NEBRASKA DEPARTMENT OF EDUCATION

TO: Roger Breed, Ed.D.
Commissioner of Education

FROM: Sharon Katt, Administrator

SUBJECT: Approval of new members of the Nebraska Council on Teacher Education (NCTE)

Proposed Board Action:

It is recommended that the Board approve the new/reappointed members/alternates who have been nominated for membership on the NCTE committee. New or reappointed members/alternates are shaded on the NCTE membership list.

Background Information:

The Nebraska Council on Teacher Education is an advisory body to the State Board of Education. They develop and recommend standards related to the following: approval of Nebraska teacher education programs, teaching endorsements, and issuance of educator's certificates. The nominations, which are shaded on the attachment, were provided by various organizations and institutions that are specified in the Organizational Policies of the Nebraska Council on Teacher Education. The new or reappointed nominations completes the roster of individuals plus alternates who vote on the recommendations which come before the council. The list is complete except for one alternate at-large member to be determined by the State Board.

Current terms expire on July 31, 2011 and new terms begin on August 1, 2011. The length of terms varies according to Section 4.0 of the Organizational Policies.

Estimated Cost:

The cost of operating the Council averages $30,000 per year. This includes travel expenses to the three meetings held each year, the ad hoc committees which develop the proposed revisions to endorsements, as well as printing and mailing materials to the members.

Supporting Documentation Included:

Nebraska Council on Teacher Education 2011-2012 membership list
Nebraska Council on Teacher Education Organizational Policies

For Additional Information on this item:

Call Sharon Katt, 402.471.2405 or e-mail sharon.katt@nebraska.gov

NEBRASKA COUNCIL ON TEACHER EDUCATION
2011-2012 MEMBERSHIP

Revised: 04/18/11

* Indicates members who have participated in NCATE BOE Training.

ϕ Indicates members who have participated in NCATE 2000 Training (State or National).

Λ Indicates members who have participated in NCATE 2004 Training (State or National).

D1 - D8 Indicates State Board District

NEBRASKA ASSOCIATION OF SCHOOL BOARDS

Jim Vlach (2015) - D3
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Kathy Danek (2013) - D1
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Nancy Huston (2015) - D4
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NEBRASKA PARENT TEACHER ASSOCIATION

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Alternate

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NEBRASKA COUNCIL OF SCHOOL ADMINISTRATORS

Dan Bird (2015) - D6
Burwell Public Schools
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Mark Lenihan (2015) - D3
Wayne Community Schools
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Papillion-LaVista Public Schools
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NEBRASKA COUNCIL OF SCHOOL ADMINISTRATORS (cont.)

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Fairbury Public Schools
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Millard West High School
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Blair Public Schools
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Lance Fuller (2012) - D6
Sunrise Middle School
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Kearney, NE 68847
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NEBRASKA COUNCIL ON AMERICAN PRIVATE EDUCATION

Member:

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TEACHERS

Nebraska State Education Association Representatives

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TEACHERS

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Starr Elementary
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TEACHERS
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Alternate:
TBA

AT-LARGE MEMBERS

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NEBRASKA DEPARTMENT OF EDUCATION

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HIGHER EDUCATION

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Patti Blundell, *alternate* (2012) - D7
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College of Saint Mary

Merryellen Towey-Schulz (2012)-D8
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Concordia University

Λ Ron Bork (2012) - D5
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Creighton University

Deb Ponec (2012) - D4
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Lynne Houtz, *alternate* (2012) - D4
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402-280-1117 (fax)
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HIGHER EDUCATION (cont.)

Doane College

ϕΛ∗Lyn Forester (2012) - D5
Doane College
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402-826-6785 (fax)
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ΛϕKay Hegler, *alternate* (2012) - D5
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ΛϕMichelle Lundgren, *alternate* (2012)-D4
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Hastings College

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ΛϕDoug Phelps, *alternate* (2012) - D5
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Midland University

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Midland University
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Kathy Fuchser, *alternate* (2012) - D3
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Nebraska Wesleyan University

Peter Heckman (2012) - D1
Nebraska Wesleyan University
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HIGHER EDUCATION (cont.)

