

Indiana University School of Education Council  
BY-LAWS  
Amendments to By-Laws approved by Education Council July 28, 2018  
Amendments to By-Laws ratified by all campuses ....

The following By-Laws were developed to describe processes and procedures included within the Constitution of the Indiana University School of Education Council.

**Article I. Local Campus Governance Bodies**

No By-laws

**Article II. School of Education Governance Body**

**Section 2. Authority**

**By-Law #1: Approval Process for New Professional Education Courses**

New courses in professional education must receive approval according to the following set of procedures before they may be offered.

- A. New Courses must first be approved by the campus governing body.
- B. An electronic New Course Proposal (CARMin) with a syllabus attached, be submitted by the campus dean to the Secretary of the Education Council who will then distribute it to the Indiana University Schools of Education campus Deans/Chairs/Heads/Education Council member(s) who then will forward these documents to the appropriate faculty/committee in the same discipline on their campus. Proposing faculty shall have 15 working days to consult with faculty on other campuses regarding the new course.
- C. Each campus receiving a proposal is expected to respond to the originating campus within 15 working days. This may be extended by notifying the Secretary of the Education Council that additional time is needed. If the faculty on a campus approves the proposal, that approval shall be noted on the Consultation Form. (NOTE: If no response is received by the originating campus within the 15 working day period, it will be assumed that the proposal is acceptable to all and will be forwarded for university approval.)
- D. However, if faculty on another campus raise concerns regarding the proposal, these must be communicated between the faculty raising the concern and the instructor initiating the proposal, along with notification to the secretary of the Education Council. In situations where differences cannot be resolved between/among individual campuses, the Agenda Committee of the Education Council will strive to resolve the differences.

- E. Each campus withholding approval is required to submit to the originating campus a written rationale for its decision. If the originating campus chooses to proceed, the documentation pertaining to the objection must be included in the proposal package sent to the Secretary of the Education Council. Such disputed proposals shall be forwarded to the Agenda Committee. If resolution cannot be reached, the proposal will be placed on the agenda of the next Education Council meeting.

### **By-Law #2: Matching Process for a Professional Education Course New to a Campus**

Campuses that wish to offer a course new to that campus shall follow University Faculty Council procedures. If a campus is matching a current existing course from another campus, the "matching box" on the proposal must be checked in the CARMin system. The reviewed course shall come to the Education Council as an information item.

### **By-Law #3: Approval Process for Changes to Existing Courses**

Changes to existing courses in professional education must receive approval according to the following set of procedures before they may be offered.

- A. Changes to existing courses must first be approved by the proposing campus governing body.
- B. An electronic course change proposal (CARMin) with syllabus attached shall be submitted by the campus dean to the Secretary of the Education Council who will then distribute it to Indiana University School of Education campus Deans/Chairs/Heads/Education Council Member(s) who will then forward these documents to the appropriate faculty/committee in the same discipline on their campus. Proposing faculty shall have 15 working days to consult with faculty on other campuses regarding the course changes.
- C. At the conclusion of the consultation period, the Secretary of the Education Council shall send the course change proposals to each Education Council member for remonstrance. The campuses shall have 15 working days to submit a remonstrance to the Secretary.
- D. If a remonstrance is made, the Secretary of the Education Council must be notified, and the Secretary shall inform the Agenda Committee for the purpose of placing the proposal on the agenda of the next Education Council meeting.
- E. In the absence of any remonstrance from an Education Council representative, the course change(s) shall be submitted for university approval.

**By-Law #4: Approval Process for Revisions to Existing Programs and Licensing Areas**

Existing degree programs and licensing areas are defined as those in place and approved for the various Indiana University campuses. Revisions in these programs and licensing areas shall be accomplished according to the following procedures. Major revisions in a degree program or a licensing area must be approved by the Education Council. Major revisions include changes in the number of credit hours required, the addition of a new track, creating new patterns of course requirements within a program, and changing the structure of the requirements. Minor revisions in a degree program or licensing area must be approved by the proposing Campus Governing Body and sent as an information item to the Education Council. Minor revisions include substituting one course for another or substituting one set of courses for another.

