TEACHER EDUCATION COMMITTEE

A. Teacher Education Committee

The Teacher Education Committee shall function as the principal agent of the college in the planning and coordination of the graduate and undergraduate education programs of Calvin College and in providing broad faculty participation in all aspects of these programs. Accordingly, it shall review, develop, and recommend policy, curriculum, organization, and implementation of the education programs to insure that these programs serve the needs of the students and the schools in which they will serve. Furthermore, the committee shall keep both the faculty and the students aware of developments in education, of changing standards, and of the professional performance required.

In implementing this mandate, the committee shall:

1. Regularly review all undergraduate and graduate education programs and auxiliary services relating to them to ensure that program goals are being met and that the education unit assessment plan is being implemented appropriately.
2. Supervise and oversee the participation of the various departments and groups in the undergraduate and graduate education programs, and establish administrative policy in such a way as to ensure broad faculty participation.
3. Encourage and review the development of new programs and courses when the need for these becomes apparent. Proposals for new and revised courses and programs must have the support of the departments and groups concerned and, after TEC review, TEC will submit its recommendation and rationale to the Educational Policy Committee.
4. Periodically review the standards and recommendations of the professional and learned societies, and make any needed recommendations for change in the undergraduate and graduate education programs.
5. Review and determine standards for admission to, continuation in, and exit from the undergraduate program and oversee standards for the graduate programs.
6. Process undergraduate student appeals in matters concerning admission, retention, and certification or general graduation requirements and oversee graduate student appeals.
7. Monitor the candidate support systems.
8. Monitor minority recruitment and retention.
9. Seek advice and feedback as needed from the Elementary and Secondary Program Committees.
10. Ensure that all undergraduate majors and minors are well-planned sequences of courses and experiences that include content and pedagogical knowledge necessary for professional competence in teaching or other professional education assignments.
11. Oversee the national accreditation process.

The Teacher Education Committee has intensive committee status.
Composition:
Nine members:
- Three members from the Education Department
- Four members from the Education Unit at large.
- The Dean of Education and the Certification and Assessment Coordinator serve as ex officio members.

B. TEC Committees

All committees meet an average of once per month during the fall and spring semesters.

1. Student Support Committee

The principal work of this committee is to:

- a. Monitor and coordinate support for all undergraduate education program students from admission, continuation, and completion of the program, including student teaching.
- b. Monitor the effectiveness and success of the program in supporting students.

Composition:
Three representatives from the Education Unit and the Field Placement and Student Services Coordinator.

2. Appeals Committee

The work of this committee is to:

- a. Adjudicate appeals from disqualified undergraduate students in the education program.
- b. Determine conditions for continuation in the education program when appropriate.
- c. Follow the Appeals Process described in the Teacher Education Program Guidebook as approved by TEC.

Composition:
Three members of the Teacher Education Committee, normally the chair and two other members appointed by the chair of the Teacher Education Committee. Normally, the chair of the Teacher Education Committee will chair the Appeals Committee.

3. Assessment Committee

The Assessment Committee shall serve in an advisory capacity to the Teacher Education Committee in the planning, development, and coordination of undergraduate assessment initiatives necessary for accreditation and program evaluation. In implementing this mandate, the Assessment Committee shall meet on a regular basis to address the following topics:

- a. Implement the Undergraduate Education Program Assessment System.
b. Oversee the collection, compilation, analysis, and interpretation of education program data. The data need to be connected to the current accrediting agency’s standards and requirements.
c. Evaluate the reliability and validity of current assessment measures.

Composition:
At least one member of the Education Unit faculty, the Assessment Manager, a representative from the Undergraduate Program Development and Assessment Committee, the Dean of Education, and the Certification and Assessment Coordinator.

4. Diversity Committee

The Diversity Subcommittee shall serve the Teacher Education Committee in the planning, development, coordination, and oversight of all diversity initiatives and goals pertaining to the undergraduate education program. It shall ensure that these programs of the college are consistent with: (1) the goals and initiatives of the college as outlined by the FEN (From Every Nation) document and the Core Curriculum Document; (2) State of Michigan performance requirements (e.g. the Higher Education Act Performance Score); and (3) National accreditation requirements.

In implementing this mandate, the Diversity Subcommittee will typically meet once per month during the fall and spring semesters. Prioritization of the committee’s work will be determined by the Dean of Education and the TEC chair to ensure coherence. The Education Department Chair will be consulted for input.

