

Committees

The purpose of college-level committees is to provide an organized structure through which faculty can have an active role in the accomplishment of the COEPD and the MU missions. All faculty are encouraged to engage in college service on committees. As college service is a requirement for promotion and tenure, new and junior faculty should seek out committee membership opportunities, enlisting assistance from the Program Director, Associate Dean, and/or Dean.

Alternate committee members, where indicated, will be elected by vote of the entire faculty. They will physically (i.e., not by phone) attend all meetings; they will count in quorum and vote when there is a faculty member absent. Faculty members missing two meetings of a single committee during an academic year may be replaced by an alternate--chosen at the discretion of the Dean--for the remainder of that academic year.

The chairs of these committees will be expected to provide to the Cabinet an annual report of their activities, which will become a part of the minutes of the Cabinet. Additional documents may be requested as needed to provide an ongoing record of college and committee activities and decisions.

Educational Personnel Preparation Advisory Committee (EPPAC)

Purpose/Duties

This committee is mandated by the West Virginia Department of Education (WVDE) and defined in *Policy 5100: Preparing Educational Personnel* as follows: “EPPAC serves as an advisory body to the institution’s chief educational personnel preparation officer in developing and reviewing all programs and policies for the preparation of educational personnel within the institution.” EPPAC will provide a framework for data-informed continuous improvement efforts and a lens for program analysis and reflection.

EPPAC shall review matters pertaining to the preparation and licensure of personnel including the following:

- new and revised programs
- admission, retention, and exit criteria
- pre-professional skills, content specialization, and professional education assessments
- educational technology activities and assessments
- annual testing and supply/demand reports
- WVDE and national program reviews and findings
- WVDE educational preparation and licensure policies and statutes
- recruitment of students
- clinical and field experiences
- development and preparation of policies and programs for WVDE self-study materials
- program

modifications

Membership

Dean	PDS Representative (2)
Both Associate Deans	ESC Representative
Clinical Coordinators, SCOPES and CAFBE	WVDE Representative
Director of Assessment	Graduate Student
2 Certification Officers	Undergraduate Student
CSLC Representative	

An administrator and a teacher from at least 4 educational partners within service area

Invitations will also be sent to Program Directors. Members may be added from local business/community agencies as needed.

Officers

Meetings will be coordinated by the COEPD Associate Deans.

Meetings

EPPAC will formally meet once each semester. In addition, an EPPAC website will serve as a medium for dissemination of information.

Graduate Programs Committee (GPC)

Purpose/Duties

The Graduate Program Committee (GPC) will be responsible for all graduate courses, graduate licensure programs, graduate program changes, etc. The GPC will have the ability to forward any issue deemed appropriate to the Undergraduate Program Committee.

Membership

- 1 member from LS/ACE
- 1 member from CISP
- 1 member from C&I
- 1 member from LIT/SPSY/ECE
- 1 member from COUN
- 2 members from CIF
- 2 members at-large
- Associate Dean, Graduate ex-officio
- Assessment Director, ex-officio

The committee will:

- Review, approve, and transmit new programs to the next level of approval.
- Make recommendations to the faculty concerning new program and course options.
- Review course proposals and make recommendations concerning approval or improvement.

Programs will identify their representatives to the committee and the members at-large will be elected by all COEPD faculty. Representatives should have knowledge of and involvement in graduate programs.

Members shall serve a three-year staggered term.

Officers

The Chair of the GPC will be elected from the committee membership. The Associate Dean located in South Charleston will assist the chair with agenda items, scheduling meetings, and receive approved items for appropriate action. The secretary in the SC Dean's office will keep minutes of the meetings.

Meetings

The GPC will meet monthly as needed, coordinated via Polycom with Graduate Council meetings.

Undergraduate Program Curriculum Committee (UPCC)

Purpose/Duties

The Undergraduate Program Curriculum Committee (UPCC) is responsible for reviewing undergraduate curriculum activities in the programs of the COEPD. Close ties are maintained with the Graduate Program Committee (GPC) of the COEPD so that undergraduate and graduate education may work together to meet the mission of the college and find ways to enhance and expand education for the citizens of the State of West Virginia. The committee will:

- Review, approve, and transmit new programs to the next level of approval.
- Make recommendations to the faculty concerning new program and course options.
- Review course proposals and make recommendations concerning approval or improvement.
- Evaluate the duties of the Undergraduate Program Curriculum Committee each year and update or revise those duties.
- Discuss Graduate Program Committee (GPC) decisions for information purposes.

Membership

Each undergraduate program area will have a minimum of one representative on the committee and not more than one committee member for every eight (8) program area faculty members. The committee will have one at-large faculty member representing the college. Members should be faculty who have responsibilities in undergraduate programs. The length of a term of service will be two years and include the following:

- 2 members from CIF
- 1 member from CISP
- 1 member from ECE
- 1 member at-large
- Associate Dean, Undergraduate, ex-officio
- Program Directors of undergraduate programs, ex-officio
- Assessment Director, ex-officio

Officers

The chair and the secretary will be elected from and by the committee members. The Associate Dean will assist the chair with agenda items, meeting schedules, and dissemination of approved items for appropriate action.

