

**INDIANA UNIVERSITY SCHOOL OF EDUCATION  
EDUCATION COUNCIL**

**Draft #4: 12/10/03**

**BY-LAWS**

**The following By-Laws were developed to describe processes and procedures included within the Constitution of the Indiana University School of Education's 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. The New Course Request form, with a syllabus and a completed Statewide Consultation Form attached, shall be sent by the campus Education Council representative to the Secretary of the Education Council who will in turn distribute it to Deans/Chairs on the other seven campuses. Deans/Chairs will then forward these documents to the appropriate faculty in the same discipline on their campus. Proposing faculty shall have 15 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.)
- D. However, if faculty on another campus raise concerns regarding the proposal, these must be noted on the Consultation Form and then addressed by the originating faculty member(s). In situations where differences cannot be

resolved between/among individual campuses, the Education Council will resolve it.

- 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 placed on the agenda of the next Education Council meeting. Should time constraints require action prior to the next scheduled Education Council meeting, the Secretary shall facilitate an electronic discussion and vote.

**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. 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. A course change proposal (course number, title, and brief description) shall be sent by the Campus Education Council representative to the Secretary of the Education Council who will in turn distribute it to appropriate faculty in the same discipline on all campuses. Proposing faculty shall have 15 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 days to submit a remonstrance to the Secretary.
- D. If a remonstrance is made the Secretary of the Education Council 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 approved.

**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. They shall then be distributed to the appropriate faculty in the same program area on all campuses. 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 to the Secretary of the Education Council by the campus Education Council representative. They shall then be distributed to the Education unit on each

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 4. Meetings**

##### **By-Law #6: Agenda Committee**

- A. No later than September 1 of each academic year, the Chair of the Education Council shall appoint a three-person Agenda Committee.
- B. Each member of the Agenda Committee shall be a member of the Education Council. One member shall be the Secretary of the Education Council, one shall be a representative from the Bloomington - Indianapolis – Core campus, and one shall be a representative from one of the six regional campuses, selected on a rotating basis on a schedule to be determined by the Education Council Chair. The Chair of the Agenda Committee shall be rotated between the two campus representative members of the Agenda Committee. One year it shall be the member from the Bloomington – Indianapolis core campus and the next year the member from a regional campus.
- C. 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.

#### ***Article III: Amendments***

No By-laws

***Article IV: Scope***

No By-laws

***Article V: Ratification***

No By-laws