

Policy 10.0

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Policy Area: STANDING COMMITTEES

Number: 10

Subject Area: Grievance

Number: 10. 1

Specific Subject:

Number:

Subject Component:

Number:

Effective Date: Fall 1983

Revised Date: October 1996; Spring 2001

Reviewed Date: Spring 2008

Purposes

Review all formal student and faculty grievances and make recommendations for their resolution to appropriate administrative level. A grievance is college-related problem or condition, which student or faculty believes to be unfair, inequitable, discriminatory, or hindrance to that individual's effective performance and which cannot be informally resolved between parties involved.

Membership

1. Two faculty members elected from each department with staggered terms of two academic years.
2. Two students (one graduate and one undergraduate) appointed by dean with terms of one year.
3. No faculty member who is party to grievance under consideration shall serve on committee until member's matter is determined. Under those circumstances other committee members will function as committee of the whole: another faculty member shall not be selected to replace the missing member.

Procedures

1. Incumbent chairperson shall convene committee at beginning of academic year for purpose of electing chairperson for new-year. Out-going (or re-elected) chairperson shall formally notify dean who chairperson is for new-year by no later than September 15.
2. Committee shall maintain minutes, with copy filed in dean's office.
3. Submits recommendations to dean

Quorum

Majority of committee shall constitute quorum for transaction of business, but must include at least one member from each department and one student.

Majority Vote

Concurring vote of majority present is necessary to take any particular action.

Abstentions

Members abstaining from voting shall be considered as acquiescing with majority.

Method of Voting

Method of voting shall be by secret ballot.

Policy Area: STANDING COMMITTEES

Number: 10

Subject Area: Graduate Studies

Number: 10. 2

Specific Subject:

Number:

Subject Component:

Number:

Effective Date: Fall 1983

Revised Date: Spring 1990; Spring 2001

Reviewed Date: Spring 2008

Purposes

1. Consider, review, and recommend graduate program proposals and evaluate present programs when appropriate. Proposals are expected to address themes of unit's Core Content and Experienced Teacher Standards, and to provide references reflecting knowledge base and conceptual framework.
2. Recommend admissions requirements to graduate programs of college.
3. Recommend academic policies relating to graduate studies.
4. Recommend appointment to graduate faculty.

Membership

Coordinator of Graduate Studies for college shall be ex-officio chairperson of committee, one member of graduate faculty elected by each department for terms of two academic years, and one public school teacher, graduate of Murray State, and one public school administrator, graduate of Murray State, named annually by dean.

Procedures

1. Committee shall maintain minutes of their meetings, with copy filed in dean's office
2. Submits recommendations dean.

Quorum

Majority of committee, including written voting proxies provided to chairperson, shall constitute quorum for transaction of business.

Majority Vote

Concurring vote of majority present is necessary to take any action.

Abstentions

Members abstaining from voting shall be considered as acquiescing with majority.

Method of Voting

Committee shall determine method of voting.

Policy Area: STANDING COMMITTEES

Number: 10

Subject Area: Undergraduate Studies

Number: 10. 3

Specific Subject:

Number:

Subject Component:

Number:

Effective Date: Fall 1983

Revised Date: Spring 2001

Reviewed Date: Spring 2008

Purposes

1. Consider, review, and recommend undergraduate program proposals and evaluate existing programs. Proposals are expected to address themes of unit's Core Content, New Teacher Standards, and to provide references reflecting Conceptual Framework.
2. Recommend admission requirements for undergraduate programs of college, excluding teacher certification.
3. Recommend academic policies relating to undergraduate studies, excluding teacher certification.

4. Consider and review programs and courses of study that are common with College of Education and other colleges within university.

Membership

One faculty member elected from each department; one undergraduate student and one public schoolteacher, who is graduate of Murray State, appointed by dean. Faculty terms are for two academic years. Student and teacher terms are for one year. Committee chairperson shall be selected by committee and shall alternate annually among college departments.

