

## Measure 2: Stakeholder Involvement

Activity	Stakeholder Membership #
Memorandum of Understanding, Initial Level	32
Memorandum of Understanding, Advanced Level	17
Teacher Education Committee (TEC) Stakeholder Membership, Community Members	2
Teacher Education Committee (TEC) Stakeholder Membership, Initial Candidates	2
EPP Advisory Board, Stakeholder (PK-12 Schools) Membership	4
Teacher Education Assessment Management System (TEAMS) Committee Stakeholder Membership, Community Members (PK-12 Schools, Career Tech, Business)	4
Institution Graduate Committee, Stakeholder Membership, Advanced Candidate	1
Initial Level Admission & Exit Interview Committees, Community Members	2

**Memorandum of Understanding (MOU):** The EPP establishes an MOU with school districts in which initial and advanced level candidates complete student teaching (initial) and internship experiences (advanced). Each MOU confirms the collaboration among stakeholders and the EPP.

**Teacher Education Committee (TEC):** The Teacher Education Committee provides a program of studies for the preparation of teachers at the baccalaureate (initial) and master’s (advanced) degree level to work in public schools. The TEC is the policy making body for the total undergraduate teacher preparation program. Its recommendations are made to the vice president for academic affairs and become official policy when approved by the president, the Regional University System of Oklahoma, and the Oklahoma State Regents for Higher Education in those areas requiring Regents’ approval. Membership on the committee includes two initial level candidates (one elementary and one secondary) and two community members. The committee meets monthly and on an “as needed” basis. Specifically, its duties are,

- (1) To approve all undergraduate teaching majors, minors, and certificate programs,
- (2) To set standards for admission and retention,
- (3) To approve the teacher education faculty,
- (4) To approve all changes in the programs,
- (5) To act as an appeals committee for all student grievances,

- (6) To approve changes in the faculty development process,
- (7) To approve program evaluation processes,
- (8) To recommend changes needed for policy and programs.

**EPP Advisory Board:** The charge of the NWOSU Division of Education (EPP) Advisory Board is for its members to use their expertise and skills in the field of education to guide the EPP in matters related to its purpose as an educator preparation provider. The members of the Advisory Board represent stakeholders with whom the Division collaborates in candidate (initial and advanced) preparation. For the academic year 2020-2021 the Advisory Board was comprised of four stakeholder members. The board did not formally meet in 2020-2021 due to pandemic restrictions. Board membership, meeting agendas, and meeting minutes are located at <https://www.nwosu.edu/school-of-education/education>.

**Teacher Education Assessment Management System (TEAMS) Committee:** The Teacher Education Assessment Management System (TEAMS) Committee was formed to review educator preparation program data and make recommendations for program improvement based upon the data analysis. The TEAMS Committee meets annually to review the NWOSU Educator Preparation Provider (EPP) data. A sub-committee conducts a preliminary analysis of the data and drafts recommendations for both the initial and advanced programs to the entire TEAMS Committee at the annual meeting. A report is written that includes the data reviewed; analysis of the data; and recommendations for program improvement. The annual TEAMS Committee report inclusive of data analysis and recommendations is approved by the Teacher Education Committee. Members of the committee include stakeholders representing PK-12 schools, Career Tech, and business. The complete 2020-2021 TEAMS Committee report is found at <https://www.nwosu.edu/school-of-education/education>.

**Institution Graduate Committee:** The Graduate Committee has general supervisory authority over the graduate program and is responsible for recommending policy relative to the program. Membership of the committee includes one student (advanced candidate) representative from the Master of Education program (certification). The committee has the primary responsibility for setting and achieving advanced program goals, establishing policies, fixing responsibility for program decision making, identifying and utilizing resources, and facilitating continuous development and improvement of advanced programs (including those leading to certification). The committee meets monthly during the academic year.

**Initial Level Admission & Exit Interview Committee:** The Teacher Education Admission and Exit Interview Committees are comprised of Teacher Education Faculty and stakeholders. The committees conduct interviews with teacher candidates to determine each candidate's ability to meet EPP standards at the admission and exit matriculation points. The committees reach consensus regarding whether a candidate has earned a "pass" or "fail" for the interview based upon established criteria. The admission committees meet in October and March, and the exit committees meet in December and May.