Interdisciplinary Science Education Council Bylaws

(1) Council Charge
The Interdisciplinary Science Education Council (ISEC) is charged with overseeing all interdisciplinary science majors and minors on teacher education programs. The ISEC reports to the Dean of the College of Science and Technology. The council will:

- serve as the main academic body for the programs,
- initiate changes in program requirements,
- propose new science education programs,
- respond to changes in certification requirements of the state,
- design and conduct assessment plans,
- conduct program reviews including those from NCATE and MDE,
- evaluate and act upon student teaching applications,
- assist with subject matter student teaching supervision as necessary,
- provide input and advice to the departments as appropriate on matters concerning interdisciplinary science majors and minors on teacher education programs,
- work with participating departments to ensure appropriate scheduling and staffing of courses,
- work with participating departments to ensure appropriate faculty are recruited and hired to teach professional education courses, and
- represent the programs internally and externally as needed.

(2) Council Membership
The Interdisciplinary Science Education Council consists of the following individuals by position:

- one tenure/tenure track faculty member with academic background appropriate to teach courses within the programs from each of the Biology, Chemistry, Geography, Geology, and Physics Departments selected by his/her department for staggered three (3) year terms.

In addition, a representative (nonvoting) from the College of Science and Technology Dean’s Office, appointed by the Dean, will serve on the council. This representative will be responsible for informing the council in a timely fashion of curricular and personnel matters that affect interdisciplinary science education programs and conveying to the Dean recommendations and concerns expressed by the council.

(3) Council Chair
The council will elect its chair annually from among the council membership. The Council Chair must be approved by the Dean. Selection of the Council Chair will take place in the spring and will become effective the following fall pending approval by the Dean. The Council Chair may serve more than one term. The duties of the Council Chair shall be to:

- convene and chair meetings of the Council on a regular basis.
- oversee evaluation of student teaching applications.
• process curricular changes approved by the Council.
• coordinate assessment plans and reports.
• oversee program reviews including those from NCATE and MDE.
• coordinate student advising.
• serve as a spokesperson for the programs and ensure participation in promotional activities which may include some summer work with orientation, etc.
• coordinate with other councils and programs as needed.
• serve as a primary liaison between CST interdisciplinary teacher preparation programs, CEHS teacher preparation services, and the Michigan Department of Education.
• attend DAC meetings as needed.

(4) Program Review Procedures
The Council, under direction of the chair, will work with appropriate departments to conduct program review scheduled by the university, NCATE and MDE.

(5) Student Academic Outcomes Assessment Procedures and Responsibilities
Copies of the Assessment Plan and annual reports will be forwarded to the Dean of the College of Science and Technology and to the chairs of Biology, Chemistry, Geography, Geology, and Physics. The Council, under the direction of its chair, will work with departments to conduct appropriate assessment activities according to the assessment plan and file annual reports as required. Periodically, the council will review and revise the assessment plans as necessary.

(6) Faculty Advisors
Advisors for interdisciplinary science majors and minors are recommended by the academic departments and approved by the council. All advisors must be familiar with the teacher education curriculum and state standards regarding teacher preparation. They must be qualified to teach a course in one of the interdisciplinary science programs.

All advisors will attend an annual workshop each fall during Faculty Orientation Week, conducted by the council, which will focus on the requirements of the major(s) and minor(s), the degree requirements of the BS in Education degree, the procedures for student teaching application, the State Standards for Teacher Certification, and other appropriate topics.

The council will inform advisors, department chairs, and faculty who teach courses that are part of an interdisciplinary science major or minor via the web site and e-mail of relevant changes in curriculum, state standards, etc.

(7) Procedures

(7.1) Collaboration
By their very nature interdisciplinary programs require collaboration among departments. The Interdisciplinary Science Education Council shares the responsibility for maintaining open communication with departments both through the department representative to the council and through direct communication with the department chair. Department chairs and representatives from the Dean's Office will receive ISEC agendas and minutes.
The ISEC will work with departments to ensure that qualified advisors are recommended, courses are staffed with qualified faculty who are informed in matters of teacher education, and courses are appropriately scheduled. The ISEC is responsible for approving all faculty who teach professional education courses in the College or through ProfEd. In order to ensure that required courses are staffed by qualified instructors, departments and the Dean’s Office shall notify the ISEC and seek its advice in decision-making conversations regarding departmental requests to hire new or replacement faculty, the ensuing hiring process, and the initiation of new programs involving interdisciplinary science teacher education.