Procedures

1. Committee shall maintain minutes of their meetings, with copy filed in dean's office.
2. Submits recommendations to dean.

Processing Policies & Procedures for Major Curriculum Proposals

1. All proposals must be written according to proposal guidelines available from chairperson of COE Undergraduate Studies Committee. Proposals must include formal cover sheet, which accompanies guidelines.
2. Majority of faculty within department submitting proposal(s) must approve all proposals.
3. Original cover sheet and proposal(s) must be sent to dean. Dean's office will send five (05) copies to chairperson of COE Undergraduate Studies Committee. Dean's office keeps originals in files and dean is provided copy.
4. Dean may send to committee written comments regarding proposal(s), provided these comments are received by committee at least twenty-four (24) hours prior to meeting in which proposal(s) will be first discussed.
5. After dean and committee have had five (05) working days to study proposal(s), such may be discussed at next regularly scheduled or called meeting. Committee members may ask other faculty to attend meetings for discussion clarification. Originating department may have representative(s) present proposal to committee and answer questions raised by committee.
6. Proposals may not be voted on until a discussion meeting has been completed (as specified in guideline 05). At least three (03) days must separate discussion meeting of proposals and committee meeting in which vote is taken, unless committee members unanimously waive this requirement. Member not attending may assign (in writing to chairperson) voting proxy to another faculty member

- who is not member of committee. Quorum is defined as majority of members of committee, two of who must be college faculty, excluding proxies. Proposals shall be approved by majority of members of committee, including proxy votes. Upon request of committee member (including chairperson), voting on proposals shall be by secret ballot, otherwise committee shall determine method of voting.
7. If committee fails to approve proposal, committee chairperson will notify originating department and dean of its decision. Reasons (in form of recommendations) will be given in writing by committee chairperson. Originating department has right to appeal any decision made by committee at future meeting. Department may also modify proposal and resubmit it for consideration. At discretion of originating department and with approval of dean, all proposals approved or not approved may continue through process and be forwarded to next highest recommending agency above dean.
 8. All approved proposals affecting teacher certification programs will be forwarded to Policy and Review Committee (PRC) and dean.
 9. If all committees approve proposal(s), originating department will be notified in writing by chairperson of Undergraduate Studies Committee. Within ten (10) working days after receipt of proposal(s), dean will forward comments, if any, and original proposal(s) to provost. Provost shall forward copies to appropriate university-wide committees for consideration.
 10. Once all appropriate committees officially approve proposal, originating department must provide written notification of change(s) to all departments affected.

Examples of Major Curriculum Proposals are:

1. Changes in course content and description affecting one or more programs within other departments or colleges.
2. Changes in course numbers or credit hours affecting one or more programs within other departments or colleges.
3. New required courses.
4. New undergraduate programs leading to major, minor, or area of concentration.
5. Development of new elective courses.

[See Appendix C for Flow Chart for Processing Minor/Major Curriculum Proposals.]

Policies & Procedures for Minor Curriculum Proposals

1. The originating department will send one (01) copy of proposal to dean and three (03) copies to Chairperson of Undergraduate Studies Committee who will ask a special sub-committee to critique proposed changes in meeting definition of "minor curriculum proposal." Proposal should include following:
 - a. Statement from chairperson verifying that majority of departmental faculty has approved proposal.
 - b. Statement from chairperson verifying that proposed change meets required definition of "minor curriculum proposals."
 - c. Clear and concise description.
 - d. Rationale for proposed change. Special sub-committee will have five (05) working days to study proposal. Upon arrival, one (01) copy of proposal will be sent to dean.
2. Within ten (10) working days dean approves or does not approve proposal. If proposal is approved, dean will forward one (01) copy of proposal with endorsement of approval to provost. Dean will also notify chairperson of originating department of decision.