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Union College

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University of NE at Kearney

ΛϕEd Scantling (2012) - D6
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ΛϕMary Losey, *alternate* (2012) - D6
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University of NE at Lincoln

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HIGHER EDUCATION (cont.)

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Phyllis Spethman (2012) - D3
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York College

ΛΦ*Kathleen Wheeler (2012) - D5
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Erin DeHart, *alternate* (2012) - D5
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ORGANIZATIONAL POLICIES
OF THE
NEBRASKA COUNCIL ON TEACHER EDUCATION

1.00 THE NEBRASKA COUNCIL ON TEACHER EDUCATION.

The Nebraska Council on Teacher Education (NCTE) is an advisory body to the Nebraska State Board of Education. Its membership is appointed by the State Board from representatives of state-wide organizations which have a direct involvement or interest in teacher and administrative preparation, and from higher education institutions in Nebraska which are approved by the State Board of Education to prepare and recommend for certification teachers, administrators, and counselors; and those people recommended for special services endorsements. The State Board of Education reserves unto itself sole authority over college program approval and certification.

2.00 PURPOSE.

As an advisory body to the State Board of Education (Board), NCTE will develop and recommend for State Board approval and adoption:

2.01 Standards relating to state approval of higher education institutions providing teacher, counselor, and/or administrative preparatory programs; and programs leading to a special services certificate.

2.02 Standards relating to admission into and retention in an approved professional education program leading to teacher, counselor, administrative, or special services certification.

2.03 Standards relating to the issuance of teacher counselor, administrative, and special services certificates.

2.04 Standards relating to certificate endorsements.

2.05 Standards relating to the relationships of Nebraska teacher, counselor, administrator, and special services certification with other states and national bodies.

Further, NCTE will, at the request of the Nebraska Department of Education (NDE), and pursuant to NDE regulations, conduct campus visits to those institutions seeking approval for their programs leading to teacher, counselor, administrative, and/or special services certification and endorsements, and may recommend approval or non-approval of those programs in compliance with regulations adopted by the State for such purposes.

Additionally, NCTE, through its regular meetings, shall provide a forum where representatives of teacher educators, practicing teachers and administrators, school board members, parents, and the Nebraska Department of Education can meet and discuss those issues affecting professional preparation, and seek solutions to problems impacting on the quality of preparation of certified professionals in school settings. The goal of the college approval and professional certification process is to ensure the citizens of Nebraska, in particular, and citizens of the United States, in general, that the teachers and administrators in this state are well qualified and meet all state laws governing certification. The ultimate goal is to provide children and youth with the best educational opportunities possible.

3.00 STATUTORY AUTHORITY
Appointments to the NCTE are made by the Board pursuant to its authorization. Sections 79-318(9), R.R.S., 1943, and 79-808, R.R.S., 1943.

4.00 MEMBERSHIP
The State Board of Education shall appoint all members of the NCTE. Membership shall include equal representation of Higher Education, School Governance, and Teachers as specified in Sections 4.01, 4.02, and 4.03; two representatives from the Nebraska Department of Education, one representative from the Nebraska Parent-Teacher Association, and two at-large members. Terms shall begin August 1 in the year in which the members are appointed and shall continue until July 31 in the year in which their terms expire. Terms shall be for four years except as otherwise provided.

Members are expected to act as liaisons between the Council and the groups they represent.

Organizations submitting nominations for members and alternates shall give consideration to balancing the representation with regard to geographic location and state board district, gender, ethnicity, grade level, academic subject area, and school enrollment size. Selection of members shall be in accordance with the following provisions:

4.01 Higher Education.
One (1) representative shall be nominated from each Board approved teacher preparation college or university. The representatives shall be nominated by the university or college chancellor or president.