Meetings

UPCC will meet a minimum of one time each semester or as called by the chair.

Content Specialization Liaison Committee (CSLCITE)

Purpose/Duties

The Content Specialization Liaison Committee for Initial Teacher Education (CSLCITE) is charged with considering aspects of secondary teacher preparation program areas in collaboration with other colleges' content areas for WV teacher licensure offered by Marshall University. The committee's mission is to review the courses offered in each program and to recommend changes, based on national and state academic standards that would strengthen the program. Other duties include:

- Participate in evaluation procedures for various accrediting bodies.
- Participate in the writing of program reviews for the Council for the Accreditation of Educator Preparation (CAEP), the Marshall University Board of Governors, the Higher Education Policy Commission (HEPC), and the West Virginia Department of Education (WVDE).
- Consider other business items at the request of the Dean, the Associate Dean, or committee members.

Membership

Representative faculty members from certification areas:

- Art
 - Biology
 - Chemistry
 - English
 - General Science
 - Mathematics
 - Music
 - Wellness
 - Physics
 - Social Studies
- Members from the COEPD:
- Associate Dean, Huntington
 - Dean, ex-officio
 - Director of SCOPES, ex-officio
 - CIF Program Director or designee
 - MAT/PBC Coordinator
 - Director of Assessment
 - CAFBE for Advanced Programs

Officers

The committee is chaired by the Huntington Associate Dean. The Associate Dean creates the meeting agendas with input from the other members of the committee, presides over the large group meetings, and will keep the minutes of the meeting unless the CSLCITE chooses a secretary. Minutes will be circulated to all members

of the committee and to the COEPD listserv.

Meetings

CSLCITE will meet once each semester at the midpoint of the semester. The Associate Dean will indicate the day, time, and meeting location.

Teacher Education Standards Committee (TESC)

Purpose/Duties

The Teacher Education Standards Committee (TESC) considers policies and standards related to admission to teacher education, dismissal from a teacher education program, and other academic standards, procedures, and appeals as they relate to candidates in initial teacher education programs.

The committee reviews the credentials of each applicant and makes appropriate recommendations to the Dean. Based upon the credentials and the recommendation of the faculty, the TESC will determine the status of the individual applicant.

Membership

The Director of the Student Center of Professional Education Services (SCOPES) is an ex-officio member of the TESC and is responsible, along with the Education Credentials Specialist, for organizing all student records and presenting the information to the Committee.

Each undergraduate program area will have a minimum of one representative on the committee. For a program larger than 8, an additional representative will be added. The length of a term of service will be two years.

- 1 member from CISP
- 1 member from ECE
- 2 members from CIF
- 1 member at-large
- MAT/PBC Coordinator
- Associate Dean, Undergraduate, ex-officio

Officers

The Chair and Secretary of the TESC will be elected by and from the committee as a whole.

Meetings

The TESC will meet the Friday before the first day of classes each semester. Other meetings during the academic year may be called by the chair who will determine the importance of the issues.

Faculty Review Committee (FRC)

Purpose/Duties

This committee will serve as a conduit for providing opportunities for faculty input into college decisions and actions. The committee has the responsibility to consider issues related to the faculty of the COEPD. Duties include:

- Review annually the COEPD Faculty Handbook and make recommendations to the Cabinet.
- Review sabbatical leave requests with input from Program Directors and forward recommendations to the Dean.
- Conduct annual survey to monitor the health and direction of the college.
- Other responsibilities for review of faculty and candidate research may be assigned by Dean.

Membership

There will be six members of the committee, three from the South Charleston faculty and three from the Huntington faculty. The length of term of service will be two years, with staggered terms so that there will always be both new and returning members.

Officers

The Chair and Secretary of the FRC will be elected by and from the committee as a whole.

Meetings

The FRC will meet at least once a semester (more if necessary), reporting back at the next regular Cabinet meeting.

Faculty and Staff Recognition Committee (FSRC)

Purpose/Duties

The FSRC will coordinate the identification, recognition, and planning for the celebration of accomplishments by faculty and staff. It is responsible for planning and implementing activities during regular terms (fall and spring). Examples of accomplishments to be noted are promotion, tenure, publication, presentation, awards, service (both for years and for above and beyond job performance).

Examples of recognition activities may include a semester newsletter, announcements in the display case, faculty convocation, recognition at hooding ceremonies, and postings on office signs of recent accomplishments.

Information could be obtained from a variety of sources including, but not limited to, Professional Development applications, Program Directors, self-reporting, and other sources as available.

Duties include:

- Publicize upcoming faculty presentations.
- Identify, nominate, and assist applicants for university awards.
- Promote faculty accomplishments (i.e., presentations, grants, publications) in both internal and external resources (i.e., magazine, newsletters).

