

College of Education Advisory Council Bylaws  
(Advisory Council hereinto referred to as the AC)

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### **Article I: Purpose**

The College of Education's Advisory Council (AC) is a collection of individuals who bring unique knowledge and skills to augment the knowledge and skills of the faculty and staff in order to more effectively guide the organization. The AC does not have formal authority to govern the organization, that is, the AC cannot issue directives that must be followed. Rather, the AC serves to make recommendations and/or provide key information and materials to faculty and staff. The AC plays an important public relations role as well as providing faculty and staff with a fresh perspective on programmatic issues and provides feedback to help faculty and staff as they work to carry out specific initiatives.

As such, the AC is able to focus narrowly on a specific program or area of interest in order to advise or support the organization. The AC may evaluate the performance of a program, review/monitor/assess a specific program, serve as an advocate for the organization to the community, gather input from/serve as a liaison with relevant constituencies, provide feedback to the organization from the community, provide technical expertise, provide an independent/unbiased sounding board, and assist faculty and staff in determining important activities. Other possible responsibilities include determining mission and purpose of a program; articulating the goals, means, and primary constituents to be served by a program; ensuring effective planning, monitoring and strengthening of programs and services; ensuring adequate financial resources; and enhancing the organization's public standing.

### **Article II: Representation and Membership**

- Advisory Council members will represent a cross section of education professionals with at least half of its members representing educational organizations and agencies from partner communities and at least one member representing a field outside of education (i.e., business).
- A diversity of perspectives is an important aspect of the AC's function. Diverse perspectives and experiences based on veteran status, gender, race, ethnicity, geographic location, age, and other related qualities are an important aspect in the selection of members.
- Prospective AC members are identified by existing AC members or members of the faculty and staff.
- Dedicated AC positions will also be established for at least two current students and at least two program graduates working in the field.

- College of Education members include the following:
  - Dean
  - Associate Dean
  - Assistant Dean
  - At least one faculty member from each department (4)
  - At least two staff members
- Current students and program faculty will be invited and encouraged to attend meetings.

### **Article III: Term of Office and Officers**

- The Chair works with the Executive Secretary in scheduling at least two meetings in each academic year and will conduct all meetings.
- A temporary chair will be appointed in the event of the absence of the Chair.
- All members may chair or serve on committees as appointed by the Chair of the Council.
- AC members will serve staggered two-year terms with the possibility for renewal for additional terms based on their interest, involvement, and at the discretion of the College's Leadership Team. In the event of resignation by any member, or lack of participation in any one year, new appointments are considered at the spring meeting, and formal appointments and beginning of terms of office occur at the first meeting of the fall.
- Student appointments are one to two years according to individual preparation programs and, if possible, are staggered to provide for continuity of student participation.

An Executive Secretary will be appointed by the Dean of the College of Education to serve, without vote, as the administrative agent for the AC to complete the following duties:

- Inform the faculty and Dean of the College of Education of AC meeting schedules, actions, and requests.
- Call for agenda items from AC members and prepare a meeting agenda. Arrange for presentations, correspondence, and proposals for AC consideration.
- Schedule meetings and serve the AC as liaison by providing requested information relating to programs, finance and costs, enrollment, admissions and retention practices, performance of participants, and issues.
- Take minutes during meetings and distribute minutes for AC consideration in a timely fashion after each meeting.
- Maintain all written responses regarding AC recommendations to be available on the AC web page.

### **Article IV: Responsibilities**

Advisory Council member responsibilities and guidelines include, but are not limited to, the following:

1. Attend semesterly AC meetings and other events/functions (as requested). Review agenda and supporting materials prior to AC meetings.
2. Be informed about the program(s), students, curriculum, services/supports, and activities and inform others.
3. Share developments in the field.
4. Provide support and advice to program(s), assist in the development of new programs, and identify best practices.
5. Serve as an ambassador and advocate to the College of Education by providing a connection to and ongoing exchange of information and ideas with practitioners in the field and other external contacts.
6. Advise the College to ensure it produces graduates with the skills required to meet current employment needs.
7. Assess the currency of curriculum and teaching practice. Work with faculty and other AC members to ensure that programs are delivering learning that is current and relevant to today's educational practices and students' needs.
8. Assist with program marketing and promotion.
9. Assist in identification and acquisition (when appropriate) of external funding and resources to support the students and programs (e.g. scholarships, program materials, other resources).
10. Identify and present opportunities for students and/or host students for capstone projects or experiences.
11. Assist in the identification and recruitment of new AC members.
12. Provide recommendations for topic presenters for AC meetings.

The AC is non-voting and does not engage in decision-making related to program personnel, budget, or internal policy development within the partner institutions.

#### **Article V: Officers**

The officers of the Council will include a Chair and an Executive Secretary. The Chair will be the Dean of the College of Education or her/his designee. The Executive Secretary will be the Assistant to the Dean or her/his designee.

#### **Article V: Meetings**

At least three meetings of the AC will be scheduled, one in the fall, the second in the spring, and the third during summer. Others may be scheduled as needed, especially when and if subcommittees are needed.

The AC, at the fall meeting:

1. Receives reports from the program faculty and the Dean.
2. Reviews appointments and orients new appointees.
3. Considers requests for program changes and new proposals.

4. Other items, as needed

The AC, at the spring meeting:

1. Receives responses to program inquiries, reviews Committee reports, and makes recommendations to the faculty and Dean for program improvements.
2. Reviews program proposals and modifications developed during the year.
3. Makes recommendations for additional Council members for upcoming fall.
4. Other items, as needed

The AC, at the summer meeting:

1. Receives responses to program inquiries, reviews Committee reports, and makes recommendations to the faculty and Dean for program improvements.
2. Reviews program proposals and modifications developed during the year.
3. Reviews AC work completed over the year and recommends changes for upcoming year accordingly.
4. Other items, as needed

This AC is charged with a responsibility for monitoring and assessing the University of North Georgia Educator Preparation Programs. In that role, members are encouraged to learn and obtain information as needed by observing classes and by visiting faculty and the Dean. Additionally, AC members are encouraged to be advocates for the UNG's COE programs with region constituents.

#### **Article IV: Adoption and Amendment of Bylaws**

Adoption, amendment and revision of bylaws shall be by a two-thirds vote of a quorum.

