The University Teacher Education Committee
Unit Operating Paper

Purpose:

The University Teacher Education Committee (UTEC) is WIU’s official accreditation unit for the National Council for Accreditation of Teacher Education (NCATE) and Illinois State Board of Education (ISBE). As such, UTEC is charged with maintaining the mission of Western Illinois University’s Teacher Education Program to prepare versatile teachers who appreciate the importance of our diverse population; who adapt to emerging social, economic, and demographic patterns; and who are skilled in the use of technology tools to promote teaching and learning in our nation's schools.

UTEC exercises direct control of policy related to, and the implementation of, preparation programs for teachers and other school personnel. It has the authority and responsibility for setting and achieving professional education goals in the institution; establishing policies for governance, programs, student admission, continuation and certification; designating responsibility for program decision-making in professional education; and developing maintaining appropriate linkages both within the institution and external to it. All program changes that affect teacher and advanced certification must be approved by UTEC.

Preconditions:

1. There will be well-established, unambiguous, and comprehensive policies and procedures upon which the operation of UTEC rests.

2. There will be explicit and appropriate linkages between UTEFC and (a) other policy-making units, groups and administrative offices within the institution and (b) schools, organizations, companies, and agencies to whose welfare UTEC may receive assistance.

3. The operation of UTEC and the scope and quality of its offerings are regularly monitored and evaluated both internally and externally, in the later case using the same criteria process and timelines employed with other similar units within the institution; the results of these periodic reviews are used for planning and for refinement of the operation of UTEC.

Membership:

UTEC membership includes the Dean of the College of Education and Human Services, whom serves as Head of Unit, a non-voting position. Voting members include the University Certification Officer, faculty or administrators representing
each of the four colleges, one representative from the graduate programs, public
school administrators and teachers, and current students. Each college has
representatives based on program enrollments. Membership is based on program
size. The College of Business and Technology and the College of Fine Arts and
Communication each has one representative. The College of Arts and Sciences has
three representatives: one representing programs in science and mathematics; one
representing programs in social sciences; and one representing programs in
humanities. In addition to the Certification Officer, the College of Education has the
three largest education programs represented as well as one representative from
Professional/Field Education and one representative from Clinical Experience
Office. One public school administrator and three teachers also serve on the
Committee. One of the teachers is to be National Board Certified. One representative
from graduate programs also sits on the Committee. Two students enrolled in
teacher education programs complete the membership. The Dean or the dean’s
representative will conduct meetings but not vote. Membership is balanced by
design to represent the breadth of the Teacher Education Program and its various
components.

The main criteria for membership on the UTEC is to be a member of the teacher
education faculty and to be involved in teacher education at Western.

Teacher Education Faculty:

1. Formal advanced study in each field of specialization in which teaching
   and/or have demonstrated competence for independent scholarly activity in
each field of specialization in which teaching.

2. Hold or be eligible to hold credentials as a professional educator.

3. Be closely and continuously involved with the professional world of practice
   in elementary and/or secondary schools.

4. Be actively and continuously involved in professional associations in area of
   expertise and assignment.

Relationship to Other Units

Since the teacher education programs and faculty are located in a variety of colleges,
it is imperative that a single unit, which transcends the divisions, have the overall
responsibility for program coordination and administration; This is the function of
the University Teacher Education Committee. The UTEC is a special committee
reporting to the Provost.

At the time of its organization, UTEC was charged by the President with the
following general responsibilities:
1. The Committee is charged with maintaining primary responsibility for communication among the colleges and departments to expedite the solution of mutual problems and to provide information on promising developments and innovative designs that may enhance the total University teacher education curriculum.

2. The Committee will monitor teacher preparation programs for compliance with criteria of state, regional, and national accrediting agencies for teacher education.

3. The Committee will develop and evaluate criteria and procedures for admission to and retention in teacher education programs, for certification of candidates for teaching, and for evaluation of graduates from teacher education programs.

4. The Committee is responsible for insuring that membership of the committee is comprised of faculty and students significantly involved in teacher education process. These students and faculty share in the decision-making process in matters related to designing, evaluating, and developing teacher education programs.

New major or minor program proposals in teacher education are submitted to UTEC before being sent to the Council on Curricular Programs and Instruction (undergraduate) or the Graduate Council (graduate). In addition, any changes in state approved teacher education programs must be submitted to UTEC.

If a proposal for a change in a teacher education policy, procedures or programs is required by certification agencies, regulatory bodies or accreditation organizations, UTEC will refer the proposal directly to the Provost for his or her action with notification to the Council on Curricular Programs and Instruction or the Graduate Council. The Provost may act on the proposal or refer it back to UTEC with the request that the proposal move through the normal approval process.