Committee work includes:

a. Monitor recruitment and retention of a diverse student body for the education program. Review education curriculum and experiences and suggest ways to gain greater compliance with the core curriculum document, the FEN document, and state standards, and national accreditation goals.
b. Evaluate the coherence between the diversity goals, initiatives, and structures of the college and the education program.
c. Consult as needed with the Dean for Multicultural Affairs, the Director of Precollege Programs, Multicultural Affairs Committee, the Assistant Dean for Multicultural Student Development, Admissions, and the Director of Community Engagement.

Composition:
Three members from the Education Unit, including at least one from the Education Department and at least one from TEC. The TEC representative chairs the committee.

Elementary and Secondary Education Program Committees

The Elementary and Secondary Program Committees meet regularly to advise TEC on policy relating to the elementary and secondary education programs. These are advisory committees according to the college governance structure. Membership is ex officio, i.e. faculty members are appointed to the committee based on their role in the education program. They remain members of these committees until their role changes. In departments in which there are multiple Education Unit faculty members, the appropriate department chair will determine who will serve as the representative on the Elementary
or Secondary Committees. If a position on a committee represents multiple departments (e.g. science, world languages), the chair of TEC will work with the appropriate department chairs to appoint a representative.

NOTE: Some faculty, because of their role, will serve on both the Elementary and the Secondary Program Committees. For those serving on both, this membership is considered as membership on a college committee.

5. Secondary Education Program Committee

The Secondary Education Committee shall serve the Teacher Education Committee in the planning, development, and coordination of all undergraduate secondary education programs at Calvin College. It shall ensure that these programs of the college are consistent with the educational policy of the college, state and national requirements, and the needs of the students and the communities which the college serves. In implementing this mandate, the Committee shall meet two times each semester to deal with the following topics:

a. Plan and evaluate programs.

b. Promote program continuity between the professional education courses, the pedagogy courses, and student teaching.

c. Consider evaluative data concerning the effectiveness of the program to ensure that program goals are being met and that the assessment plan is being implemented appropriately.

Composition:
Thirteen members, including a representative from each of the following major/minor programs: English/ESL; Mathematics; Science (Biology, Chemistry, Physics, Earth and Space Science); World Languages (Spanish, French, German, Latin, Bilingual Education); Social Studies (History, Economics, Political Science, Geography); Art; Music; PE/Health; Religion; Social Sciences (Psychology and Sociology); Curriculum and Instruction; Content Area Reading; and the Dean of Education.

6. Elementary Education Program Committee

The Elementary Education Committee shall serve the Teacher Education Committee in the planning, development, and coordination of all undergraduate elementary education programs at Calvin College. It shall ensure that these programs of the college are consistent with the educational policy of the college, state and national requirements, and the needs of the students and the communities which the college serves.

In implementing this mandate, the Committee shall meet two times each semester to deal with the following topics:

a. Plan and evaluate programs.

b. Promote program continuity between the professional education courses, the methods courses, and student teaching.
c. Consider evaluative data concerning the effectiveness of the program to ensure that program goals are being met and that the assessment plan is being implemented appropriately.

Composition:
Fifteen members, including a representative from each of the following elementary pedagogy areas: Science, Mathematics, Reading/Language Arts, Social Studies, Religious Studies, Art, Music, PE/Health, Communication Arts and Sciences, Curriculum and Instruction; and a representative from each of the following specialty programs: Early Childhood, Cognitive Impairment, Bilingual Education/ESL/World Language; a representative from the EDUC 345 Leadership Team; and the Dean of Education.

7. Graduate Studies in Education Liaison Committee

The Graduate Studies in Education (GSE) Liaison Committee will serve TEC in oversight of all matters pertaining to Calvin’s graduate studies in education. Execution of these matters is the role of the GSE Group and the GSE Director. The Liaison Committee will oversee:

a. GSE Curriculum, policies and programs, including the MEd program specializations
b. New courses and course revisions
c. Proposed graduate workshops, summer institutes, and contract courses
d. The graduate candidate assessment plan
e. Policies for recruitment of and financial aid for GSE students
f. Advocating and publicizing graduate studies in education both within the college and outside it
g. Processes for graduate students such as: appeals processes, scholarships, academic and program variations, research opportunities, teaching assistantships, international student logistics, and graduate program culture

Composition: The committee will be composed of two TEC members, at least one of which is a member of the GSE Committee of the GSE Group.

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