

**U.S. Department of Education
 Teacher Preparation Programs Negotiating Committee
 2012
 Organizational Protocols**

I. Mission Statement

The U.S. Department of Education has established this negotiated rulemaking committee to develop proposed regulations related to teacher preparation issues pursuant to Sec. 492 of the Higher Education Act of 1965, as amended (HEA).

II. Participation

A. The committee consists of the following members:

Constituency	Primary	Alternate
Postsecondary students	Eric Mann Student teacher Sandpoint High School Idaho	Eric Gregoire Student Boston University School of Education Candidate for Master of Education in Policy, Planning and Administration
Teachers	Katie Hartley Middle School Math Teacher and Value Added Specialist Miami East Junior High Ohio	Qualyn McIntyre Teacher in Residence Atlanta Urban Teacher Residency
Organizations representing teachers and teacher educators	Segun Eubanks Director, Teacher Quality Department, National Education Association	James Alouf President Association of Teacher Educators
Financial aid administrators at postsecondary institutions	Joseph Pettibon Associate Vice President for Academic Services Texas A&M University	David Smedley Associate Director Compliance and Training Office of Student Financial Assistance The George Washington University

Business officers and bursars at postsecondary institutions	Julie Karns Vice President for Finance Rider University	Karl Brockenbrough Vice President for Administration and Finance Bowie State University
State officials	George Noell Professor, School of Psychology Louisiana State University	Vance Rugaard Executive Director Tennessee Office of Licensing
Two-year public institutions	Glenn DuBois Chancellor of Virginia's Community Colleges	Ray Ostos Director , National Center for Teacher Education, Maricopa Community College
Four-year public institutions	David Steiner Dean, Hunter College School of Education	Ronald Marx Dean College of Education University of Arizona
Private nonprofit institutions	David Prasse Dean of the School of Education, Loyola University Chicago	Mary Kay Delaney Head of Department of Education Meredith College
Private for-profit institutions	Meredith Curley Dean College of Education University of Phoenix	Bonnie Copeland Vice President, Education and Regulation, Walden University
Tribal Institutions	Cindy O'Dell Chair, Education Department; Instructor, Early Childhood and Elementary Education Salish Kootenai College	Linda Sue Warner Special Assistant President of Tribal Affairs Northeastern Oklahoma A&M College
HBCUs	Leontye Lewis Dean of Education Fayetteville State University	VerJanis Peoples Dean of Education Southern University of LA

HSIs	Beverly Young Assistant Vice Chancellor Academic Affairs California State University System	Michael Morehead Dean College of Education New Mexico State University
Operators of programs for alternative routes to teacher certification	Heather Harding Vice President of Research and Public Affairs, Teach for America	Diann Huber President iteachU.S.
Accrediting agencies	Jim Cibulka President National Council for the Accreditation of Teacher Education and the Council for Accreditation of Education Preparation	Frank Murray H. Rodney Sharp Professor, University of Delaware; Chair of the Board of Directors of Teacher Education Accreditation Council and the Council for the Accreditation of Educator Preparation
Elementary and Secondary Students and Parents	Sarah Almy Director of Teacher Quality, the Education Trust	Charmaine Mercer Director of Policy and Research Communities for Teaching Excellence
School and LEA officials	Scott Thompson Director of Teacher Effectiveness Strategy District of Columbia Public Schools	Thalia Nawi Director Denver Teacher Residency
U.S. Department of Education	Sophia McArdle	

- B. The primary member will participate for the purpose of determining consensus. In the absence of the primary member, the alternate will participate for the purpose of determining consensus. Either the primary member or an alternate may speak during the negotiations.
- C. With approval by a consensus of the committee, individuals, including specialists, who are invited by a member, may participate in committee or subcommittee meetings as needed and appropriate, but are not members of the committee.