4.02 School Governance.
The number of persons representing School Governance shall equal the number of Board approved teacher preparation institutions, and nominated as follows:

4.02A NCAPE Representative. One (1) administrator shall be nominated by the Nebraska Council of American Private Education (NCAPE) to represent private schools

4.02B Local School Board Membership. Of the School Governance allotment of memberships minus the NCAPE designee, twenty-five percent (25%) shall be local school board members, and nominated by the Nebraska Association of School Boards (NASB).

4.02C Public School Administrators. Of the School Governance allotment of memberships minus the NCAPE designee, seventy-five percent (75%) shall be public school administrators, and nominated by the Nebraska Council on School Administrators (NCSA). Those nominated shall represent all administrative and supervisory personnel and most classes of districts.

4.03 Teachers.
The number of persons representing practicing teachers shall equal the number of Board approved teacher preparation institutions, and shall be nominated as follows:

4.03A Two (2) shall be nominated by the State Board of Education, and

4.03B The remaining shall be nominated by the Nebraska State Education Association (NSEA).

4.04 Nebraska Department of Education (NDE).
Two (2) representatives of the Nebraska Department of Education shall be nominated by the Nebraska Commissioner of Education.

4.05 Parents.
In addition to any of the above who may be parents, one representative shall be selected from parents who have students currently enrolled in the public and/or private schools of this state, and shall be nominated by the Nebraska Parents and Teachers Association (PTA).

4.06 At-Large Members.
The State Board of Education will appoint two (2) at-large members.

5.00 ALTERNATES.
Each category of membership shall nominate alternates to the Council. The alternates may serve as voting members when members of the official delegation are unable to attend. Names of alternates shall be submitted at the same time as proposed NCTE nominations.

5.01 The NCSA may nominate six (6) alternates; NASB, four (4); NSEA, six (6); PTA, one (1); NDE, one (1); NCAPE, one (1); State Board of Education, one (1) for each category; teacher and at-large and Higher Education institutions, one (1) each.

5.02 Alternates may attend meetings of NCTE at times other than when serving as an official delegate but under such circumstances shall not have voting privileges. When not replacing an official delegate, expenses of alternates in attendance are ineligible for state reimbursement.

6.00 METHOD OF SELECTING MEMBERS AND ALTERNATES.
Nominations for members and alternates shall be submitted to the Executive Committee of NCTE by April 1 each year, which shall review the nominees to determine if a reasonably balanced representation has been achieved as described in Section 4.00. If necessary the Executive Committee will ask a nominating group to modify its list so that the balance can be created. The Executive Committee shall submit the final list of nominees to the Commissioner of Education for placement on the May agenda for State Board action.

When NCTE members, who serve because of elected or appointed positions, are no longer in that position, they shall immediately resign from the NCTE. The Executive Committee will ask the nominating group or institution for an immediate replacement. Interim replacements made after the annual State Board of Education approval will be nominated by NDE staff and approved by the State Board of Education.

7.00 LENGTH OF TERM.
One-fourth of the representatives from the School Governance and the Teachers categories shall be appointed each year and shall serve a term of four years. Each at-large member, appointed by the Board, shall serve a term of four years. Representatives of Higher Education and the Department of Education serve as a function of office or position and shall be appointed

annually. The representatives of the PTA and NCAPE shall each serve a one year term and shall be appointed annually.

8.00 OFFICERS.
NCTE officers shall consist of President and President-Elect, who shall serve for a term of two years. Nominations for President-Elect shall be presented at the spring meeting of odd numbered years, and elected by the membership of NCTE at the summer meeting. The President-Elect shall serve two years as President-Elect and two years as President. The President and President-Elect shall assume office August 1 of the odd numbered years. A representative of the Nebraska Department of Education or his/her designee shall serve as the recording secretary in a non-voting capacity.

The President and President-Elect shall be representative of different membership groups, i.e., Governance, Higher Education, Teachers.

The President and/or President-Elect, or the President's designee, shall serve as the presiding officer of NCTE and liaison to the Board.

