

# **Educator Preparation Academic Advisory Committee**

## **Bylaws**

### **Article I. Purpose and Function**

1. The Educator Preparation Academic Advisory Committee (EPAAC) serves the Board of Regents on issues of policy related to the preparation of educators for the P-12 schools. The primary purpose of this committee is to assist each Board of Regents institution that prepares educators to meet and exceed the Board of Regents "Principles for the Preparation of Educators for the Schools" and to work toward further continued improvements over time. EPAAC does not serve as a curriculum committee to approve or disapprove courses or Programs at any individual institution; instead, EPAAC serves to assist in interpreting policies and suggest guidelines which affect all system institutions, such as those related to the University System Core, P-16, Board of Regents Policies on educator preparation, and recommendations to the Professional Standards Commission from the Board of Regents.
2. EPAAC replaces any functions related to professional preparation in education previously assigned to the Board of Regents Advisory Committee on Arts and Sciences and/or the Advisory Committee on Teacher Education. EPAAC also serves as an appeals committee when the practices or decisions of an individual institution come into conflict with interpretations of policy by Board of Regents staff (see Article VI).

### **Article II. Membership**

1. To enhance collaboration and to insure that each institution appreciates that the preparation of educators is a university-wide responsibility, the membership of EPAAC will be composed of (1) the deans/directors of the college, school, or division of education and (2) the deans/directors of the college, school, or division of arts and sciences at each Board of Regents institution with approved educator preparation programs. Membership will also include (3) the vice presidents for academic affairs of each two-year college in the University System. When there is more than one relevant Education or Arts and Sciences dean, director, or vice president within a given institution, the president of that institution shall designate one as the official representative of the institution. Deans/directors/vice presidents from independent colleges and universities in Georgia, as well as representatives of the P-12 education community, may be invited to attend meetings to broaden the perspective on issues under consideration but may not be elected to any offices of EPAAC nor may they vote on issues before the committee.

### **Article III. Voting**

1. EPAAC serves to improve the preparation of educational professionals within the University System of Georgia. As faculties of education, arts and sciences, and those representing the core curriculum within two-year colleges each contribute to that preparation, each member of EPAAC, i.e., each education dean, each arts and sciences dean and each academic vice president from the two-year institutions shall have one vote each and will be asked to review issues with relevant faculty at their institutions before their vote is cast. Official votes can be taken at meetings of EPAAC or on EPAAC's dedicated listserv. The EPAAC Chair will be responsible for posting voting items on the listserv and the Secretary will record all final votes. Whenever possible, the Chair will allow two weeks for discussion, but no less than one week before calling for a vote.

### **Article IV. Officers and Executive Committee**

1. The Officers of EPAAC consist of a Chair, a Vice Chair (who is the Chair-Elect and assumes the chair the following year or at any time the chair is vacated), and Secretary. The Vice Chair and Secretary are elected annually at the spring semester meeting from among the members.
2. The Executive Committee is made up of the current officers, the immediate past-chair, one member elected from each academic area represented on EPAAC (Education, Arts and Sciences, and two-year institutions) and ex officio liaisons from the Board of Regents. The Executive Committee will set agendas, establish subcommittees, and suggest solutions to problems which need to be resolved immediately. The Executive Committee will decide which of these immediate problems need to be brought to the full committee for their confirmation. No action is official until validated by vote of EPAAC. Any member can suggest agenda items to the Chair or Secretary. Each year the Secretary will be responsible for updating the listserv to reflect the EPAAC Membership List. The term of office for each officer and for the Executive Committee shall be July 1 through June 30. The election of officers and Executive Committee members shall take place at the spring semester meeting and shall be by the full committee. The Chair position shall rotate annually among an Education Dean, an Arts & Sciences Dean, and a VPAA from two-year institutions. An office vacated prior to the end of the term shall be filled by appointment by the Chair with the approval of the Executive Committee.

### **Article V. Meetings**

1. EPAAC will meet officially at least once per semester, not including the summer term. Additional meetings may be scheduled by the Chair or a majority of the Executive Committee. Notice of meetings will be sent at least one month in advance of the meeting date and that notice should include a request for agenda items. If the official representatives are not available to attend the meeting, they may send an alternate who will have the right to vote. The quorum for the

transaction of official business shall consist of fifty-one percent of the membership or their alternates.

#### **Article VI. Appeals**

1. There may be occasions where colleges or universities disagree with interpretations of policies by Board of Regents staff. In such cases, the college or university may file for a hearing by the Appeals Committee of EPAAC. The Appeals Committee consists of two representatives from each constituency represented on EPAAC (Education, Arts and Sciences, and two-year institutions). Members are elected annually at the spring meeting to serve for the following year. The Vice Chair of EPAAC serves as the Chair of the Appeals Committee.
2. The Appeals Committee may review the original proposal, the Board of Regents staff action, and any other materials submitted either by the staff or the affected institution and make a recommendation to the Executive Committee, the Board of Regents staff and the appealing institution(s) within thirty days of receiving the appeal. The ruling of the Appeals Committee may advise Board of Regents staff to either confirm or reconsider their decision.

#### **Article VII. Reports of EPAAC**

The Secretary of EPAAC will take minutes at each meeting. All minutes, reports, studies, policy interpretations, and recommendations of EPAAC shall be submitted by the Chair to the official designated by the Senior Vice Chancellor for Academic Affairs after the document is approved by the membership. Approval by electronic mail is acceptable.

#### **Article VIII: Rules of Procedure**

Rules of procedure not specifically addressed in the bylaws will follow the current edition of Roberts' Rules of Order.

#### **Article IX. Adoption and Amendment of Bylaws**

These bylaws shall be adopted by two-thirds of the voting membership of EPAAC. Amendments to the bylaws must be approved by two-thirds of the membership. Proposed amendments to the bylaws must be distributed to the membership a minimum of one month before the vote.

Approved as amended by the Educator Preparation Academic Advisory Committee, March 23, 2004.