

College of Education
Program and Planning Committee
Policies and Procedures

Guiding Principles of Shared Governance:

The College of Education (COE) shared governance structure has been designed to enable faculty to have a major influence on the policy and direction of the College of Education. The committees are comprised of faculty elected by their colleagues to conduct the business of the College of Education. The committees hold responsibility for providing the faculty voice in decisions which impact faculty development, personnel policy, curricula development and implementation, long- and short term planning and development, and resource allocation.

- We strive for a culture, atmosphere, and structure that infuses and perpetuates an atmosphere of openness, trust, and collegiality.
- We believe in a responsible representative structure whereby the viewpoints of all members are presented fairly, openly, and respectfully during the course of business.
- We believe that it will be vital to our success that duly elected/selected representative members of the COE commit to continuously gather and disseminate information among all members of the College of Education in a timely fashion.
- We believe that all faculties should be involved in the work of policy development related to College affairs. We also understand that due to differing needs and concerns of faculty at differing stages of their careers (retention, promotion, and tenure), senior faculty may take a more active role in this process. Having said this, junior faculty are invited, strongly encouraged and welcomed to participate in this process as time allows and as university policies allow..
- We believe in a culture where faculty and staff work in conjunction with administrators to develop policies; administrators then work to carry out those policies.
- We believe in an administrative team that is responsive to its faculty and staff and that operates in a service capacity to members of the COE.
- We strive for continuous open and honest communication among all members of the COE. A manifestation of this commitment is the open publication (via website or electronic distribution) of all agendas and minutes of any and all public meetings of the College.
- We believe that the work of the COE is important work and has a tremendous impact on the success of the College and its members.
- We believe in continued growth and development and are open to the evolution of these guiding principles and any structure that may be an outgrowth of these principles.

College of Education, School Structure:

Currently the COE has three separate school structures with their own administration.

The three schools are: School of Educational Studies (SES), School of Teaching and Curriculum Leadership (STCL) and the School of Applied Health and Educational Psychology (SAHEP).

Three Standing Committees in the COE:

The faculty governance configuration reflects three standing committees:

1. Faculty Development and Research (FDRC)
2. Student Affairs
3. Program and Planning (P & P)

When appropriate, these committees may form requisite task forces and/or ad hoc committees with additional faculty, staff, student, or other representation.

Responsibilities of the P & P Committee:

Fundamental responsibilities of the Program and Planning Committee include, but are not limited to, matters of: (1) graduate programs; (2) undergraduate programs; (3) academic standards and curriculum; and (4) planning and resource allocation.

Purpose:

The purpose of the committee is to review course actions, program modifications and degree sheets. Generally each committee member is issued all agenda items prior to the scheduled meeting. The committee encourages faculty members from the college to attend the meeting to review and clarify an agenda item.

Budget:

The P & P committee has no budget. However, the course action supplementary item pertaining to budget implications are referred back to the school head. A signature by the school head on the course action form indicates the budget has been addressed. Course duplication both within the College and within the University is a consideration by this committee. The results of the committee action are the recommendations from the committee to the Dean of the College of Education.

Committee Composition:

The Program and Planning Committee includes:

- Two (2) tenured or tenure-line faculty members from each school (see list of schools above) and one (1) alternate representative from each school. Alternate representative only attends at the absence of the regular committee member
- one (1) staff representative (ex officio)
- Associate Dean for Graduate Studies and Research (ex officio)
- Associate Dean for Undergraduate Studies (ex officio)

Committee Member Election:

The two committee representatives from each school will be elected for two year terms. The committee representatives are elected in alternate years to have staggered terms to best serve the needs of the committee as well as school representation. This will allow transfer of experience and knowledge.

Committee Chair:

The chair of P & P rotates among the three schools. Each of the three schools has a chair of one of the standing committees. For the school years of 2012 -2014; the chair of P & P is from the School of Educational Studies (SES). The chair serves a two-year term and may have his/her term of office extended if necessary to fulfill the chair obligation.

The chair of P & P for the 2014-2016 years will be from the School of Teaching and Curriculum Leadership (STCL). The chair of P & P for the 2016-2018 years will be from the School of Applied Health and Educational Psychology (SAHEP).

Attendance at Committee Meetings:

P & P committee members are expected to attend all committee meetings and to arrange for the alternate from their school if they must be absent. The committee meeting is open to the faculty of the College and that faculty who have pending actions before the committee are encouraged to attend to answer potential questions concerning those actions. The faculty attending who are not committee members may speak briefly about the proposed actions or send written communication but only P & P committee members can vote.

If a P & P committee member is also the faculty proposing an action before the committee, the following procedure will be followed:

- For the proposed action, the P & P committee member excuses themselves from the voting of the committee;
- The faculty may still speak about their proposed action like any other faculty member would,
- The alternate committee member from that school for that action only is allowed to represent their school by voting.

Committee Procedure:

As an open meeting to faculty, the committee follows Robert Rules of Order <http://www.robertsrules.org/rulesintro.htm>. New committee members are encouraged to review the website for additional information.

Course and Program Revisions:

The committee utilizes documents which are found at <http://education.okstate.edu/faculty-committees>. All course and program revisions are first discussed within the program, then within the school prior to coming to the College P & P committee. Any questions regarding the process can be directed to either a P & P committee member or the appropriate school head.

Committee Meetings:

The P & P committee will meet at least twice per semester. The meeting times are arranged by the chair and posted on the website.