

CONSTITUTION AND BYLAWS
COLLEGE OF EDUCATION FACULTY ASSEMBLY
FALL 2010

ARTICLE I

Name

The name of this body shall be the "College of Education Faculty Assembly."

ARTICLE II

Statement of Purpose

The College of Education Faculty Assembly exists to implement the stated purposes of Oral Roberts University; to oversee the preparation of teachers for public schools, Christian schools, missions worldwide; and to facilitate the work of the faculty in education and outreach.

ARTICLE III

Authority

The College of Education Faculty Assembly recommends policies, standards, curricula, and improvements in the teacher education and Graduate programs to the Dean of the College of Education, who represents the College of Education to the Vice President for Academic Affairs of the University and to the State Department of Education.

ARTICLE IV

Members

Section 1. Membership of this body shall include full-time faculty within the College of Education.

Section 2. At least one member shall represent the general education component of the University, chosen by the Dean of the College of Education.

Section 3. The Dean of the College of Education is an ex officio member.

ARTICLE V

Organizational Function

Section 1. The College of Education Faculty Assembly shall be the deliberative body for the College of Education and shall establish policies and make recommendations concerning its programs.

ARTICLE VI

Officers

Section 1. The College of Education Faculty Assembly shall elect from within its membership a President, a Vice-President, and a Secretary-Treasurer.

Section 2. The term of office for each position shall be one year based on a three-year systematic progression beginning with the office of secretary-treasurer (year one), the office of vice president (year two), and concluding with the office of president (year three).

A vacancy in any of the positions shall be filled by an upward rotation in the progression of service and the election of a new officer(s) for any remaining vacancy.

Section 3. The Faculty Assembly shall elect from among its membership an undergraduate and graduate College senator and an alternate to serve on the University Faculty Senate. The terms for these senators shall be two years. The senators may be, but are not required to be, officers of the College of Education Faculty Assembly.

ARTICLE VII

Committees

Section 1. Standing committees shall include, but not be limited to, the following:

- a. Faculty Professional Development Committee

Statement of Purpose:

The Faculty Professional Development Committee serves to encourage and facilitate excellence in professional development. The membership of this committee shall be composed of a combination of undergraduate and graduate faculty of the College of Education, one secondary representative, and one P-12 school representative.

Responsibilities:

- to identify opportunities for faculty continued training and updating skills.
- to review and make recommendations related to faculty development funding requests.
- to maintain faculty development activity records for the State Department of Education.
- to review Education faculty development notebooks and provide a summary of professional development activities for unit faculty to the department chairs.
- to facilitate College of Education brown bag luncheons each semester
- to provide a end-of-year reports on overall professional education

activities funded and total amount of expenditures for the year.

b. Faculty Promotion, Sabbatical, and Tenure Committee

Statement of Purpose:

The Faculty Promotion, Sabbatical, and Tenure Committee serves to encourage and facilitate faculty promotion, sabbatical, and tenure. The membership of this committee shall be composed of the tenured faculty of the College of Education.

Responsibilities:

- to help faculty facilitate the process for seeking promotion, sabbatical, and tenure.
- to review Education faculty requests for promotion and make recommendations to the Dean of the College of Education.
- to review Education faculty requests for sabbatical and make recommendations to the Dean of the College of Education.
- to review Education faculty requests for tenure and make recommendations to the Dean of the College of Education.

c. Assessment and Unit Evaluation Committee

Statement of Purpose:

The Assessment and Unit Evaluation Committee serves to recommend, review, and ensure implementation of the College of Education's Assessment System including the ePortfolio. The committee is responsible for the continuous process of collecting, synthesizing, and interpreting data generated from the assessment system to inform decision making at the program, department, and unit levels.