9.00 EXECUTIVE COMMITTEE.
The President, President-Elect, Chairpersons of the Standing Committees, and the two NDE representatives shall constitute the Executive Committee. In the event that any of the following groups: Governance, Higher Education, or Teachers are not represented on the Executive Committee by virtue of office or serving on a Standing Committee, the Executive Committee shall appoint a representative of that unrepresented group to serve for a one-year term.

9.01 Duties. The duties of the Executive Committee shall include the following:

9.01A Meet at least thirty (30) days prior to each regular meeting of the NCTE to prepare an agenda.

9.01B Provide guidance and leadership in conducting the business of NCTE.

9.01C Establish and publish tentative dates and locations for regular meetings two years in advance.

9.01D Coordinate the work of the Standing Committees and *ad hoc* committees.

9.01E Review the list of nominees and alternates for appointment to NCTE as provided under the provisions governing membership (Section 6.00) and transmit a final list of nominees to the Commissioner of Education for Board action. The Executive Committee is responsible for determining reasonable balance in the NCTE as described in Section 4.00. If necessary the Executive Committee shall ask a submitting group to modify its list so that the balance is forthcoming.

9.01F Appoint a nominating committee of three members: one each from school governance, higher education, and teacher delegates who shall seek candidates for the office of President-Elect. This committee will prepare a slate of nominees to be presented at the March meeting of the odd numbered years and voted on at the June meeting. Nominations may also be made from the floor.

9.01G Appoint the President-Elect as President if the President fails to complete his/her term. The Executive Committee shall then appoint, from the membership of NCTE, an individual to fill the office of President-Elect until the office can be filled by election at the next June meeting. A nomination committee will be formed to present candidates as stated in Section 9.01F.

9.01H Appoint the President and President-Elect if both offices should simultaneously become vacant, until the offices can be filled by election at the next June meeting. A nomination committee will be formed to present candidates as stated in Section 9.01F.

9.01I Assign members of NCTE to Standing Committees of NCTE and make reassignments to fill vacancies as they occur.

9.01J Review every proposed endorsement as presented by the *ad hoc* committee chair. The Executive Committee may return the proposed endorsement to the *ad hoc* committee with recommendations for modification, make minor changes in the proposed endorsement with the approval of the *ad hoc* committee chair, and/or forward it to the appropriate Standing Committee. If the *ad hoc* committee re-presents the proposed endorsement unchanged at the next Executive Committee meeting, the Executive Committee will forward the proposed endorsement with their recommendations to the appropriate Standing Committee.

9.01K Review every proposed endorsement as presented by the *ad hoc* committee chair for requests to change the number of semester credit hours, grade levels, and undergraduate or graduate status. Any changes in these three areas must be approved by the Executive Committee.

9.01L Provide orientation at the October meeting for all new members, including alternates, on the structure, responsibilities, and procedures of the NCTE.

9.01M Initiate, receive, and/or evaluate proposals for new endorsements. The Executive Committee will refer any proposed new endorsement to the appropriate Standing Committee along with a recommendation for action and rationale. The Standing Committee, after appropriate deliberation, will add its recommendation and rationale and forward the matter to the full Council for action. The full Council will decide whether such a proposed endorsement shall be recommended for addition to Rule 24. If the Council decides favorably, an *ad hoc* committee will be set up under the normal procedures and the customary hearings and decisions will ensue.

9.01N
The Executive Committee may initiate, receive and/or evaluate proposals for endorsement revisions and will refer those proposals to the appropriate *ad hoc* or Standing Committee. The *ad hoc* or Standing Committee, after deliberation, will provide a recommendation to the full Council for action. The full Council will decide whether a proposed endorsement revision shall be considered for inclusion in Rule 24. The Council may direct that an *ad hoc* committee be set up as provided in Section 17.

9.01O Act on behalf of the full Council when there is a need for a decision which cannot be postponed to a subsequent regular meeting of the full Council. The Executive Committee may make a decision on any topic except to reverse a recent decision of the Council. When such action is taken, a report will be made to the membership at the next regular meeting.

