

***Educator Preparation
Academic Advisory Committee (EPAAC)
By-Laws***

Article I. Purpose and Function

1. The Educator Preparation Academic Advisory Committee (EPAAC) serves the University System of Georgia (USG) on issues of policy, curriculum, and academic programs related to the preparation of educators for B-12 schools. The primary purpose of this committee is to assist each USG institution that prepares educators to meet and exceed expectations and standards set forth by the USG, the Georgia Professional Standards Commission (GAPSC), and any applicable national accreditation and/or approval organizations. EPAAC serves as follows: 1) as the vehicle through which the USG participates in statewide conversations and work related to B-12* educational matters with particular attention to issues related to the preparation of certificated school personnel; and 2) to assist in the development, implementation, and interpretation of policies and guidelines that affect all system institutions, such as those related to state-required curriculum, USG policies on educator preparation degrees and programs, and recommendations to the GAPSC, Georgia Department of Education (GaDOE), and/or other state educational agencies from the USG.
2. EPAAC serves as an appeals committee when the practices or decisions of an individual institution come into conflict with interpretations of policy by Board of Regents staff (see Article VI).

Article II. Membership

1. The membership of EPAAC will be composed of the Educator Preparation Provider (EPP) administrative head (e.g., dean, director) of the USG institutions. USG institutions that have no approved educator preparation program may appoint a faculty member or administrator (as appropriate) to attend EPAAC as a non-voting member. This non-voting member would represent the interests of programs and/or curricular requirements that impact students transferring to or seeking admission to approved USG educator preparation programs. EPAAC members are appointed by the institution's president (or designee) and serve a minimum of a one-year term. Additional faculty and/or administrators from USG institutions, representatives from educator preparation programs of independent colleges and universities in Georgia, representatives of the B-12 education community or other state educational agencies may be invited to attend and participate in meetings; however, they may not be elected to any offices of EPAAC or vote on issues before the committee.

Article III. Voting

1. When voting upon official business before the committee, each institution with an approved educator preparation program receives one vote. Official votes can be taken at meetings of EPAAC or on EPAAC's dedicated listserv.

(*Birth – 12th grade)

Article IV. Officers and Executive Committee

1. The Officers of EPAAC consist of a Chair, a Vice Chair (who is the Chair-Elect and assumes the chair the following year or at any time the chair is vacated), and Secretary. The Vice Chair and Secretary are elected annually at the spring semester meeting from among the members.
2. The Executive Committee is comprised of the current officers, the immediate past chair, two members at-large from an approved Education Preparation Provider and the ex officio University System of Georgia liaison to EPAAC (e.g., Associate Vice-Chancellor for Educator Preparation and Policy). The Executive Committee will set agendas, establish subcommittees, and suggest solutions to problems that need to be resolved immediately. The Executive Committee will decide which of these immediate problems need to be brought to the full committee for their confirmation. No action is official until validated by vote of EPAAC. Any member can suggest agenda items to the members of the executive committee. The USG liaison to EPAAC will be responsible for updating the listserv to reflect the EPAAC Membership List. The term of office for each officer and for the Executive Committee shall be July 1 through June 30. The election of officers and Executive Committee members shall take place at the spring semester meeting and shall be by the full committee.

Article V. Meetings

1. EPAAC will meet officially at least once per semester, not including the summer term. Only members (or their designated alternates) in attendance may vote on official business.
2. Additional meetings may be scheduled by the Chair or a majority of the Executive Committee. Notice of meetings will be sent at least one month in advance of the meeting date and that notice should include a request for agenda items. If the committee members are not available to attend the meeting, they may send an alternate who will have the right to vote.
3. The quorum for the transaction of official business shall consist of fifty-one percent of the membership or their alternates.

Article VI. Appeals

1. There may be occasions where colleges or universities disagree with interpretations of educator preparation policies by University System of Georgia staff. In such cases, the college or university may file for a hearing by the Appeals Committee of EPAAC. The Appeals Committee is constituted as needed by the Chair and Vice-Chair as needed. It consists of the Chair and Vice-Chair and two representatives from the EPAAC voting membership. The Vice Chair of EPAAC serves as the Chair of the Appeals Committee.
2. The Appeals Committee may review the original proposal, the USG staff action, and any other materials submitted either by the staff or the affected institution, and make a recommendation to the Executive Committee, the USG staff, and the appealing

institution(s) within thirty days of receiving the appeal. The ruling of the Appeals Committee may advise Board of Regents staff to either confirm or reconsider their decision.

Article VII. Reports of EPAAC

1. The Secretary of EPAAC will take minutes and submit them to the Executive Committee for review. All minutes, reports, studies, policy interpretations, and recommendations of EPAAC shall be submitted by the Chair to the official designated by the Associate Vice Chancellor for Academic Affairs after the document is approved by the membership. Approval by electronic mail is acceptable.

Article VIII: Rules of Procedure

1. Rules of procedure not specifically addressed in the bylaws will follow the current edition of Roberts' Rules of Order.

Article IX. Adoption and Amendment of Bylaws

1. These bylaws shall be adopted by two-thirds of the voting membership of EPAAC. Amendments to the bylaws must be approved by two-thirds of the membership. Proposed amendments to the bylaws must be distributed to the membership a minimum of one month before the vote.

Approved as amended by the Educator Preparation Academic Advisory Committee,
{November 2014}