OPERATING PROCEDURES

I

Name

Professional Education Advisory Board for School Counseling, Western Washington University, herein referred to as Board.

II

Purpose of the Board

Section 1. To participate in and cooperate with the college or university on decisions related to the development, implementation, and revision of the preparation program in school counseling.

Section 2. To promote such cooperation and interaction as may be beneficial to the public and private schools and other agencies in the State of Washington.

III

Membership

Section 1. Membership on the Board will consist of (a) representatives from Western Washington University including the chief administrator of the school counselor preparation program, (b) a classroom teacher, (c) a principal, (d) an administrator, (e) and a minimum of four practicing school counselors in accordance with WAC 181-78A-209.

Section 2. All appointments, with the exception of the chief administrator of the school counseling training program and all ex-officio members, shall be for two year terms, beginning on July 1. Members may be reappointed for consecutive two-year terms.
IV

Board Management System

Section 1. The chief administrator of the School Counselor Preparation Program in consultation with the Dean or Associate Dean of the Woodring College of Education and the Chairperson of the Department of Psychology, 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 program.

Section 2. The Board will meet at least four times per academic year.

Section 3. It is expected that all actions, decisions, and recommendations will be by consensus. When not achieved, a simple majority of a quorum (half or more of the current members being present) will suffice. Board members may call for a vote on any Board action and all votes will be recorded.

Section 4. The chair shall be elected annually by the membership and shall be responsible for preparation of the agenda in consultation with the University Program Administrator and for conducting all meetings.

Section 5. The University Program Administrator shall be responsible for preparing the agenda in consultation with the Chair, recording all Board actions, preparation of the annual report to the Professional Educator Standards Board (PESB), management of the PEAB operations grant and budget from the PESB, and preparation of other such reports as may be required by the Department of Psychology, Woodring College of Education, or the PESB.

Section 6. The chair, upon recommendation of the Board, may appoint special sub-committees for program development, review and evaluation. Membership on these committees may include non-board members.

Section 7. In addition to being distributed to the members of the Board, minutes of the Professional Education Advisory Board meetings will be forwarded to the Department of Psychology and the Dean of the Woodring College of Education.

Section 8. The Board will review each year one or more state standards and advise the university of suggested changes in the professional education program.

Section 9. The Board will advise the PESB of needed changes in the administrative code affecting the professional education program for school counselors.
V

Adoption and Amendment of Operating Procedures

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

Amended 2-5-2013