



The University of Southern Mississippi

Bylaws of The University of Southern Mississippi Professional Education Council

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BYLAWS*
of The University of Southern Mississippi Professional Education Council

PREAMBLE

The Professional Education Unit (Unit) of The University of Southern Mississippi is defined as those Professional Education Faculty located in the College of Education and Human Sciences and other colleges, and schools in the University. The Professional Education Council serves as the governance body for the Unit. The Dean of the College of Education and Human Sciences, as the officially designated head of the Unit, has the responsibility and authority to provide direction and leadership to the Professional Education Council.

ARTICLE I

Name

The name of this Council is The University of Southern Mississippi Professional Education Council.

ARTICLE II

Purpose

The purpose of the Professional Education Council (PEC) is to ensure that the professional education programs at The University of Southern Mississippi are quality programs that comply with standards of the Council for the Accreditation of Educator Preparation (CAEP), other professional accrediting agencies, and the Mississippi State Department of Education (MDE). By virtue of the committee structure and the membership, the Council has a continuous source of information for use in considering policy and pro

for final approval, if Board approval is needed.

Section 2. Responsibilities

The PEC responsibilities include but are not limited to the following:

- a. Faculty
 - 1) *Selection, Evaluation, and Retention of Professional Education Faculty (PEF)*. The PEC, via its Chair, has the opportunity to engage with Directors and Deans of other colleges and make appropriate recommendations regarding PEF.
- b. Programs
 - 1) *Curriculum and Program Approval*. The PEC, via the Unit Review standing committee, reviews and recommends action to the Dean of CEHS on all proposed courses, programs, and/or program changes in professional education. The Dean of CEHS has the responsibility to present recommendations to the Academic Council or Graduate Council.
 - 2) *Disseminating Information*. The PEC, via its Chair, disseminates information relating to professional education to University constituents.
 - 3) *Forum*. The PEC serves as a university sounding board for the professional education needs of public and private agencies.
 - 4) *Official Liaison*. The PEC via its Chair serves as the official liaison between The

- 1) *Recruitment*. The PEC via a standing committee explores a variety of procedures and reviews budgets, efforts, and activities to recruit a diverse student body. The PEC may make recommendations to the Dean of Admissions and the recruitment staff regarding education majors. The committee has the responsibility to present recommendations to the PEC.
- 2) *Admissions*.

Section 2. Caucus Chairs

The caucus chairs do not have to be regular voting members of the PEC. However, they are encouraged to attend PEC meetings to provide caucus reports. Their responsibilities include but are not limited to:

- a. Chairing the regular meetings (a minimum of one per semester) of the caucus.
- b. Communicating concerns of caucus members to the Officers and the PEC.
- c. Communicating concerns of the Officers and the PEC to caucus members.

Section 3. Standing Committee Chairs

The standing committee chairs are selected from PEC representatives and are regular voting members of the PEC. Their responsibilities include but are not limited to:

- a. Chairing the meetings of the standing committee as determined by the PEC.
- b. Communicating concerns of the committee members to the Executive Committee and the PEC.
- c. Attending the Executive Committee meetings.

ARTICLE VI Meetings

Section 1. Regular Meetings

The PEC meets monthly from August to March on the last Tuesday of each month. All meetings are open to-

Section 5. Minutes

The minutes of the regular meetings are recorded by the secretary and distributed to the Unit no later

The PEC has Standing Committees that are composed of PEC members appointed by the Executive Committee for a two-year term. The calendar of standing committee meetings must be distributed to PEC members by the September meeting of each academic year. Members may be reappointed. The standing committee chair is appointed by the Executive Committee. The committees and their purposes shall be:

a. *Bylaws Committee*, whose purpose is to review the bylaws odd-numbered year and recommend revisions when needed. This committee also reviews the number of members of the PEC and odd-numbered years based on the number of program graduates and adjust the membership and/or formula if necessary. The committee recommendations are presented to the PEC and to the Dean of CEHS at the September meeting for final approval. The Vice Chair of the PEC is an ex officio member of this committee.

b. *Recruitment, Admission, Dismissal, Appeals, and Retention (RADAR) Committee*, whose purpose is to (1) review plans, procedures, and resources for the recruitment of students and make recommendations to the PEC, (2) review and evaluate university admission requirements to enter the professional education program and make recommendations to the PEC, (3) recommend to the PEC, where appropriate, tests and/or standards to determine if applicants who have been admitted to professional education should be allowed to remain

members of the PEC. Each caucus shall meet at least one time in both fall and spring semesters and at other times as deemed necessary by caucus chairs and/or members. The calendar of caucus meetings must be distributed to PEC members by the September meeting of each academic year. Caucus agendas must be distributed, and minutes of each meeting must be submitted to the PEC Secretary within two weeks of the caucus meeting.

ARTICLE IX
Parliamentary Authority

Section 1. Authority

The rules contained in the current edition of