

**Bagwell College of Education
Kennesaw State University
BYLAWS**

KSU's MISSION, VISION, and VALUES

COLLEGE ACADEMIC DISTINCTION STATEMENT

The Bagwell College of Education at Kennesaw State University ranks among the nation's top universities for educator preparation and workforce development, forging strategic partnerships and embracing innovation. Our collaborative and inclusive culture empowers students, faculty, and staff to thrive by fostering resilience, building confidence, and nurturing a commitment to lifelong learning that addresses the diverse needs of ALL learners. In Bagwell, we go beyond preparing educators; we develop visionary leaders who elevate the profession and inspire lasting, transformative change in education.

ARTICLE I. Administration

A. Dean

- a. The Dean is the chief administrative officer of the College.

B. Assistant/Associate Dean

- a. For all Assistant/Associate Dean positions, a search is conducted.
- b. For interim positions of Assistant/Associate Dean, KSU faculty can be reassigned administratively. The Dean, in consultation with the Provost and Executive Vice President for Academic Affairs, will examine the department/college/university faculty for a qualified or interested candidate.
- c. The Assistant/Associate Dean(s) shall carry out such duties as assigned by the Dean.

ARTICLE II. Committees

Committee election timelines should be consistent with the one specified for university-level standing committees in the University Handbook, Section 3.1.

Standing committees shall be composed of faculty from the Corps of Instruction as defined in the Faculty Handbook, Section 1.1, and, in some cases, full-time staff. Standing committees shall meet at least once each semester, except summer. Committee members will be selected via an election. Elections for standing committees will be held in the spring term, and service will start in the fall term of the next academic year. Representatives for the next academic year must be elected by the end of March, and each committee chair must be selected by the end of April.

A. College Faculty Council (CFC) (University Handbook, Section 3.6)

a. Duties

- i. The CFC is advisory to the Dean, who holds decision-making authority at the college level.
- ii. The purpose of the CFC is to promote collegiality and effective shared governance of the college by increasing the transparency and two-way

communication between the faculty and the Dean with regard to the development of policy and to increase communication about the implementation of policy. The following areas are examples of issues upon which the CFC may advise the dean:

1. Strategic planning
2. Annual budgeting
3. Hiring
4. Space and resource allocation
5. Reassign-time
6. Salaries and raises
7. Appointment and reports of ad hoc committees

iii. The CFC shall publish minutes of meetings electronically.

b. Membership

- i. The CFC will consist of at least four members from the college's Corps of Instruction (as defined in the KSU Faculty Handbook, Section 1.1), including at least one representative from each department. Colleges may specify additional or at large members. In the Bagwell College of Education, each department/school sends two representatives to the CFC; one member of the DFC and one other (non-DFC member) of the department/school. One of the two representatives from each department/school will be tenured or tenure-track. Each department is responsible for maintaining representation.
- ii. The representatives will be elected by the Corps of Instruction (as defined in the KSU Faculty Handbook, Section 1.1) of that department.
- iii. The method by which the department will select its representative to the CFC shall be determined by vote of faculty from the Corps of Instruction of the department.
- iv. The Deans shall be *ex officio*, non-voting members of their CFC. The Deans will respect their council's desire, on occasion, to meet without the dean, or members of the dean's staff.
- v. Department chairs are not eligible to vote for or to serve as representatives to the CFC.
- vi. The chair of the CFC must be an elected department representative who has served on the council the previous year.

c. Meeting times

- i. The CFC should meet as often as deemed appropriate by the council membership and called by the chair but shall meet no less frequently than twice each fall and spring semester.
- ii. The CFC will take necessary measures to assure continuing function during the summer months. During that time, if a CFC member cannot participate, he/she shall name a proxy from among the Corps of Instruction of the respective member's department.

d. Term

- i. Each member of the CFC will serve a 3-year term. These terms are staggered to allow continuity.
- ii. A department may recall any representative by a 2/3 vote.

B. Educator Preparation Curriculum Council

a. Duties

- i. The Educator Preparation Curriculum Council (EPCC) will review and recommend curriculum proposals in the College to verify that proposed changes are consistent with the goals and strategic plan of the College. Besides serving as the curriculum committee of the Educator Preparation Program (EPP), the Educator Preparation Curriculum Council (EPCC), also serves as the BCOE curriculum committee in order to provide support and ensure accountability in the development of programs and curricula within the BCOE. The EPCC ensures that the University guidelines for the design and content of programs and courses are followed; evaluates requests for newly proposed programs and courses related to all BCOE degrees, certificates, and endorsement programs; and assists and encourages programs to comply with appropriate accrediting agencies. Proposals and/or agenda items should be made available two weeks in advance in order to have time to discuss items with the department prior to voting in EPCC meetings.
- ii. The EPCC shall publish minutes of meetings electronically.

b. Membership

- i. The EPCC will consist of at least one representative from each department in the College.
- ii. At least two members must have graduate faculty status.
- iii. The Committee shall include two staff members from the Student Success Council representing each of the academic support units (i.e., CEPP, BASSC, OAA, TRAC).
- iv. One faculty member from each EPP college outside of the BCOE will serve on the committee.
- v. EPP deans and EPP Department Chairs/School Directors can serve as ex-officio (non-voting) members.
- vi. The membership shall elect the incoming committee Chair at the last official meeting of the academic year.

c. Meeting times

- i. The EPCC will meet at least once per month and as often as needed to review proposals during the academic year.
- ii. Special meetings may be called by the committee Chair when deemed necessary and appropriate by the Chair or upon request from the committee members.
- iii. Proposals for discussion must be submitted at least two weeks in advance of the scheduled EPCC meeting.

d. Term

- i. Each member of the EPCC will serve a 3-year term. These terms are staggered to allow continuity.
- ii. If a member resigns or is no longer able to perform his/her duties, the department left unrepresented by such resignation shall elect a new

representative. The unit left unrepresented shall also elect a new representative.