10.00 STANDING COMMITTEE OFFICERS.

During the Spring meeting of each even numbered year, each Standing Committee, from its membership, shall elect a Chairperson, Vice Chairperson, and Secretary who shall serve for a term of two years. The officers may be re-elected once. Succeeding officers for each position must be elected from a different representational group. The term shall begin August 1st of the same year. In the event of a resignation or vacancy, the Standing Committee shall elect a successor at the next regularly scheduled meeting. Such officers shall perform the usual duties assigned to that office.

Chairpersons of the Standing Committees will present their proposed agendas at the Executive Committee prior to each regular meeting of the Council.

The Secretary shall provide a copy of the minutes to NDE within 14 days of the meeting for inclusion in the published minutes of the Council.

11.00 STANDING COMMITTEES.

There shall be three Standing Committees with membership drawn from the members of NCTE. The duties and membership by categories of each of the Standing Committees are stated below.

11.00A Committee on Certification Standards.

11.00A1 The Committee shall conduct periodic review of the teacher, and administrator certification requirements, as well as the special services certificate requirements, Rule 21, and shall recommend changes to NCTE for consideration and adoption. Such recommendations, when approved, shall constitute recommendations to the Board for revision in Rule 21.

11.00A2 The Committee shall deliberate and make recommendations to the full Council on such special issues as assigned to it by the President.

11.00A3 Membership on the Committee shall consist of one-third of the NCTE membership, and shall include approximately an equal number of representatives from Higher Education, Governance, and Teachers; one representative from the Nebraska Department of Education and one At-Large member.

11.00B Committee on Undergraduate Endorsements.

11.00B1 The Committee shall review the requirements for each undergraduate endorsement at least every seven years and shall recommend revisions in such requirements to the full Council. Action taken by the full Council shall constitute a recommendation to the Board. The committee in conducting such reviews shall utilize the expertise of *ad hoc* committees which shall meet the

requirements set forth under Section 17.00, "*Ad Hoc* Committee Guidelines, Responsibilities, and Procedures."

11.00B2 The Committee will publish a tentative seven-year calendar of anticipated endorsement reviews.

11.00B3 The Committee will seek the names and addresses of appropriate persons to serve on the *ad hoc* committees according to the categories stipulated in the *Ad Hoc* Committee Guidelines. Such names will be submitted to the Nebraska Department of Education who will create a balanced *ad hoc* committee according to the guidelines in Section 17.00.

11.00B4 The Committee shall deliberate and make recommendations to the full Council on such special issues as assigned to it by the President.

11.00B5 If, in the opinion of the Executive Committee, extra meetings of the Undergraduate Committee need to occur in order to process the endorsements in an expeditious manner, special meetings may be called. In such cases, the State of Nebraska will cover the usual expenses as described in Section 16.00.

11.00B6 Membership on the Committee shall consist of one-third of the NCTE membership, and shall include approximately an equal number of representatives from Higher Education, Governance, and Teachers; the representative from PTA and one At-Large member.

11.00C The Committee on Graduate Endorsements.

11.00C1 The Committee shall review the requirements for each graduate endorsement every seven years and shall recommend revisions in such requirements to the full Council. Action taken by the full Council shall constitute a recommendation to the State Board. The Committee in conducting such reviews shall utilize the expertise of *ad hoc* committees which shall meet the requirements set forth under section 17.00.

11.00C2 The Committee shall prepare and publish a tentative, seven -year calendar identifying which graduate endorsements will be reviewed in subsequent years.

11.00C3 The Committee will seek the names and addresses of appropriate persons to serve on the *ad hoc* committees according to the categories stipulated in the *Ad Hoc* Committee Guidelines. Such names will be submitted to the Nebraska Department of Education who will create a balanced *ad hoc* committee according to the guidelines in Section 17.00.

11.00C4 The Committee shall deliberate and make recommendations to the full Council on such special issues as assigned to it by the President.

11.00C5 Membership on the Committee shall consist of one-third of the NCTE membership, and shall include approximately an equal number of representatives from Higher Education, Governance, and Teachers; and one representative from the Nebraska Department of Education.