Membership

There will be eight members of the committee: three faculty each from South Charleston and Huntington and one staff member from each campus. The length of term of service will be two years, with staggered terms so that there will always be new and returning members.

Officers

The Chair and Secretary of this committee will be elected by and from the committee as a whole.

Meetings

The FRC will meet at least once a semester (more if necessary), reporting back at the next regular Cabinet meeting.

Diversity and Social Justice Committee (DSJC)

Purpose/Duties

- Organize and promote lectures and other professional development on diversity and social justice, including English Language Learners.
- Serve as a resource to faculty.
- Promote cultural competence in faculty and students.
- Encourage faculty to include diversity and social justice elements in syllabi as they relate to accreditation.
- Facilitate involvement with internal and external agencies which promote diversity and social justice.
- Develop students to consider diversity in initial planning/treatment rather than as an afterthought.
- Promote the development of students who recognize and embrace diversity and help others to do so as well.

Membership

There will be six members of the committee, three from the South Charleston faculty and three from the Huntington faculty. The length of term of service will be two years, with staggered terms so that there will always be new and returning members.

Officers

The Chair and the Secretary will be elected from and by the committee members.

Meetings

Meetings will be scheduled either jointly or by campus as needed to respond to committee duties.

Promotion and Tenure Committee (P&T)

Purpose/Duties

The primary function of the Promotion and Tenure Committee (P&T) is to evaluate the credentials of faculty seeking promotion and/or tenure. The duties include:

- Assist in the P&T Orientation meetings held in the fall for faculty who are or will be applying.
- Participate in Pre-Tenure reviews.
- Present to the Cabinet suggestions for changes to the P&T processes.
- When directed by the Dean, evaluate the portfolios as submitted.
- Reach a recommendation decision, notifying the applicants as needed and notifying the Dean.

Membership

The committee will be composed of six members, three from the South Charleston and three from the Huntington campus. The committee can include no more than one member from a program area or course concentration area. Members must be tenured and at the rank of associate or above. Members will serve three year terms, established on a staggered basis. An additional alternate member (at large) will be selected on each campus to serve in the event that one of the committee members is unable to participate. The external member will be recruited to provide additional perspective. This member will serve three years, then be replaced by an external member from the other campus.

Note: Board of Governors' policy requires representation of each division. For the purpose of committee membership, *division* is defined here as graduate or undergraduate. For simplicity with the current campus configuration, South Charleston faculty will automatically be considered graduate; Huntington campus will represent undergraduate.

Process for evaluation of portfolios:

- Joint virtual committee meeting to receive charge, discuss process, elect officers, & plan.
- Committee members evaluate portfolios submitted on their campus.
- Committee members evaluate portfolios from the alternate campus.
- Joint meeting (in person) to discuss portfolios, discuss issues, reach recommendation.

Officers

The chair and the secretary will be elected from and by the committee membership.

Meetings

The committee will convene as needed to meet the deadlines set by the university and the Dean.

Quality of Evidence Work Group (QEWG)

Purpose/Duties

The primary purpose of the QEWG is to facilitate, support and monitor the transition within the COEPD from a culture of compliance to a culture of evidence. Within the parameters of this purpose, the QEWG is charged with ensuring the availability/access and improving the quality of the evidence available to support continuous improvement within the COEPD. The QEWG is also responsible for the planning, implementation and evaluation of the Selected Improvement Plan (SIP) and reviewing this plan over time.

Specific responsibilities assigned to the QEWG include:

- Monitor the development and implementation of the Quality Assurance System (QAS) to ensure that it utilizes multiple measures and provides valid data;
- Facilitate and monitor the use of data to set priorities, enhance programs, and improve capacity;
- Facilitate and monitor the development of an infrastructure that adequately supports data collection and monitoring;
- Facilitate and monitor stakeholder participation and feedback;
- Facilitate and monitor the availability of sufficient quality evidence to support the meeting of CAEP and WVBOE standards;
- Ensure that all available evidence reflects minimal Measurement Error (ME) and meets or exceeds CAEP criteria for quality;
- Ensure that all EPP assessments that are used to support accreditation efforts meet the CAEP “sufficient” level standards for EPP developed assessments;
- Provide applicable faculty development/training necessary to support the development of quality evidence;
- Ensure the availability of and access to the technical support (e.g. data processing, statistical support, data analysis assistance, etc.) necessary to ensure quality evidence;
- Provide oversight and monitor implementation of the Selected Improvement Plan (SIP) to include provision of an Annual Report of Progress by June 30 of each year; and
- Other responsibilities as they are identified by QEWG members, the Dean, or as they evolve/emerge from the continuous improvement process.

Membership

The QEWG will be co-directed by the two Assessment Directors who will report directly to the Dean in these roles. The two Associate Deans will also be present. Four faculty members (two representing initial programs and two representing advanced programs) will also be appointed to the QEWG. (Note: Over time, the expectation is that at least two of these faculty members would develop to a point that they could assume the leadership role for the QEWG - if so, then the selection of these individuals is critical.)