



**SCHOOL OF EDUCATION
GOVERNANCE DOCUMENT**
Revised February 2018

PHILOSOPHY

The School of Education (SOE) is committed to the principle of shared governance. The governance structure shall encourage a balance of responsibility, authority, and accountability with the goals of maintaining and developing the viability and diversity of SOE programs and promoting excellence in undergraduate, post-baccalaureate, and graduate education. SOE governance shall operate in a spirit of fair play, mutual respect, and commitment to the SOE Community, and with elected representation to reflect the perspectives of academic discipline. The faculty, with appropriate input from staff and students, shall assume primary responsibility for developing and recommending academic policy, procedures, allocation of instructional and support positions, and curriculum to the SOE Director and the Dean of the College of Education, Health and Human Services (CEHHS). SOE governance shall be consistent with the University, CEHHS, and SOE Mission Statements and the Memorandum of Understanding between the California Faculty Association and the Trustees of the California State University.

SOE COMMUNITY MEETINGS

The SOE Community shall carry out its duties in formulating policies and establishing procedures through SOE meetings and through participation in the four standing committees (see below). As appropriate, policies related to specified aspects of the SOE's educational program are to be implemented by the Director and program coordinators. SOE Community meetings are essential to the effective governance of the SOE. At these meetings, members will be informed of the business and decisions being transacted in the committees. Of equal importance is the opportunity for the community to comment upon and give advice to the standing committees and the Director (who will also give brief reports at each meeting) on a regular and formal basis. In addition, the meetings will be the place where members of the SOE can call for discussion of SOE business falling outside the regular business of the committees. SOE Community meetings shall be held twice each month during the academic year. All faculty and staff of the SOE are encouraged to attend regular and special meetings, which will be public. Quorum will be determined by the number of members who have attended at least one of the last three (3) meetings. Simple majority of the established quorum of the membership of the Governance Community shall constitute a quorum. Once a quorum is established, meetings may continue even though a majority of the members are no longer present. Reports from each of the standing committees and the Director will be heard and discussed at each meeting. The co-chairs of the SOE Community will have the responsibility for setting meeting dates and agendas, in consultation with SOE administrators, faculty and staff.

Co-chairs of the SOE Community meetings will be the associate director plus an elected faculty member on a one-year term. Administrative support to the co-chairs will be provided by the Office of the Director.

Each year in early May, the Office of the Director shall call for and hold elections. For purposes of voting for the co-chair and committee members, voting members of the SOE will be tenure-track faculty, lecturers, and Distinguished Teachers in Residence. Faculty in the Faculty Early Retirement Plan and those

on leave are eligible to vote but not eligible to serve as co-chair.

Each year, elections will be held in early February to select representatives to serve on committees in the following academic year. Tenure-track faculty, Distinguished Teachers in Residence, and lecturers are eligible to run for membership on committees. Faculty members in the Faculty Early Retirement Program may run for election if they work both semesters during the year.

The standing committees shall select their chairs and establish a regular meeting time (generally monthly). The committee chair may cancel meetings if there are no agenda items. Terms of office begin the first day of the fall semester. If a committee member cannot fulfill her/his term of office, a replacement member selected from the same constituency as the original member shall fill the resulting vacancy for the remainder of the term of office. The standing committee shall select the replacement member from a pool of volunteers.

The Director shall confer with the co-chairs of the SOE Community to convene the SOE Community for purposes of discussing the possible need for ad hoc committees or task forces. Such ad hoc committees would deal with matters that arise outside of regular committee business. The SOE Community shall either appoint members to the ad hoc committee under discussion or shall arrange for the election of representatives to the ad hoc committee.

Recommendations from standing committees shall be brought to the SOE Community prior to being forwarded to the Director. The voting members of the SOE Community are free to call for a vote of endorsement, dissatisfaction, or modification of any aspect of committee business, as well as matters falling outside the regular business of the committees, at any SOE Community meeting.

Each Standing Committee will post minutes of each meeting on the Governance website and submit an annual report at the end of the academic year.

1. Distinguished Teacher in Residence Committee (DTiR)

The charge of the Distinguished Teacher in Residence Committee (DTiR) is to oversee the program for the mutual benefit of all parties involved in the collaboration.

The voting members of the DTiR Committee shall be four faculty (two of which shall be tenure-line faculty), two DTiR members, and the Director. Members shall serve two-year staggered terms.

