
BED TEACHER PREPARATION COUNCIL

Terms of Reference

Membership: School of Education Chair (chair)
 BEd Faculty
 Field Experience Coordinator
 Representative from Arts Division
 Representative from Science Division
 PAA Principal
 CHCS Principal or Representative
 2 Student Representatives

Appointment: By invitation of the Chair-School of Education, or ex officio.

Term: Standing.

Purpose: The Teacher Preparation Council (TPC) monitors and acts only upon circumstances and considerations unique to the BEd program, relative to Teacher Certification requirements. Issues that impact the students' interaction with the campus at large are dealt with through the established CUC protocol.

Responsibility	Power/Action
To consider and establish appropriate policies to monitor and improve quality of the program.	To act
To consider applications for both Initial and Full Admission to the BEd program.	To act
To consider applications for Practicum, verifying compliance with all established policies.	To act
To monitor attributes (dispositions) of BEd students, guiding and mentoring the development of professional attitudes and actions in the candidates throughout the program. Growth is expected as students progress.	To recommend to Chair and Advisor
To monitor BEd student progress, identifying exceptions to usual sequence of courses and the integration with fulfillment of program requirements. <i>[The coordination of these two factors can generate recommendations that are carried forward for the betterment of the student and community at large.]</i>	To act



<ul style="list-style-type: none"> • To monitor Practicum progress; immediate removal from the classroom may be necessary in extreme cases. • To monitor students for unprofessional conduct in non-Practicum field experience placements, and initiate removal in extreme cases. 	
To monitor BEd student progress and respond to identified needs with recommendations to the Registrar and/or Academic Committee with regard to an administrative drop as needed.	To act

Agenda and Minutes: Agenda and Minutes are the responsibility of the Chair, assisted by the Administrative Assistant.

Frequency and Venue: Monthly between September and April; additional meetings convene as often as necessary at the call of the Chair; held in E111, John McKibbin Education Centre.

Approved by: Cabinet

Date: Handbook 2004
Revised Fall 2009

Note: A student has the right of appeal if unsatisfied with an action taken by TPC.

Quote, BEd Student Handbook, 2009-2010-Pg. 14, Appeal Procedures:

“If a student wishes to contest a decision of the TPC, s/he shall:

- a) Request of the TPC chair an appeal meeting with the Council,
- b) If, after the appeal meeting, the decision of the TPC remains unacceptable to the candidate, s/he may request a final appeal to a committee of three: the Vice President for Academic Administration who will chair the committee, a representative from the TPC, and a faculty member of the candidate’s choice.”