12.00 COLLEGE APPROVAL.

The full Council shall act as a committee of the whole to recommend college approval. Using the standards adopted by the Board for approval of teacher, counselor, administrative, and special services preparation programs, the Department of Education shall schedule and provide for visitations of the professional preparation programs in Nebraska engaged in preparing persons for state certification. The visitation teams will be drawn from persons who have had Nebraska NCATE training, and at least one person shall serve on both of the State and NCATE (if applicable) teams.

A. The number of persons serving on State visitation teams will be determined by the size of the institution. The number of persons serving on the folio review teams will depend on the number of institutions being reviewed at that time.

B. Persons nominated to serve on visitation or review teams will submit to NDE their areas of expertise and/or areas which they have previously evaluated as part of a college program approval visitation team.

C. Persons selected to serve on visitation teams must verify that they do not have a conflict of interest with that institution. (See Appendix A.)

D. The NCTE Executive Committee shall provide NCATE training for the Council membership at least once every three (3) to five (5) years.

E. The Commissioner, or his/her designee, shall appoint the Chairperson for each visitation team. The Chairperson of each visitation team shall report to the NCTE and to NDE pursuant to its regulations, the results of the visitation. Recommendations for approval or non-approval shall be made to the unit head of the institution. The unit head, or his/her designee, shall be afforded an opportunity to respond to a visitation report before a recommendation is made by the full Council to the Department of Education.

F. The opportunity to respond/rejoin will be provided at a meeting of the NCTE. The rejoinder will be made to the Executive Committee, which will meet prior to the commencement of the morning business meeting. A recommendation for action by the NCTE will be made by the Executive Committee during the afternoon business meeting.

G. The President of the NCTE shall forward NCTE recommendations to the Commissioner of Education for State Board of Education action. A copy of the final recommendation shall also be forwarded to the unit head of the institution under review.

H. The NDE shall make arrangements for revisits where necessary. Revisits will be conducted by a committee that includes members of the original visitation team. Reports of revisits and subsequent recommendations will follow the procedures established in Section 12.00.

13.00 MEETINGS OF NCTE

There shall be three regular meetings of NCTE – one during the fall, one during the spring, and one during the summer. Meetings of the NCTE, with the exception of college visitations, shall be subject to the open meetings law and public notice of said meetings shall be made by NDE.

Special meetings of the Council may be called by the President when authorized by the Executive Committee and approved by the Commissioner of Education.

14.00 VISITORS COMMENT PERIOD

In conjunction with each meeting of NCTE, there shall be a visitors' comment period at which time those members of the public wishing to address NCTE shall have an opportunity to do so, subject to procedures adopted by NCTE. The presiding officer shall have the right to limit discussion in order to facilitate the work of NCTE.

In conjunction with debate on specific recommendations being considered by NCTE, the Chairperson of a Standing Committee or the President may request that a non-member be allowed to address the membership regarding that issue. The request shall be granted unless there is an objection. In such event, the non-member shall be granted speaking privileges only by an affirmative vote of a majority of the membership present.

15.00 AMENDMENTS TO THESE ORGANIZATIONAL POLICIES.

These Organizational Policies may be recommended for changes by majority vote of the membership present provided that such recommended changes shall have been provided to the membership at least 30 days prior to the date of the business meeting at which a vote to amend is taken. The NCTE President, or his/her designee, shall present the recommendations to the State Board of Education. Such recommended changes shall become effective when approved by the State Board of Education.

16.00 EXPENSES.

Expenses for Program Reviews, Approval Visits; NCTE, Executive Committee, Task Force, and *ad hoc* committee meetings; and NCTE member expenses (including alternates when serving as official delegates) for such meetings shall be borne by the State of Nebraska in accordance with state approved expense guidelines.

Members of *ad hoc* committees will be reimbursed for expenses by the State of Nebraska in accordance with state approved expense guidelines. School districts may be reimbursed for the cost of a substitute for teachers serving on *ad hoc* committees.