The DTiR Committee shall conduct the search process for selection of the DTiR; mentor new DTiR; conduct the review and recommendation of DTiR Assigned Time Grants; recommend expansion/reduction of DTiR program; work in cooperation with district designated representatives; and plan the annual DTiR celebration. When conducting the search process for selection of DTiRs, the committee may solicit for additional tenure-line faculty for this purpose.

2. Virginia Hansen Curriculum Center Committee (VHC)

The charge of the Virginia Hansen Curriculum Center Committee is to oversee the operation of the Virginia Hansen Curriculum Center at the Kellogg Library, Cal State San Marcos and to organize teacher professional development workshops according to the Hansen Endowment.

The voting members of the VHC shall be three SOE faculty members, one Library faculty, and the

Director. Two of the faculty members shall serve two-year staggered terms while one shall serve a 5-year term.

The VHC shall oversee the budget allocation for grant monies coming directly from the Virginia Hansen Endowment; work with library staff as advisors to establish Virginia Hansen Curriculum Center policies and procedures; schedule and organize teacher professional workshops consistent with the endowment; communicate with the SOE community, K-12 schools, teacher credential candidates, and CSUSM regarding the Virginia Hansen Curriculum Center events, workshops, and resource materials available; and oversee and initiate ideas for innovative and creative resources to add to the collection of books and materials housed in the Virginia Hansen Curriculum Center.

3. Student Appeals Committee (SAC)

The charge of the Student Appeals Committee is to make recommendations to the Director regarding student appeals and grievances as defined in the SOE Student Appeals Policy and Procedures Guidelines.

The voting members of SAC shall be three SOE faculty members. Members shall serve two-year staggered terms. The chair will be a tenured faculty member.

4. Programs and Graduate Coordinators Committee (PGCC)

The charge of the Program and Graduate Coordinators Committee is to make recommendations to the Director and SOE Governance Community regarding teacher credential and graduate program development, quality, coordination and implementation.

The voting members of PGCC shall be one coordinator of each credential and graduate program, education technology course coordinator, the SOE Associate Director, the Assessment Specialist, the TPA Coordinator, Assistant Dean of the CEHHS Student Services Center or designee, and the clinical practice coordinators. In the case of disciplines with multiple credentials, certificates, or degree options, one seat for the discipline will be designated. Members shall serve two-year staggered terms.

PGCC shall make recommendations to the SOE Director that concern credential and graduate program quality, coordination and implementation. PGCC shall provide a “sounding board” where program coordinators consider specific program and/or student issues; carry out scheduling duties as outlined in course assignment policy; assure program alignment with accreditation standards; and provide advice on course scheduling in alignment with student and program needs and faculty assignments.

5. Educator Recruitment Committee (TRC)

The charge of the Educator Recruitment Committee (ERC) is to oversee the coordination of educator recruitment and educator recruitment pathways into SOE programs and credentials (i.e., single subject, middle level, multiple subject, concurrent) and make recommendations to the SOE Director and SOE Governance Community regarding related policies, procedures and practices.

The voting members of the ERC shall be 3 faculty members, the Teacher Recruitment Project Coordinator (Chancellor's Office Project) and 1 Student Services staff. Members are elected by the faculty and staff within the School of Education and serve two-year staggered terms. Non-voting members shall include the Associate Director or his/her designee. The committee may solicit additional faculty for projects relevant

to establishing recruitment pathway partnerships.

The Educator Recruitment Committee shall:

- develop or revise, as necessary, Educator recruitment policy, procedures and related activities, responsive to demand for Educators statewide and in the region as well as to changes in CSU/CTC policies to meet demand.
- manage and monitor Educator recruitment pathways and coordinate communications to and mentorship of students registering on SOE website for membership in the Be A Teacher Pathway Community.
- develop and maintain sustainable effective Educator recruitment pathway partnerships within CSUSM, with community college partners, with school district partners, high school teacher pipelines and NCPDF.
- coordinate recruitment programming by promoting SOE Student Services Outreach activities, running 2 annual SOE recruitment events and promoting teacher recruitment related events sponsored by campus centers, organizations and clubs.

6. Budget Committee

The charge of the SOE Budget Committee is to review prepare the SOE 3-year rolling plan, review budget requests and make recommendations to the director for prioritizing and approving the requests. The Budget committee shall meet monthly.

Voting members of Budget Committee shall be the Director, the Associate Director, SOE Budget Support Staff, and two faculty members.