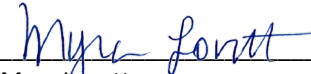


UNIVERSITY-LEVEL COMMITTEE/COUNCIL DATA SHEET

University of Louisiana at Monroe

Committee/Council Name:	Council for Teacher Education		
Committee Type:	<input checked="" type="checkbox"/> Standing	<input type="checkbox"/> Ad Hoc	
Reports to:	Vice President for Academic Affairs		
Term/Date formed:	1989-1990		
Membership (Describe in general terms who should serve on the committee/council): Total = 14			
<i>Faculty Senate Member(s):</i>	1 Faculty Senator		
<i>Staff Senate Member(s):</i>	N/A		
<i>Faculty/Staff Members:</i>	CAES-10; CBSS-PSYC-1; CHS-KINS-1		
<i>Student Members:</i>	1 CAES Student (recommended by committee)		
<i>Ex Officio Members:</i>	N/A		
Officers (Describe in general terms who should serve as officers):			
<i>Chair:</i>	Appointed by the Dean of Arts, Education and Sciences		
<i>Secretary:</i>	Elected from the committee members		
Charge (Describe the charge or purpose of the committee/council):			
The committee charge is to serve as a conduit for information about issues affecting teacher preparation to faculty across campus and to provide input on those issues as it relates to their capacities within the university.			
Rotation Rules (List the rules that govern how committee/council membership changes with time):			
Faculty members are on a three-year rotation. Members are faculty from the College of Arts, Education, and Sciences (CAES). Student member is selected from CAES to serve three years or until graduation. Special consideration of membership beyond the three-year limit is appropriate to ensure adequate representation and continuity of Council work. Faculty Senate member will rotate off when their term as a Faculty Senator ends.			
Duties of Members (Describe the duties expected of each committee member)			
<i>Chair:</i>	The chairperson will convene the committee as needed to fulfill its charge, establish an agenda for each meeting, oversee each committee meeting, form subcommittees and delegate responsibilities as needed to fulfill the committee's mission, annually evaluate committee member performance, and make recommendations for membership. The chairperson will also maintain a file that includes: a statement of the charter of the committee; the approved minutes of each committee meeting; the annual report of the committee; and documents, correspondence, data and other information that might be of continuing value to the committee. Also, the chairperson shall forward committee records to the new committee chair when a new one is appointed.		
<i>Secretary:</i>	Maintain minutes of committee meetings, distribute minutes to committee members, and distribute approved minutes for posting on appropriate web site.		
<i>Faculty Senate Member(s):</i>	Represent the Faculty Senate at all committee meetings, report committee actions to the Faculty Senate, and participate in committee responsibilities.		
<i>Faculty/Staff Members:</i>	Participate in committee responsibilities.		
<i>Student Members:</i>	Participate in committee responsibilities.		
Last updated	<input checked="" type="checkbox"/>	Date: 9/13/2021	Signature: 
Last reviewed	<input checked="" type="checkbox"/>	Fall 2021	Chair Myra Lovett