Examples of Minor Curriculum Proposals

1. Changes in course number or prefix affecting only originating department.
2. Change in course title that more accurately reflects course content.
3. Change in course description that more accurately reflects content of course.
4. New elective course(s). If possibility of course duplication exists, proposal shall be presented to entire committee.
5. Deletion of courses affecting programs housed only in department carrying prefix.
6. Change in credit hours when one course taken in conjunction with another is deleted or required and total hours are less or more than previously stated semester hours, none of which affects any programs or courses outside originating department.
7. To be considered minor change, above must not affect any other program outside originating department.
8. Deletion of course from approved programs that are not required by university, state, and other appropriate policies and/or guidelines.

[See Appendix C for Flow Chart for Processing Minor/Major Curriculum Proposals.]

Quorum

Majority of committee, including written proxies, shall constitute quorum for transaction of business.

Majority Vote

Concurring vote of majority of committee, including written proxies provided to chairperson, is necessary to take any action.

Abstentions

Members and faculty holding proxies abstaining from voting shall be considered as acquiescing with majority.

Method of Voting

Committee shall determine method of voting.

Policy Area: STANDING COMMITTEES

Number: 10

Subject Area: Promotion & Leave

Number: 10. 4

Specific Subject:

Number:

Subject Component:

Number:

Effective Date: Fall 1983

Revised Date: Fall 1987; Spring 2001

Reviewed Date: Spring 2008

No Summer Professional Development Leave can be awarded without consensus of committee and dean as to recipient (re: President Memo, Subject - Faculty Professional Development Grants, 12-22-88).

Purposes:

1. Review all leave and promotion applications to assure due process has been followed.
2. Make promotion recommendations and notify applicants of recommendations.
3. Make leave recommendations and notify applicants of recommendations.

Membership

1. One member shall be elected from each department with staggered terms of three academic years in order of ACS, ECE, and ELC.
2. One faculty elected at large from college with term of three academic years
3. Committee shall select chairperson.
4. Should any member to this committee be candidate for promotion or leave, member shall not be eligible to serve during that consideration and shall be temporarily replaced by dean from among faculty of candidate's department or from college if candidate is member at large.

Procedures

1. Incumbent chairperson shall convene committee at beginning of academic year for purpose of electing chairperson for new-year. Out-going (or re-elected) chairperson shall formally notify dean who chairperson is for new-year by no later than September 15.
2. Committee shall maintain minutes of meetings, with copy sent to dean.
3. Submits recommendations to dean.

Quorum

Majority of committee shall constitute quorum for transaction of business.

Majority Vote

Concurring vote of majority of committee is necessary to take any particular action.

Abstention

Members abstaining from voting shall be considered as acquiescing with majority.

Method of Voting

Method of voting shall be by secret ballot.

Policy Area: STANDING COMMITTEES
Subject Area: Tenure
Specific Subject:
Subject Component:
Effective Date: Fall 1983

Number: 10
Number: 10.5
Number:
Number:

Revised Date: Fall 1987; Spring 2001

Reviewed Date: Spring 2008

Purposes:

Review all tenure applications in college to assure due process has been followed and make tenure recommendations.

Membership

1. One tenured faculty shall be elected from each department for three academic years in staggered terms in order of ACS, ECE, and ELC
2. One tenured faculty shall be elected at large in college for term of three academic years.
3. Members shall select chairperson.

Procedures

1. Incumbent chairperson shall convene committee at beginning of academic year for purpose of electing chairperson for new-year. Out-going, or re-elected, chairperson shall formally notify dean as to who chairperson is for new-year by September 15.
2. Committee shall maintain minutes of all meetings, with copy filed in dean's office.
3. Submits recommendations to dean.

Quorum

A majority of committee shall constitute quorum for transaction of business.

Majority Vote

A concurring vote of majority of committee is necessary to take any particular action.

Abstention

Members abstaining from voting shall be considered as acquiescing with majority.

Method of Voting

Method of voting shall be by secret ballot.

