DESIGN FOR INTERDISCIPLINARY COUNCIL BY-LAWS

BYLAWS

OF THE MASTER OF ARTS DEGREE IN EDUCATION COUNCIL

ARTICLE I.
Name

The Council governing the interdisciplinary program known as the Master of Arts Degree in Education shall be the Master of Arts in Education Council.

ARTICLE II.
Program Goals and Objectives

The Goals of the Master of Arts Degree in Education Program are:

a) To further develop in students the knowledge, skills, and abilities needed in the field of education
b) To further develop in students the knowledge, skills, and abilities that are specific to the concentration
c) To further develop in students the ability to foster positive, and effective professional relationships and to be a contributing member of their educational communities.

Specifically, students who satisfactorily complete the Master of Arts Degree in Education will be able to:

a) Critically evaluate current issues and trends influencing the field of education.
b) Identify relevant research, read it critically, and evaluate it appropriately.
c) Conduct applied research: Formulate a researchable question or identify an organizational problem, design and conduct a study using appropriate methodologies, analyze data and draw reasonable conclusions, and offer sound recommendations based on those conclusions.
d) Design appropriate and effective curricula and instructional strategies that are informed by current theories of learning and pedagogy, including meeting the needs of diverse learners.
e) Select and effectively utilize technologies for professional development and for enhancing student learning.
f) Write and speak clearly and coherently using correct grammar and sentence structure; communicate ideas and articulate arguments/positions in ways appropriate to reach the intended audience.
g) Establish effective and maintain professional relationships with a wide range of individuals in the workplace and/or associated with their work.

ARTICLE III.
Council Membership

a) The Master of Arts in Education Council consists of at least one faculty member representing each of the departments participating in the program, and the Director of Professional Education or his/her designee.* These faculty are invited to serve by the department chairs, with the consent of the Dean of the college in which the department is located. Length of term will be three years
with the possibility for one-time consecutive renewal, and will be initially staggered for one- and two- year terms.
*The Director of Professional Education refers to the head of the Center for Student Services, within the Professional Education unit of the College of Education and Human Services.

b) The Program Director holds one of the positions on the Council.

ARTICLE IV.
Program Director

a) Selection of the Program Director
The Program Director for the Master of Arts Degree in Education is appointed by the Vice President/Executive Director of ProfEd in agreement with the Dean of the College of Education and Human Services.

b) Role of the Program Director
The Master of Arts Degree in Education Program Director is responsible for the day-to-day operation of the program. The Program Director serves as the chair of the Council and directs the advising of the Master of Arts Degree in Education Program students. The Program Director is advised by the other members of the Council, and reports to the Director of Product Development, ProfEd. Duties of the Program Director are to:

i. Convene meetings of the Master of Arts in Education Council as needed.

ii. Serve as a voting member of the Council.

iii. Consult with the respective chairs regarding which departmental courses will be included in the Program.

iv. Advise students in the Program as well as those interested in the Program.

v. Serve as facilitator for student concerns, including grade grievances.

vi. Implement student outcomes assessment activities and prepare the annual assessment report.

vii. Conduct Program review as needed, in consultation with the Council.

viii. Report Council activities to the Director of Product Development, ProfEd.

ARTICLE V.
Council Charge

The Master of Arts in Education Council is charged with overseeing the Master of Arts Degree in Education Program(s). Specific activities of the Council include the following:
a) Curriculum

The Council will initiate and approve curricular changes, including approval of new courses for inclusion in the Program. Curricular items approved by the Council will be sent forward to departments, college curriculum committees, UCC, and other entities as appropriate.

b) Faculty

Master of Arts Degree in Education faculty will be approved by the CMU department in which the course being taught resides.

c) Student Requirements

The Director and the Council will determine, in cooperation with the College of Graduate Studies, appropriate criteria for admission to the Program and requirements necessary for graduation from the Program.

d) Program Review and Outcomes Assessment

The Council is charged with assisting the Director in conducting periodic program review and reviewing student outcomes assessment plans and reports.

i) Program review will be conducted by the Program Director, with the advice of the Council, in accordance with university policy.

ii) The Master of Arts in Education Council will advise the Program Director regarding assessment activities. The Council reviews and makes recommendations concerning the Student Learning Outcomes Assessment Plan. The Program Director implements assessment activities, collects assessment data, and prepares annual assessment reports for the review of the Council.

ARTICLE VI.
Committees

The Council establishes committees to carry out the objectives of the Council. Committees shall be formed at the request of the Director or majority vote of the Council.

ARTICLE VII.
Parliamentary Authority

Parliamentary authority shall be by Robert’s Rules of Order, Revised.

ARTICLE VIII.
Amendment of Bylaws

All changes to these bylaws, to the Program status, and/or to the administrative structure of the Program shall be by recommendation by a simple majority vote of the Council to the Vice President/Executive Director of ProfEd and the Dean of the College of Education and Human Services for their approval.
REQUEST FOR APPROVAL OF INTERDISCIPLINARY COUNCIL BYLAWS
(attach copy)

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<thead>
<tr>
<th>Name of Requesting Council:</th>
<th>Date of Request:</th>
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<tr>
<td>Master of Arts in Education Council</td>
<td>May 13, 2005</td>
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1. Brief Description of the Interdisciplinary Program(s) covered by these bylaws:

The Master of Arts Degree in Education, offered through Off Campus Programs, is designed to provide knowledge and skills for individuals required to function effectively in various positions of educational leadership. It is not a certification program for public school teachers.

2. Submit this Request for Approval form to the Responsible Dean.

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<tr>
<th>□ Approved</th>
<th>Council Chair's Signature:</th>
<th>Date:</th>
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<tbody>
<tr>
<td></td>
<td>Jennifer P. Clark</td>
<td>19 April 2005</td>
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Reviewed by: Kevin J. Olson Date: 5/13/05

Comments:

Reviewed by:  Date: 12 July 2005

Comments:

Reviewed by:  Date: 6/29/05

Comments:

Reviewed by:  Date: 8/16/05

Approved by:  Responsible Dean