BYLAWS

BYLAW I

Name

Professional Education Advisory Board for Educational Administration, Woodring College of Education, Western Washington University, herein referred to as Board.

BYLAW II

Purpose of the Board

Section 1. To provide advice to Educational Administration faculty of the Woodring College of Education regarding the development, implementation and revision of Educational Administration preparation programs and to provide the review of programs in accordance with WAC 181-78A-205 Required professional education advisory board (Professional Education Advisory Boards – General Provisions), WAC 181-78A-250 Approval standard—professional education advisory board (Residency Certificate Program – Administrator), and WAC 181-78A-520 Approval standard – professional education advisory board (Professional Certificate Program – Administrator).

Section 2. To recommend additions and/or modifications in professional programs to the Educational Administration faculty of the Woodring College of Education in accordance with the intent of the specific requirements of WAC 181-78A-264 Approval standard—Program design (Residency Certificate Program – Administrator), WAC 181-78A-535 Approval standard – Program design (Professional Certificate Program – Administrator), WAC 181-78A-270 Approval standard—Knowledge and skills (Residency Certificate Program – Administrator), and WAC 181-78A-540 Approval standard – Knowledge and skills (Professional Certificate Program – Administrator).

Section 3. To foster collaborative partnerships and community relationships that promote a culture of learning that advances knowledge, embraces diversity, and promotes social justice.
BYLAW III

Membership

Section 1. In accordance with WAC 181-78A-209 College or University Professional Education Advisory Boards—Membership (Administrator), the Board shall at a minimum consist of the following:

(a) One-half or more of the voting members shall be administrators. One-half of these administrators (at least one-fourth of the total voting membership) shall be appointed by the president of the Washington Association of School Administrators. All but one of the remaining administrators shall be appointed by the president of the Association of Washington School Principals. The remaining administrator shall be employed in a private school and appointed by the Washington Federation of Independent Schools.

(b) At least one or more classroom teachers appointed by the president of the Washington Education Association.

(c) At least one school counselor appointed by the Washington School Counselor Association

(d) At least one college or university representative who may serve in a voting or nonvoting role.

Section 2. Membership on the Board shall also include one student who is currently enrolled in a Woodring College of Education administrator preparation program, appointed by the Director of the Educational Administration Program for a two-year term.

Section 3. The Western Washington University representatives shall be:

(a) Voting

   (1) Four faculty representatives from the Educational Administration Program
   (2) One student representative from the Educational Administration program

(b) Nonvoting

   (1) Woodring College of Education Dean, as Executive Officer of the Board (ex-officio)
   (2) Department of Educational Leadership Chair (ex-officio)
   (3) Woodring College of Education assessment and evaluation representative (ex-officio)

Section 4. Membership on the Board may be changed by a two-thirds vote of a quorum (with a quorum defined as half or more of the current voting members being present).

BYLAW IV

Representatives

Section 1. Appointments for members will be for three years, except for continuing members, and the student appointment, which will be for two years.

Section 2. Leave of absence. A Board member may request a leave of absence for up to three consecutive meetings. Approval of such requests will be by the Board.
Section 3. Attendance policy. If a Board member who is not on an approved leave of absence misses two consecutive meetings, the Chair will notify the member and inquire whether or not the member wishes to remain on the Board.

(a) If the member does wish to remain on the Board, but misses the next meeting, the organization or agency which appointed the member will be requested to assign a new member.

During the last meeting of each year, all Board members will be polled individually and asked whether they wish to remain on the Board.

(b) If the member does wish to remain on the Board and her/his term has expired, the organization or agency which appointed the member will be requested to reappoint her/him.

(c) If the member does not wish to remain on the Board, the organization or agency which appointed the member will be requested to assign a new member.

Section 4. New appointments and replacements shall be made following procedures specified in BYLAW III, Sections 1-4.

BYLAW V

Board Management System

Section 1. In accordance with WAC 181-78A-250 (Residency Certificate Program – Administrator), and WAC 181-78A-520 (Professional Certificate Program – Administrator), the Board shall:

(a) be established in accordance with WAC 181-78A-209;
(b) adopt operating procedures and meet at least three times per year;
(c) review all program approval standards at least once every five years;
(d) annually review follow-up studies and placement records;
(e) make recommendations when appropriate for program changes to the institution which must in turn consider and respond to the recommendations in writing in a timely manner;
(f) annually see, review, and approve an executive summary of the activities of the Board.

In addition, the Board shall review aggregated candidate performance data for program evaluation and improvement, review the institution’s site visit report including accolades and recommendations, and monitor the programs’ progress on meeting the recommendations.

Section 2. The Woodring College of Education Dean (or designee) shall be responsible for forming the Board to insure that each participating agency has the opportunity to influence the development, modification, and evaluation of the professional programs.

Section 3. The chair will be elected in the spring for a two-year term beginning in the fall of the next academic year.

Section 4. It is expected that all actions, decisions, and recommendations will be by consensus. When not achieved, a simple majority of a quorum (as defined in BYLAW III, Section 4) will suffice. Board members may call for a vote on any Board action and all votes will be recorded.
Section 5. The chair, upon recommendation of the Board, will appoint special sub-committees for program development, review, and evaluation. Membership on these committees may include non-board members.

Section 6. Minutes of the Professional Education Advisory Board meetings will be forwarded to the Educational Administration faculty of the Woodring College of Education, Western Washington University.

Section 7. The Executive Officer of the Board will notify the Superintendent of Public Instruction of significant changes in any program(s) leading toward certification in the annual institutional report.

Section 8. The Board will review all program approval standards of WAC 181-78A-220 at least once every five years (this review process was implemented by OSPI/SBE September 23, 1996).

Section 9. The Board will advise the Superintendent of Public Instruction of needed changes in the administrative code affecting the professional education program for administrators.

BYLAW VI

Adoption and Amendment of Bylaws

Adoption, amendment, and revision of bylaws shall be by a two-thirds vote of a quorum (as defined in BYLAW III, Section 4).