- A. Proposals for revisions to existing degree programs and licensing areas must first be approved by the proposing campus governing body.
- B. Proposals for revisions to existing degree programs and/or licensing areas shall be sent by the Campus Education Council representative to the Secretary of the Education Council who will then distribute it to Indiana University School of Education campus Deans/Chairs/Heads/Education Council Member(s) who will then forward these documents to the appropriate faculty/committee in the same discipline on their campus. The proposing faculty shall consult with the faculty on other campuses regarding the details of the revisions.
- C. At the conclusion of the consultation period the Secretary of the Education Council shall send the revision proposal to each Education Council member for remonstrance. The campuses shall have 15 days to submit a remonstrance to the Secretary.
- D. Revisions to existing degree programs and licensing areas shall be approved by majority vote of the Education Council.

**By-Law #5: Approval Process for New Degree Programs and Licensing Areas**

New degree programs and licensing areas are defined as those not already offered on a given campus. Approval of new degree programs and licensing areas shall be accomplished according to the following procedures.

- A. Proposals for new degree programs and licensing areas must first be approved by the proposing campus governing body.
- B. Proposals for new degree programs and/or licensing areas shall be sent by the Campus Education Council representative to the Secretary of the Education Council who will then distribute it to Indiana University School of Education campus Deans/Chairs/Heads/Education Council Member(s) who will then forward these documents to the appropriate faculty/committee in the same discipline on their

campus. Proposing faculty shall consult with the appropriate faculty on other campuses regarding the details of the proposals.

- C. After consulting with faculty on the other campuses. proposing faculty, through their campus representative to the Education Council, shall submit the new degree program or licensing area proposal to the Agenda Committee for placement on the agenda of the next Education Council meeting.
- D. Proposals shall be approved by a majority vote of the Education Council.

### **Section 3. Composition**

#### **By-Law #6: Chair Selection**

- A. Education deans will select a minimum of two candidates for chair of the Education Council. The Council will elect the Chair for a three-year term. The Deans will provide the nominees to the Agenda Committee in preparation for the penultimate meeting of the election year. Nominees will be discussed at the penultimate meeting, and the election will be conducted at the last Education Council meeting of the election year.

### **Section 4. Meetings**

#### **By-Law #7: Agenda Committee**

- A. No later than the last meeting of each academic year, the Education Council shall appoint a three-person Agenda Committee from among the continuing voting faculty members, with the Education Council Chair and Secretary serving as ex officio members. The three members must represent three different campuses. The Chair of the Agenda Committee shall rotate among the campus representative members of the Agenda Committee.
- B. The principal duties of the Agenda Committee shall be to:
1. Solicit and receive from each campus governance body, through its representative(s) to the Education Council, action, discussion, and information items relevant to the principal functions of the Education Council.
  2. Work in collaboration with the Chair to establish agendas for Education Council meetings.
  3. Distribute agendas to all Education Council representatives in advance of each meeting.

**By-Law #8: Procedural and Editorial Revisions**

Programs and courses approved by the Education Council subject to procedural or editorial revisions will be monitored by the Council's Agenda Committee. When Agenda Committee members are satisfied, by majority vote, that the necessary and/or agreed-upon revisions noted in the Council's vote for approval have been adequately addressed, the leader of the Agenda Committee will forward such a proposal to its next destination in the approval process. The intent of this protocol is to allow the Council greater efficiency in the management of its program approval process during the months between regularly scheduled, twice-per-year Council meetings.

**By-Law #9: Administrative Support of the Education Council**

Under the direction of the Education Council Chair, administrative support including the on-line course remonstrance process, associated management of CARMin, and management of the Council's website, along with administrative details that may arise, will be provided by the Bloomington campus.

**By-Law #10: Review of Constitution and By-Laws**

Every three years, the Council will review the Constitution and its By-Laws to ensure the quality and integrity of the Council's membership and administration to meet the needs of all Schools of Education with respect to the principal functions of the Council.

***Article III: Amendments***

No By-laws

***Article IV: Scope***

No By-laws

***Article V: Ratification***

No By-laws

Approved April 9, 2004

Proposed Revisions July 28, 2018