Any concerns the ISEC may have with departments or ProfEd regarding hiring, advising, offering of courses or other interdisciplinary science curricular matters normally will be resolved with the assistance of the Dean of the College of Science and Technology.

(7.2) Processing Curriculum Changes
The council initiates and recommends curricular changes for all interdisciplinary science education programs including majors, minors and graduate programs. Any proposed changes in curriculum must be approved by a majority vote of the council membership. Undergraduate curricular items approved by the council will be sent forward to the College of Science and Technology Curriculum Committee, then to the Professional Education Curriculum Committee, then to the Undergraduate Curriculum Committee and finally to the Academic Senate. Graduate curricular items approved by the council will be sent forward to the College of Science and Technology Curriculum Committee, then to the Graduate Council, and finally to the Academic Senate. Chairs of affected departments will be apprised of potential changes as they are discussed, afforded opportunity for input, and notified of final curricular changes.

(7.3) Evaluating and Approving Student Teaching Applications

(a) Students shall submit the standard form of the student teaching application to the receiving department designated on the current CMU Student Teaching Web Site. Students shall submit a copy of their major and transcripts from all institutions attended with their application form. An unofficial copy is sufficient but it must show the student’s name and grades. The receiving department shall stamp the application with the date received to ensure that the application was received on time. No late applications will be accepted with the possible exception of applications collected at an off-campus site such as a community college or distance learning site. In that case, the students must submit the application by the deadline date to the site coordinator. The coordinator at that site will make appropriate arrangements to bring the applications to campus within two days of the application deadline.

(b) As applications are received, the receiving office will develop a spreadsheet showing the courses listed by each student for the major/minor on the application form, the number of credits, and the grade earned. The purpose of this spreadsheet is to verify GPA calculations.

(c) Initial evaluation of student teaching applications is shared by the members of the ISEC. The applications are divided so that each application is reviewed by at least two council members. The applications remain in a central location for member review. The council members give their recommendations to the Council Chair who verifies each recommendation, consolidates the
information and sends it to the EHS Center for Student Services by the deadline date. The initial evaluation of the student teaching application must include:

- ✓ Verification to ensure that the application form matches the attached major/minor.
- ✓ Verification that the courses listed on the application for the major/minor match those on the signed major/minor and in the spreadsheet.
- ✓ Verification of the grades earned in the courses on the major/minor including those from other colleges or universities. Letter grades are converted to "points per semester hour" as listed in the Bulletin. If grades from other institutions are reported as numbers, for example 3.5, then those numbers are used in the calculation of the GPA.
- ✓ Verification of a C+ or better in professional education courses (ESC 400, BIO 351, BIO 508, PHS 351, 452, 453). If the student is currently enrolled in a professional education course, then they are conditionally admitted pending receiving a C+ or better in that course prior to student teaching.
- ✓ Verification that 75% of the coursework in the major/minor will be completed prior to student teaching. Students may take courses after student teaching that apply to the major or minor, but must have completed 75% of the coursework as determined by 75% of the credits listed on the signed major/minor prior to student teaching.
- ✓ Verify an overall 2.7 GPA in the major or minor. Usually a student who is currently enrolled in courses on the major/minor will be conditionally admitted pending their grade report and maintaining a 2.7. However, if the student could potentially fail all of the courses he/she is enrolled in and maintain a 2.7 GPA in the major or minor, then they should be approved. This requires that one input those numbers into the GPA calculation.

All recommendations must be returned to the Council Chair. The Council Chair will review the recommendations for consistency and will forward the initial recommendations for student teaching approval to the EHS Center for Student Services.

(d) Students who are approved conditionally for student teaching or who are not approved for student teaching, must be reevaluated after grades have been submitted at the end of the semester. This requires access to ISIS and because of timing, is usually done by the Council Chair. As soon as grades are available, the Council Chair verifies grades in courses taken during the current semester and makes a recommendation to the EHS Center for Student Services. It is sometimes helpful for the Council Chair to send students an e-mail directly if more information, such as grades being transferred to CMU, is needed. At this time, students either are approved or not approved for student teaching and final recommendations are communicated to the EHS Center for Student Services.

(7.4) Changing the Bylaws
Amendment(s) to these bylaws can be made upon a majority vote of the council membership and approved by the Dean of the College of Science and Technology. The proposed amendments will be announced at least four weeks in advance of the meeting at which the amendment(s) will be considered.