Policy Area: STANDING COMMITTEES

Number: 10

Subject Area: Policy & Review Committee for Educational Certification and Accreditation (PRC)

Number: 10. 6

Specific Subject:

Number:

Subject Component:

Number:

Effective Date: July 1, 1981

Revised Date: February 1994; Spring 2001

Reviewed Date: Spring 2008

Purposes:

1. Review of all programs that lead to certification under Educational Professional Standards Board as well as proposals for modifications to such programs. This review shall be for purposes of (01) ensuring that such programs and/or their modifications satisfy criteria established by appropriate certifying or accrediting agencies, and (02) ensuring themes of unit's Conceptual Framework are addressed and references reflecting knowledge base are included.
2. Establish policy, subject to approval by Dean of College of Education, for admission and retention procedures in all graduate and undergraduate certification programs. Shall review departmental criteria for admission and retention of students to determine if such criteria satisfy standards established by appropriate certifying or accrediting agencies.
3. Establish policy and procedures for admission and retention of students in student teaching and professional field experiences.
4. Shall serve as an advisory council at request of dean for matters related to teacher certification and accreditation.

Membership

1. Committee members as follows:
 - a. two members from Adolescent and Career Education Department;
 - b. two members from Early Childhood and Elementary Education Department;
 - c. two members from Educational Studies, Leadership and Counseling Department;
 - d. one representative from each college or school in university that has teacher certification program(s);
 - e. one teacher, who is graduate of Murray State, representing public elementary or secondary schools;

- f. one administrator, who is graduate of Murray State, representing public schools;
 - g. Director of Teacher Education Services shall be ex-officio, voting member;
 - h. Assistant Dean of College of Education shall serve as ex-officio chairperson of committee, who will vote only as tie breaker.
2. Selection of Committee Members:
- a. Departments in manner determined by respective department chairperson shall select committee members from departments
 - b. University members from other than College of Education shall be selected by their college dean or school director and must be significantly involved in and committed to teacher education. These university members may not be member of College of Education.
 - c. Dean of College of Education shall appoint teacher and administrator.
3. While no student members serve on Policy and Review Committee, chairperson shall ascertain appropriate involvement of students for proposals submitted to committee. Appropriate involvement may include students sitting with committee.

Procedures

PRC shall hold scheduled meeting no less than twice each semester. Committee chairperson or dean may call special meetings.

Quorum

A majority of committee shall constitute quorum for transaction of business.

Majority Vote

Concurring vote of majority of committee is necessary to take any particular action.

Abstentions

Members abstaining from voting are considered acquiescing with majority.

Method of Voting

Committee will determine method of voting.

Policy Area: STANDING COMMITTEES
Subject Area: College Technology Oversight Committee
Specific Subject:
Subject Component:
Effective Date: October 1, 1996
Revised Date: Spring 2002

Number: 10
Number 10. 7
Number:
Number:

Reviewed Date: Spring 2012

Purposes:

1. Provide oversight to college technology needs.
2. Set priorities and guidelines for expenditure of budgeted funds to address instructional and administrative objectives of the College.
3. Annually review and update the long-range technology plan for the college.
4. Serve as an advisory council at the request of the dean for matters related to technology.

Membership

1. Dean shall select one member from each department, the Director of Teacher Education Services, one additional appointed faculty or staff member and one student. Terms are for two academic years, with reappointment by dean possible.
2. KATE Director shall serve as the Committee chairperson.

Procedures

1. The first meeting of the academic year shall convene no later than September 15. Additional meetings shall occur as established by committee. Committee chairperson may call additional meetings.
2. Committee shall maintain minutes of meetings, with copy filed in dean's office.

Quorum

Majority of committee shall constitute quorum for transaction of business.

Policy Area: STANDING COMMITTEES
Subject Area: Diversity
Specific Subject:
Subject Component:
Effective Date: October 1, 1996

Number: 10
Number 10. 8
Number:
Number:

Revised Date: Fall 2010

Reviewed Date: Fall 2010

Purposes

1. To provide professional development opportunities on the topic of diversity for COE students, faculty, and staff.
2. To solicit, monitor, and promote use of diverse educational materials and instructional resources to be available in the Curriculum Center or Alsup Reading Room located Alexander Hall.
3. To design and implement experiences to encourage the COE community to self-assess and reflect on their diversity competencies.
4. To assist the faculty of each COE program to develop course objectives, activities, and assessments to provide awareness, and develop instruction and assessments to measure COE students' ability to meet the instructional needs of diverse groups of students.