- D. The committee may add members. Requests for membership must be approved by a consensus of the committee under such conditions as the committee establishes at the time. New members may begin to participate immediately upon admission to membership.
- E. Subcommittees may be formed by the committee to address specified issues and to make recommendations to the committee. Subcommittees are not authorized to make decisions for the committee. Subcommittee meetings will be open to any member of the committee and may be held between the meetings of the committee. All committee members will be notified of all subcommittee meetings.
- F. Upon the initiation by any member and after consultation with the facilitators, the Secretary may remove a member he determines is not acting in good faith in accordance with paragraph VI B of these protocols. The Secretary will provide an explanation in writing to the committee.
- G. The Secretary may remove any member who ceases to be employed by or be associated with the community of interests the individual was chosen to represent.

III. Decision Making

The committee will operate by consensus, meaning that there must be no dissent by any primary member in order for the committee to be considered to have reached agreement. Thus, no member can be outvoted. Members should not block or withhold consensus unless they have serious reservations about the approach or solution that is proposed for consensus. Absence will be equivalent to not dissenting. All consensus agreements reached during the negotiations will be assumed to be tentative agreements until members of the committee reach final agreement on regulatory language. Once final consensus is achieved, committee members may not thereafter withdraw their consensus.

IV. Agreement

- A. The goal of the committee is to develop proposed regulations that reflect a final consensus of the committee. If consensus is reached on the proposed regulations, the Department will provide a preamble, consistent with the proposed regulations, to the members of the committee for review and comment prior to publication of the proposed regulations. The Department is not required to adopt or respond to the committee members' comments on the preamble.
- B. If the committee reaches a final consensus on all issues, the Department will use this consensus-based language in its proposed regulations, and committee members and the organizations whom they represent will refrain from commenting negatively on the consensus-based regulatory language, except as provided in paragraph IV C.
- C. The Department will not alter the consensus-based language of its proposed regulations unless the Department reopens the negotiated rulemaking process or provides a written explanation to the committee members regarding why it has decided to depart from that language. That written explanation will contain a detailed statement of the reasons for altering the consensus-based language and will be provided to the committee members sufficiently in advance of the publication of the proposed regulations so as to allow them a real opportunity to express their concerns to the Secretary. If the Department alters consensus-based language, it also will identify the changes made subsequent to consensus in

the preamble to the proposed regulations, and committee members may comment positively or negatively on those changes and on other parts of the proposed regulations.

V. Committee Meetings

- A. The facilitator(s) will maintain a clear and reliable record of tentative and final agreements reached during the negotiation process, as well as discussions of preamble language. The draft meeting summaries will be provided to members, who may share them with others within their community of interests. After review and approval by the committee, this record will be made available to the public.
- B. The Department will make every effort to distribute materials to committee members in a timely fashion. To the extent practicable, the Department will provide members with documents for discussion at committee meetings at least seven days in advance of the meetings.
- C. A caucus for the purpose of consultation may be requested of the facilitator(s) at any time by any member.
- D. The facilitator(s) will be responsible for developing an agenda for all meetings of the committee. This agenda will be developed in consultation with the members of the committee.
- E. All committee meetings, but not subcommittee meetings or caucuses, are open to the public.

VI. Safeguards for Members

- A. Any member may withdraw from the negotiations at any time without prejudice, by notifying the facilitator(s) in writing.
- B. All members and the organizations they represent shall act in good faith in all aspects of these negotiations.
- C. Contact with the media, the investment community, and other organizations outside the community of interest represented by the member will generally be limited to discussion of the overall objectives and progress of the negotiations. Members will refrain from characterizing the views, motives, and interests of other members during contact with the media, the investment community, and other organizations outside the community of interest represented by the member.

VII. Meeting Facilitation

- A. The facilitator(s) will serve at the discretion of the committee, and will be responsible for helping to ensure that the process runs smoothly, developing meeting agendas, preparing and distributing a record of agreements, and helping the parties resolve their differences and achieve consensus on the issues to be addressed by the committee.
- B. The facilitator(s) will be available to facilitate all meetings of the full committee and, to the extent possible, subcommittee meetings and caucuses.