faculty: two Academic Senate faculty, two Academic Federation clinical teacher education faculty who represent the credential authorizations. The Executive Committee will meet quarterly, or on an as needed basis. Elected members will serve for a two-year term.

Elected candidates for Executive Committee membership may be self nominated, or nominated by the membership at large. Election of Executive Committee members will take place each Spring Quarter, with membership effective July 1, for a two-year term. Should a vacancy occur, the Program Chair will fill the vacancy by appointment for the remainder of the term.

Duties of the Executive Committee include:

1. The Executive Committee shall appoint a standing committee to administer teacher education credential programs which are offered in collaboration with other entities. (e.g. The Reading Specialist/Certificate Program offered through extension).
2. General administration of the Program.
3. Approve faculty membership and renewal of membership.
4. Appointment of the chair and members of the Admissions Committee,
the Curriculum Group and the Policy/Research Committee, and ad hoc committees as deemed necessary by the Executive Committee.

5. Evaluation of any issues brought to the attention of the Executive Committee by the Chair or the Faculty.

B. Admissions/ Scholarship Committee
The Admissions/Scholarship Committee will consist of the Program Chair, the Associate Director of Teacher Education, and four Faculty appointed by the Executive Committee to represent the breadth of credential program areas. This Committee will include at least one elementary clinical faculty, one single subject clinical faculty, and two academic senate faculty with membership effective July 1, for a two-year term.

Duties of the Admission/Scholarship Committee:

The Admissions/Scholarship Committee will work as a body of the whole to review and set policy. The Committee will convene at least once during fall, winter, and spring quarters.

Admissions:
1. Review and recommend changes to admissions policies.
2. Make admissions recommendations to Graduate Studies.

Scholarship:
1. Review policies and procedures for awarding scholarships.
2. Review and award scholarships and block grants.

The case by case admission and scholarship review will be delegated to a subcommittee of the Admissions/Scholarship Committee, chaired by the Associate Director of Teacher Education and will include at least one elementary, and one single subject clinical faculty who serve on the Committee.

The subcommittee on Admissions will meet biweekly beginning in January of each year and conclude when the admissions cycle is completed.

C. Curriculum Committee
The Curriculum Committee will function as a committee of the whole. The bi-weekly Teacher Education meeting agenda will include curriculum items and identify policy/research items to refer to the Policy/ Research Committee.

The Committee is responsible for reviewing and recommending changes to program curricula, requirements, or policies. Recommendations are submitted to the Policy/Research Committee and then to the Executive Committee for approval or submission to the Faculty for vote, as deemed
appropriate by the Executive Committee. The final changes are recommended to the Graduate Council, who has final approval authority for any curriculum changes.

The Curriculum Committee will hold at least two formal meetings/retreats yearly at which curricular issues such as new/revised state standards for credentialing, and annual program evaluation, and program review findings are discussed and recommendations made.

D. Policy/Research Committee
The Committee will consist of the Program Chair, acting as Chair, one credential student, ex officio, two Academic Senate and two Clinical Teacher Educators who are members of the graduate program. The Policy/Research Committee will meet quarterly, or on an as needed basis. Faculty members will serve for a two year term.

Duties of the Committee:
Conduct research on the program to address policy and curricular issues as identified by the Curriculum Committee and the leadership of the Credential Graduate program.

E. Recruitment and Website Committee
The Committee will consist of the Associate Director of Teacher Education, one elementary clinical teacher, one single subject clinical teacher, one academic senate member, one advising services staff (ex-officio) member, and one credential student. This committee will meet at least once per quarter. Faculty Members will serve for a two year term. Student member will serve a one-year term.

Duties of the Committee:
1. Make recommendation about recruitment brochures, recruitment events to attend, class visits, and other recruitment venues to include in an annual recruitment plan, to the Executive Committee
2. Review and make recommendations about changes/additions to the Teacher Education website, to the Executive Committee.
3. Identify needed information to judge effectiveness of recruitment efforts and Teacher Education website.

Article VI. Student Representatives

Student Representatives (one representing the elementary and one representing the secondary credential programs) will be elected by the Education Graduate Student Association (EdGSA) and appointed by the Program Chair to serve as voting members of the Recruitment and Website Committee (one student) and Policy/Research Committee (one student).
The Chair of any committee with student members must excuse the student representatives from meetings during discussion of other students, personnel actions or disciplinary issues relating to faculty, rankings of existing students for funding, and for disciplinary issues related to students.

Article VII. Graduate Advisers

Graduate Advisers are appointed for two years, in compliance with the policies and procedures of the Graduate Council and the Office of Graduate Studies. The Graduate Program Chair nominates advisers to the Office of Graduate Studies.

Duties: The Graduate Adviser serves as representative of the Graduate Program in its dealings with graduate students in the program, with the following specific duties: to keep track of the progress of each graduate student in the Program; to provide advice on how the student may best complete the requirements of the Program; to determine whether and how graduate student work satisfies Program requirements; to administer required examinations; to advise the Education Department concerning scheduling of courses relevant to the Graduate Program; to communicate to students their standing in the Program.

Article VIII. Meetings

The Program Chair shall call an annual meeting in September/October for the purpose of conducting program business. The Chair may call other meetings in the interest of the program and shall be required to do so at the written request of five or more members. Members will receive notification of the annual meeting by e-mail at least fourteen (14) calendar days prior to the meeting, and notification by e-mail of other meetings at least ten (10) calendar days prior to the meeting. Members who are off-site may participate by conference call.

Article IX. Quorum

A quorum for the purpose of modifying bylaws or establishing program policy is a simple majority (greater than 50%) of the eligible members. Passage requires a simple majority (greater than 50%) supporting vote of the members voting. Voting may be conducted by e-mail ballot or paper ballot.

Article X. Order of Business

No set format.

Article XI. Amendments
All proposed amendments and revisions to the bylaws must be submitted in writing, together with a justification for the proposed change, to the Executive Committee. The Executive Committee will review the proposal, seek any clarifications it deems necessary from the authors of the proposal, make appropriate changes, and seek the consent of the authors on proposed changes. Once the proposal is agreed upon, the Executive Committee will circulate the proposal to the Faculty by e-mail with a request for comments. The Executive Committee may revise the proposal in response to comments received. The faculty will then meet to discuss the issues raised by the proposal. The Executive Committee will then submit the final proposal to the Faculty by e-mail with a call for a vote. One week will be allowed for return of ballots, with passage of the proposal according to the program’s quorum policy. All amendments and revisions of the bylaws must be submitted to Graduate Council for review and approval.