Membership

1. Program coordinators from each department in College of Education.
2. A graduate of Murray State University teaching in public schools appointed by dean.
3. Other members as designated and appointed by the dean.
4. Committee shall name chair from among College of Education members.

Procedures

1. Committee shall meet at dates and times established by members. Chairperson may call additional meetings.
2. Chairperson shall convene committee at beginning of academic year to elect chairperson for that year. Outgoing, or re-elected, chairperson shall notify dean who is chairperson for new-year no later than September 15.
3. Committee shall maintain minutes of meetings, with copy filed in dean's office.

Quorum

Members present at meeting shall constitute quorum for purposes of discussion, majority present shall constitute quorum required to vote or transact business.

Majority Vote

Concurring vote of majority of members present is necessary to take action.

Abstentions

Members abstaining from voting are considered acquiescing with majority.

Method of Voting

Committee shall determine method of voting.

Policy Area: STANDING COMMITTEES
Subject Area: Admission to Teacher Education
Specific Subject:
Subject Component:
Effective Date: Fall 2001
Revised Date: Spring 2001; Spring 2008

Number: 10
Number 10.9
Number:
Number:

Purposes

1. Approve and reject student applications to teacher education and student teaching, based on criteria for acceptance, after receiving recommendation of Director of Teacher Education Services.
2. Make recommendations to director and dean concerning operation and function of Teacher Education Services.
3. Make recommendations to director and to dean concerning criteria for admission to teacher education and to student teaching.

Members

1. Faculty in College of Education appointed by dean, with one representative from each undergraduate teacher certification program and others from college faculty as dean may wish.
2. Dean shall appoint chairperson of committee from among faculty members.

3. One teacher and one administrator, both graduates from Murray State, from area public schools appointed by dean, after consultation with chairperson and Director of Teacher Education Services.
4. Terms of members of committee shall be reoccurring as approved by dean.

Procedures

1. Meet twice (minimum) each semester at times set by committee, after consultation with director, and other times as called by committee chairperson, after consultation with director.
2. Secretary to Director of Teacher Education Services shall act as secretary to committee.
3. Committee shall keep minutes of meetings with copies to members, director, and dean.
4. Director of Teacher Education Services, not a committee member, shall be present at all meetings at which approval or rejections of applications are made, and no action by committee on applications shall be made without recommendation from director.
5. Faculty member, who is not a committee member, may represent faculty members of committee by written proxy that is provided to committee secretary. Public school teacher or administrator, who is not a committee member, may represent public school committee member by a written proxy provided to committee secretary. Committee member shall not be proxy of another member.
6. With approval of committee, chairperson may appoint other college faculty members to subcommittees, to work with an applicant who has been denied or to facilitate other action of Admission to Teacher Education Committee.

Quorum

1. Quorum shall consist of majority of committee members.
2. Written proxy shall count toward determination of quorum.

Majority Vote

All action shall pass by majority vote, with chairperson voting only to break tie.

Abstentions

Members abstaining shall be counted with majority.

Method of Voting

Method of voting shall be determined by committee.

Policy Area: STANDING COMMITTEES

Subject Area: Collegiate Faculty Award

Specific Subject:

Subject Component:

Effective Date: Fall 2001

Revised Date: Spring 2001

Number: 10

Number 10. 10

Number:

Number:

Reviewed Date: Spring 2008

Purpose

1. Committee will establish procedures and criteria for Award.
2. Committee will accept applications from faculty who wish to be considered for faculty award for published research or published creative activity and determine to whom award should be made.

Members

1. One faculty member from each department selected by dean to serve one-year terms, reoccurring as approved by dean.
2. Dean appoints chairperson annually in fall.