AD HOC COMMITTEE
GUIDELINES, RESPONSIBILITIES, AND PROCEDURES

17.00 The *ad hoc* committee membership is selected to give representation to professional teacher educators; scholars in the field; professional pre-school, elementary, middle grades, and/or secondary teachers; the general public; administrators; the Nebraska Department of Education; and either the Undergraduate or Graduate Committee of the Nebraska Council on Teacher Education. Members are also selected to reflect balanced representation with regard to geographic location and state board district, gender, ethnicity, grade level, academic subject area, and school enrollment size.

> 17.01 It is the responsibility of the *ad hoc* committee to review and update the criteria for endorsement in the specified area, such that teacher, administrator, and special services educator requirements reflect the best of current knowledge and are responsive to special needs in Nebraska.
>
> 17.02 Chairs. Chairs of the *ad hoc* committees shall be appointed by a committee consisting of the Chair of the Undergraduate or Graduate Committee (whichever is

applicable), a NDE representative , the NDE Team Leader responsible for the specific area, and the NDE designee who is responsible for consultation with the *ad hoc* committees.

17.03 Membership. The membership of an *ad hoc* committee responsible for recommending criteria for a specific undergraduate or graduate endorsement shall be kept as small as possible and yet fulfill the representational requirements as described below. The *ad hoc* committee shall include:

17.03A three (3) practitioners currently endorsed and employed in approved or accredited public or private schools in the endorsement area under consideration.

17.03B at least two (2) faculty members from a college or department of education who are teaching professional education courses at an approved professional training institution.

17.03C two (2) specialists in the area which might include academic college professors, learned society officers, or persons drawn from related professions.

17.03D two (2) teachers currently employed and endorsed in approved or accredited public or private schools at the grade levels and/or subject matter under consideration.

17.03E two (2) school administrators currently employed in approved or accredited public or private schools at the grade levels under consideration. At least one of the administrators must represent District Classes 2 or 3.

17.03F one (1) person representing the general public, e.g., PTA member or a school board member.

17.03G one (1) member (or official alternate) of the Undergraduate or Graduate Committee, whichever is applicable.

17.03H one (1) representative from the Nebraska Department of Education.

17.03I additional representatives if it is a field endorsement, such as language arts, natural sciences, physical sciences, social sciences, or health and physical education, so that each subject of the field is represented by either a teacher or member of higher education.

17.03J additional approved or accredited public or private school practitioners or higher education faculty members to equalize the representation between these two groups.

17.03K the Nebraska Department of Education designee, who will be a non-voting member and serve as a consultant for the *ad hoc* committee.

17.04 Procedures.

17.04A Review current Nebraska endorsement requirements for the specific area.

17.04B Review guidelines from other regulating bodies such as learned societies, the National Council for the Accreditation of Teacher Education, the National Council for Teachers of Mathematics, Nebraska Frameworks, Nebraska K-12 Content Standards and the National Board for Professional Teaching Standards.

17.04C Review Nebraska and national supply and demand data.

17.04D Review current trends and research for teacher preparation in the specified areas.

17.04E Determine if there is a need to continue preparation in the endorsement area.

17.04F Act as liaison persons between *ad hoc* committee deliberations and the groups they represent.

17.04G Rule 24 Format:

17.04G1 Use the numbering system currently in Rule 24.

17.04G2 Line A specifies grade levels for the endorsement.

17.04G3 Line B specifies endorsement type.

17.04G4 Line C specifies "Persons with this endorsement may teach. . . in grades . . . through grade . . . ." Do not list the classes.

17.04G5 Line D specifies academic requirements. For example, "This endorsement shall require a minimum of . . . semester hours."

17.04G6 Line E specifies the responsibilities of the teacher preparation institution.

17.04H Guidelines Format: The Guidelines shall delineate the performance standards for the endorsement area.

17.04I At the request of the Executive Committee or after the proposed endorsement is completed to the satisfaction of the *ad hoc* committee members, the chair of the *ad hoc* committee or appropriate representative will present the proposed endorsement to the NCTE membership and appropriate Standing Committee for review and subsequent approval.