Responsibilities:

- to periodically evaluate the College of Education's assessment system to ensure it is aligned with NCATE standards and is producing data needed to inform decision making at the program, department, and unit levels.
- to work with the Director of Technology to review and make changes to the electronic portfolio.
- to generate assessment reports and make recommendations for Assessment Week activities.
- to ensure validity and reliability of assessment instruments.
- to ensure a process is in place to assess unit operations.
- to document all certification exam results.
- to collect, synthesize and interpret data available from other sources to inform decision making at the program, department, and unit levels.
- to develop systems to create, initiate, and collect data from follow-up surveys from alumni and their employees.
- to update the ePortfolio handbooks

- to develop a transition schedule for implementing the revised ePortfolio TOC
- to work with secondary representatives to complete the Intermediate Level portfolio and to make sure it is aligned with the SPA standards.

d. The Professional Community Review Task Force

Statement of Purpose

The Professional Community Review Task Force serves as an advisory board for the College of Education. The Professional Community Review Task Force is made up of the following members:

- The president of the ORU Oklahoma Student Education Association
- One Master's level graduate candidate
- One Doctoral level graduate candidate
- Two public elementary school teachers (1-alumnus, 1 non-alumnus)
- Two public secondary school teachers (1-alumnus, 1 non-alumnus)
- Two Christian school elementary teachers (1-alumnus, 1 non-alumnus)
- Two Christian school secondary teachers (1-alumnus, 1 non-alumnus)
- Two Elementary Administrators
- Two Secondary Administrators
- Three Superintendents
- One P-12 Parent
- One Faculty member from Cultural Arts and Humanities or Science and Engineering

Responsibilities:

- to meet once a year to review documents and interview candidates and faculty and provide feedback and make recommendations on program, department, and unit operations.

e. Scholarships, Honors, and Awards Committee

Statement of Purpose:

The Scholarships, Honors, and Awards Committee serves to promote the goals of ORU and the College of Education by recognizing and rewarding outstanding faculty and student achievement.

Responsibilities:

- to identify and secure additional funding and resources for scholarships and awards.
- to continue to develop and select areas of recognition.
- to announce and promote the scholarships and awards available to all target groups--students and faculty.
- to supervise the selection of recipients and the formal presentation of

- awards and scholarships to students and faculty.
- to determine the subcommittees responsible for awards in specialized areas.
- to facilitate communication between other departments, the University Faculty Assembly and administration with regard to University awards and the selection process.

f. Special Events Committee

Statement of Purpose:

This committee serves to plan and implement the annual education events and other special functions that may occur throughout the College year.

Responsibilities:

- to plan and implement the annual fall education meeting.
- to coordinate special events in conjunction with the Education Student Association (ESA) as necessary.
- to plan and implement the alumni/homecoming events.
- to plan and implement special events that may arise.

g. Undergraduate Council

Statement of Purpose:

The Undergraduate Council serves to recommend, review, and ensure implementation of all policies and procedures, and curricular changes related to the undergraduate education department. All Secondary Representatives serve as members of the Undergraduate Council. The Chair of the College of Education Undergraduate Education Department shall serve as Chair of the Undergraduate Council.

Responsibilities:

- to oversee the work of the following committees as it relates to undergraduate programs:
 - Curriculum and Academic Standards Committee
 - Admissions and Retention Committee
 - Distance and Online Learning Committee
 - Student Teaching Admissions and Placement Committee
- to review and execute the appeals and grievance policies and procedures.
- to discuss student concerns.
- to make recommendations for approval to the College of Education Faculty Assembly

h. **Graduate Council**

Statement of Purpose:

The Graduate Council serves to recommend, review, and ensure implementation of all policies and procedures, and curricular changes related to the Graduate School of Education. The Chair of the College of Education Graduate School of Education shall serve as Chair of the Graduate Council.

Responsibilities:

- to oversee the work of the following committees as it relates to graduate programs:
 - Curriculum and Academic Standards Committee
 - Admissions and Retention Committee
 - Distance and Online Learning Committee
- to review and execute the appeals and grievance policies and procedures.
- to discuss student concerns.
- to make recommendations for approval to the College of Education Faculty Assembly

Section 2. The following is a description of the undergraduate and graduate council's sub-committees:

a. Curriculum and Academic Standards Committee

Statement of Purpose:

The Curriculum and Academic Standards Committee serves to further the mandate given by the Holy Spirit to build a program on God's Word with a strong mission commitment and to further the purpose of the College of Education and Oral Roberts University by promoting curriculum and academic standards development through continuous evaluation and implementation of the vision and quest for excellence. This committee also serves to meet needs for curriculum and academic standards based on the purpose of ORU and the College of Education and the work of the Holy Spirit while meeting all Oklahoma State Department of Education certification requirements.

Curriculum Responsibilities:

- to promote and to further the extent to which all curricula are based on Biblical principles and the inspiration and work of the Holy Spirit.
- to develop the teacher as the "living curriculum," one with the gifts of the Spirit and a Christ-like example.
- to continually assess current curriculum for scope and sequence.