Procedures

1. Committee reviews applications, and chairperson notifies those who will be considered.
2. Committee listens to presentations of applicants for award, studies required materials presented to committee by applicants, and in private session makes decision.
3. Committee chairperson notifies applicants in writing of results, with copy to dean.
4. Dean prepares award and makes presentation to winning applicant.

Quorum

Quorum consists of committee of the whole: three persons.

Majority Vote

All action shall pass by majority vote.

Method of Voting

Method of voting shall be by secret ballot.

Policy Area: STANDING COMMITTEES

Number: 10

Subject Area: Recruitment and Retention

Number 10. 11

Specific Subject:

Number:

Subject Component:

Number:

Effective Date: Fall 2001

Revised Date: Spring 2001

Reviewed Date: Spring 2035

Purpose

1. Provide guidance and perspective for the undergraduate and graduate activities of Recruitment and Retention Center.

Members

1. Dean membership of the committee will consist of the assistant dean, center staff and department chairs or their designees. The center coordinator will invite two local high school counselors to serve two years memberships on the committee. The center coordinator will also select one undergraduate student and one graduate student to serve for one year terms.

Procedures

The center coordinator will call meetings and implement procedures and goals as determined by the committee. The committee will meet no less than once a semester.

Quorum

Quorum shall consist of majority of committee members.

Majority Vote

All action passed by majority vote of those members present.

Abstentions

Members abstaining shall be counted with majority.

Method of Voting

Method of voting shall be as determined by committee.

**Policy Area: LIBRARY/MEDIA CENTER OVERSIGHT
COMMITTEE**

Number: 10

Subject Area: Recruitment

Number 10. 12

Specific Subject:

Number:

Subject Component:

Number:

Effective Date: Fall 2002

Revised Date: Spring 2008

Mission Statement

To acquire and maintain a collection of current print and non-print curriculum materials and resources that are used by students and faculty on a regular and consistent basis.

Purpose

1. It is proposed that an Oversight Committee be established as a Standing Committee for the purpose of overseeing that the mission of the Library/Media Center shall be accomplished.
2. In addition, the committee, subject to the approval of the Dean, shall mediate any and all disagreements between and among parties involved in the Library/Media Center.
3. Solicit input for growth of Center from multiple resources.

Membership

The Oversight Committee is comprised of seven [7] members. The Dean, College of Education, shall appoint members annually at the beginning of each academic year. Member shall elect one of its members, on an annual basis, to serve as chairperson. The committee shall be comprised of:

1. Three [3] Faculty Contact Members [One member from each department]
2. One [1] COE Graduate Assistant [Must be an Education Major]
3. One [1] COE Student Worker [Must be an Education Major], and
4. Two [2] representatives from Student Organizations [Must be an Education Major]

Procedures

1. Committee shall meet at dates and times established by members. Chairperson may call additional meetings.
2. Chairperson shall convene committee at beginning of academic year to elect chairperson for that year. Outgoing, or re-elected, chairperson shall notify dean who is chairperson for new-year no later than September 15.
3. Committee shall maintain minutes of meetings, with copy filed in dean's office.

Policy Area: STANDING COMMITTEES

Subject Area: Collegiate Student Award

Specific Subject:

Subject Component:

Effective Date: Fall 2008

Revised Date:

Reviewed Date:

Number:

Number: 10.13

Number:

Number:

Purpose

1. Committee will establish procedures and criteria for College student awards.
2. Committee will accept nominations from faculty or university supervisors for students to be considered for College awards.

Members

1. One faculty member from each department selected by the dean to serve one-year terms, reoccurring as approved by dean.
2. Dean appoints chairperson annually in fall.

Procedures

1. Dean's office announces awards to faculty a month before the end of each semester to promote the selection of nominations.
2. Committee reviews applications, and chairperson notifies dean's office.
3. Dean's office reports the winning applicants to the Provosts office and prepares awards.