17.04I1 The chair of the *ad hoc* committee or the individual(s) requesting consideration of an endorsement revision will present the endorsement (Rule 24 and Guidelines) to the Executive Committee for review.

17.04I2 The NCTE normally meets three times a year: October, March and June. The procedure for moving endorsements through NCTE is to present the proposed endorsement for a first reading during the 1st general session of a full Council meeting. The second reading will be during the Standing Committee meeting, immediately following the 1st general session. The Standing Committee will deliberate the proposed endorsement or proposed revision and bring a recommendation to the full Council during the second general session. The Standing Committee may recommend revisions/changes and that the endorsement remain in second reading status until the next regularly scheduled NCTE meeting or that it move to third (final) reading at the next regularly scheduled NCTE meeting.

17.04I2a First Hearing. The proposed endorsement (Rule 24 and Guidelines) is presented to the full Council at the morning session and to either the Graduate or Undergraduate Committee (whichever is applicable) for second reading immediately following the morning session of the full Council. The *ad hoc* committee chair or the individual(s) proposing a revision presents the proposed endorsement and addresses all changes and rationale. The proposed endorsement or proposed endorsement revision (including names of the *ad hoc* committee members, if applicable) will have been distributed to the NCTE membership at least 30 days prior to the meeting.

17.04I2b Second Hearing.
The *ad hoc* committee chair or the individual(s) proposing a revision presents the proposed endorsement and addresses questions/concerns during the Standing Committee meetings immediately following the 1st general session of the NCTE meeting. After discussion, the Standing Committees may request changes before the next regularly scheduled NCTE meeting. If major changes are needed before the Standing Committees will approve the endorsement, it is usually sent back to the appropriate committee. However, the appropriate Standing Committee reserves the right to make any and all final changes before presentation to the full Council. The Standing Committee may accept the proposed endorsement at this second reading if no changes are needed and recommend that the proposal move to third and final reading at the next NCTE meeting.

17.04I2c Presentation to the full Council. The proposed endorsement (Rule 24 and Guidelines) with the approval of the Standing Committee is presented to the full Council by the Chair of the Standing Committee. Copies of the endorsement will have been distributed to members of the Council 30 days prior to the meeting date. If major changes are recommended it may be sent back to the *ad hoc* committee. Substantial changes are not made without the consent of the Chair of the *ad hoc* committee.

However, the full Council reserves the right to make any and all changes before presentation to the State Board of Education.

17.04J Presentation to the State Board of Education. Both Rule 24 and the Guidelines are presented to the State Board of Education. The approval process for the Guidelines is completed with State Board approval. Rule 24 approval is completed after State Board, Attorney General, and Governor approval of the document. The State Board of Education usually opens Rule 24 and the Guidelines once a year for a public hearing, at which time those proposed endorsements which have been approved by the full Council are presented. It is advisable for the Chair of the *ad hoc* committee to be present for this meeting, but proposed endorsement(s) will be presented by the Commissioner or his/her designee. The State Board, after appropriate Hearings, will take action on the revised Rule 24 and Guidelines. They may amend any portion or approve it as presented. Upon approval of the Guidelines, they become effective when the accompanying version of the rule has been approved by the State Board. Upon Board approval of Rule 24, it is forwarded to the Attorney General's office.

17.04K Attorney General Review. The Attorney General's office will review the Rule for constitutionality, and then forward his/her comments to the Governor.

17.04L Signed by the Governor. The proposed revisions to Rule 24, upon the signature of the Governor, become effective five days after filing with the Secretary of State and are implemented by August 1 following the effective date.

17.05 Recommendations. Endorsement changes in the following categories must be approved by the NCTE Executive Committee. Therefore, requests for changes should be accompanied by extensive reasons.

17.05A number of semester hours

17.05B grade level designations

17.05C endorsement designation from an undergraduate to graduate endorsement (or vice versa).

17.06 If the *ad hoc* committee wants to create a new endorsement, not currently in Rule 24, they must make such a request to the Executive Committee of the NCTE. The Executive Committee will follow the procedures as outlined in Section 9.01M.