

Western Kentucky University

SKyTeach

Bylaws

February 2011

Preamble

SKyTeach is a Western Kentucky University partnership between the Ogden College of Science and Engineering (OCSE) and the College of Education and Behavioral Sciences (CEBS). It functions as a joint program with leadership shared by the two Colleges. SKyTeach is charged with the recruitment and preparation of highly qualified science and mathematics teachers for grades 5-12.

Mission

SKyTeach educates skilled and enthusiastic secondary and middle grade teachers in the sciences and mathematics. It recruits talented students and guides them through a curriculum which emphasizes academic and professional growth. The program lays particular emphasis upon hands-on and active learning, and early and frequent teaching experiences. It draws upon expertise from the Partner Colleges and complementary disciplines in other Colleges.

Governance

SKyTeach is governed by two Co-Directors, one representing each of the Partner Colleges. They work in consultation with the program's Master Teachers and a Steering Committee whose membership includes representatives of the Supporting Departments and other constituencies.

Supporting Departments are those which provide majors accessible to SKyTeach students.

Involved Departments are those which provide instruction in the required courses of the curricula.

1. The Supporting Departments from OCSE are Biology, Chemistry, Geography & Geology, Mathematics & Computer Science, and Physics & Astronomy.
2. The Supporting Departments from the CEBS are the School of Teacher Education and Psychology.
3. The Involved Departments from the Potter College of Arts and Letters are History and Philosophy & Religion.

I. Steering Committee.

- A. The Steering Committee provides a forum for representation of Supporting Departments and Involved Departments in program governance. Its membership includes the two Co-Directors, at least one representative from a Supporting Department of each of the Partner Colleges, at least one representative of the Master Teachers, and one SKyTeach student. It may include additional representatives from Supporting or Involved Departments, and occasionally others.
- B. It creates, assesses, and modifies SKyTeach courses and academic programs, and may undertake other projects.
- C. It promotes communication and collaboration between the involved Colleges, the Supporting and Involved Departments, Master Teachers, instructors of SKyTeach courses, WKU Administrators, WKU science outreach programs, and other administrative units and personnel.
- D. It undertakes other projects as needed.
- E. It meets approximately monthly, or as needed. One of the Co-Directors presides over meetings.

II. Personnel and responsibilities

A. Co-Directors

- 1. There are two SKyTeach Co-Directors. One represents science and mathematics, and is appointed by the Dean of OCSE from among the faculty of the College. The other represents education, and is appointed by the Dean of CEBS from among the faculty of the School of Teacher Education.
- 2. The Co-Directors serve as executive management for the program. They:
 - a. carry out day-to-day management responsibilities for SKyTeach,
 - b. guide the evolution of the SKyTeach program and its curriculum, in consultation with the Steering Committee,
 - c. represent SKyTeach at functions within and outside the university,
 - d. chair the SKyTeach Steering Committee, and
 - e. have such other responsibilities as may be needed.

B. Master Teachers

- 1. serve as role models and guides for SKyTeach students,
- 2. form the core teaching component of the Program, normally holding clinical rank,

3. may teach SKyTeach courses as Instructor of Record,
4. may serve in a supporting role for Instructors of record of SKyTeach courses.

C. Faculty

1. SKyTeach does not normally appoint its own tenure-track faculty members. SKyTeach faculty are faculty from the Supporting or Involved Departments who teach courses of the SKyTeach curriculum.
2. Irrespective of their academic discipline, SKyTeach faculty have an obligation to follow the teaching model of the SKyTeach courses.
3. Master Teachers are assigned to assist Involved Faculty from other disciplines.

D. Other staff members

Other staff members, such as office personnel, inventory and materials managers, and web support personnel, may be appointed as needed.

III. SKyTeach Administrative policies

A. Co-Directors

1. The SKyTeach Co-Directors share responsibilities similar to those of a Department Head.
2. The Co-Directors act in consultation with the Steering Committee, Master Teachers, and SKyTeach faculty. In an unusual or emergency situation, the co-Directors may take whatever reasonable actions they deem necessary.

B. Steering Committee

1. The Steering Committee maintains the formal structure for oversight of the SKyTeach program.
2. It may appoint standing or ad hoc committees to carry out part of its work.
3. It serves the role of approving proposed changes to the SKyTeach curriculum and courses.
4. It works to enhance the program, and its role is not limited to administration.
5. A quorum is a majority of its members, including at least one of the co-Directors. If unable to be present at a meeting, members of the Steering Committee may vote electronically on any matter.

6. Members appointed to the Steering Committee normally serve a two-year term, and may be reappointed. In the event of an unanticipated vacancy on the Steering Committee, the Co-Directors may appoint a member to fill a term.

C. Bylaws

1. Changes to the SKyTeach bylaws must be approved by majority favorable vote of the entire Steering Committee.

2. Changes in the bylaws or other administrative policies must be circulated to the Steering Committee at least one week before they are to be voted upon.

Approved by the Steering Committee and Deans of Ogden College and CEBS

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