- to promote process and product evaluation with each department assessing current evaluation techniques and selecting appropriate instruments.
- to promote continuous research and evaluate new perspectives and ideas for education in general and specific content areas.
- to promote and implement new curriculum, to meet current student needs, and to promote faculty development in coordination with the Faculty Development, Promotion, and Tenure Committee.

Standards Responsibilities:

- to pursue excellence in the quest for Biblical knowledge, understanding, and wisdom.
- to work with the Admissions/Retention in Teacher Education Committee to evaluate standards already in place at various checkpoints--for incoming students, for matriculation into professional education courses, and for final performance.
- to conduct assessment with content areas for raising academic standards and for maintaining the standards.
- to investigate the possibility of standardization of expectations and grading procedures.
- to continue to build the College of Education into one of the best, nationally and internationally.

b. Admissions/Retention Committee

Statement of Purpose:

The Admission/Retention Committee serves to make sure policies and procedures are in place in order to maintain admission and retention standards outlined in state and regional teacher certification/accreditation and graduate program guidelines.

Responsibilities:

- to set up a reporting system to monitor professional education program needs and standards.
- to monitor state reforms in policy and recommend ORU policy changes in order to conform to new guidelines.
- to oversee information dispersal of individual student-standing documentation, including the Professional Education Program (PEP) list.
- to inform students of acceptance and withdrawal from the program.
- to set up and implement a retention policies.
- to set up a policy for admitting graduate and undergraduate students for certification.
- to determine and inform students of probationary status.

c. Distance and Online Learning Committee

Statement of Purpose:

The Distance and Online Learning Committee serves to facility the development and evaluation of distanced programs and online courses for the College of Education.

Responsibilities:

- to develop a schedule and a process for evaluating current online courses.
- To develop a schedule for creating online courses in all graduate master's degree programs to ensure up to 50 percent of each program is offered online.
- To evaluate and make recommendations as it relates to current distance programs.
- To study and make recommendations for offering additional distance programs.
- To work with the College of Arts and Cultural Studies to study and make recommendation for the possibility of the creation of a degree completion program in undergraduate education.

d. Student Teaching Admissions and Placement Committee

Statement of Purpose:

The Student Teaching Admissions and Placement Committee serves to oversee the student teaching program.

Responsibilities:

- to oversee the procedures for admission to and placement in the internship phase of the teacher education program.
- to review and act upon requests for student teaching away.
- to oversee revisions to the student teacher handbook.
- to oversee revisions to the evaluation form for student teaching.
- to assist with the student teaching seminar, at the student teaching coordinator's request.

Section 3. Terms for membership on the standing committees shall be two years, excluding the Faculty Promotion, Sabbatical, and Tenure Committee

Section 4. Other committees may be formed by the President of the Faculty Assembly as deemed necessary, subject to the approval of the Dean.

Section 5. Committee chairs and members shall be appointed by the President of the Faculty Assembly, subject to the approval of the Dean. The Student Teacher Coordinator will chair the Student Teaching Admissions and Placement Committee, and the Undergraduate Chair will chair the Admissions/Retention in Teacher Education Committee. Each committee will have at least one faculty member each from the areas of Professional Education, Secondary Education, and Graduate Education.

ARTICLE VIII

Meetings

Section 1. Times reserved for the meetings of the College of Education Faculty Assembly shall be determined and announced at the beginning of each fall and spring semester in accordance with the current University calendar.

Section 2. Except in cases of emergency, meetings will be held in accordance with the regular schedule.

Section 3. Special meetings may be called by the President, with appropriate advance notice.

Section 4. A majority of the membership shall constitute a quorum.

Section 5. Agenda for meetings shall be prepared by the President of the Faculty Assembly. Members shall have an opportunity to submit items for the agenda.

ARTICLE IX

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall govern the College of Education Faculty Assembly in all cases to which they are applicable and in which they are not inconsistent with the Constitution and Bylaws and any other special rules of order this body may adopt.

ARTICLE X

Ratification and Amendments

Section 1. The Constitution and Bylaws shall become effective when adopted by a two-thirds vote of those qualified for membership within this body.

Section 2. The Constitution and Bylaws may be amended by a two-thirds vote of the Faculty Assembly.