- iii. A department may recall any representative by a 2/3 vote.

C. College Promotion and Tenure Committee (Faculty Handbook, Section 3.12.B.6)

a. Duties

- i. As laid out in the KSU Faculty Handbook, Review and Evaluation of Faculty Performance.
- ii. Includes review of portfolios for post-tenure, and, as needed, for tenure and promotion.
- iii. At the request of the dean, the committee will review P & T guidelines.

b. Membership

- i. Two tenured faculty members from each department (only Professors are eligible to review the portfolios of faculty applying for promotion to Professor) and two alternates (at least one alternate should be a full professor). In the Bagwell College of Education, one of the two faculty members from each department should be a Full Professor if available. Members of the college review committee are elected by the tenured and tenure-track faculty of the department during the spring semester. No person can participate in more than one stage of the review process, so faculty on department review committees are not eligible to serve as members of the college review committee.
- ii. When a department does not have two tenured faculty members who are eligible to serve, its faculty will elect tenured faculty from outside the department.
- iii. Members of the College Review committee cannot sit simultaneously on a Department Promotion and Tenure committee.

c. Meeting Times

- i. As needed to meet the schedule of reviews laid out in the Faculty Handbook.

d. Terms

- i. Departmental representatives to the college review committee serve two-year staggered terms.

D. Awards Committee

a. Duties

- i. The Awards Committee may solicit applications or nominations, evaluate responses, and select recipients for college-wide faculty honors and awards. (It is recommended that each college select a college-level honoree for each KSU Faculty Award).
- ii. This committee should maintain a database of eligible faculty for various awards, solicit and evaluate applications, and recommend recipients for internal grants, college-level and campus-wide faculty honors and awards.
- iii. The committee should also create methods to showcase and document faculty achievement.
- iv. The results of this committee's work are sent to the Dean.

- b. Membership
 - i. The Awards Committee will consist of at least one full-time faculty representative from each department in the college. Each department's committee representation must include a tenured faculty or tenure track faculty. In the Bagwell College, each department will select one full-time, tenure track faculty member as the representative.
 - ii. The representative/s from each department will be elected by the Corps of Instruction of that department.
 - iii. The College Dean or his/her representative shall be an *ex officio* non-voting member of the Awards Committee.
 - c. Meeting times
 - i. The Awards Committee shall meet as often as deemed appropriate by the committee membership and called by the chair.
 - d. Term
 - i. Each member shall serve a 2-year term. These terms will be staggered.
 - ii. A department may recall any representative by a 2/3 vote.
- E. Student Development and Awards Committee (SDAC)
- a. Duties
 - i. The Awards Committee may solicit and evaluate applications and select recipients for Student Development and Awards Committee (SDAC)
 - ii. The results of this committee's work are sent to the Dean.
 - b. Membership
 - i. The Awards Committee will consist of at least one full-time faculty representative from each department in the college. Each department's committee representation must include a tenured faculty or tenure track faculty.
 - ii. The representative/s from each department will be elected by the Corps of Instruction of that department.
 - iii. The College Dean or his/her representative shall be an *ex officio* non-voting member of the Awards Committee.
 - iv. If a member resigns and/or is no longer able to perform membership duties, a newly elected member shall fill the vacant position created from that unit.
 - v. The Chair of SDAC will be elected from the committee membership.
 - vi. The Chair of SDAC is responsible for charging the Bagwell Outstanding Dissertation Award subcommittee at the beginning of the academic year. The subcommittee consists of one faculty representative from each department/school and an *ex officio* member representing the Dean. The SDAC representative may serve on the subcommittee or find a departmental representative in their place.
 - c. Meeting times

- i. The Awards Committee shall meet as often as deemed appropriate by the committee membership and called by the chair, with a minimum of one meeting per semester.
- d. Term
 - i. Each member shall serve a 2-year term. These terms will be staggered.
 - ii. A department may recall any representative by a 2/3 vote.

F. Global Engagement Committee (GEC)

a. Duties

- i. The Global Engagement Committee (GEC) supports international and intercultural contexts in education for the BCOE in the development and accountability of global programs at home and abroad.
- ii. The committee shall facilitate the BCOE global vision and goals for global learning in strategic planning congruent with the University's mission and goals; support unit goals within BCOE for global learning and global curriculum development and research; and encourage faculty to actively pursue grant and funding opportunities to support and expand global engagement initiatives and review and make recommendations to the Dean regarding global engagement funding for faculty.
- iii. In addition, the GEC will create and implement workshops to promote faculty knowledge and commitment to global education; promote and track global engagement activities of BCOE faculty, staff, and students; and support and facilitate student engagement in global learning at home and abroad.

b. Membership

- i. Each department/school in the BCOE will elect one member.
- ii. If a member resigns or is no longer able to perform his/her duties, the department left underrepresented should elect a new representative.
- iii. The membership shall elect the incoming committee chair at the last official meeting of the academic year.
- iv. The chair of the GEC must have served on the committee the previous year and is selected by majority vote of the members of the GEC.

c. Meetings

- i. The GEC should meet as often as deemed appropriate by the committee membership with a minimum of two meetings per fall and spring semesters.
- ii. The chair of the GEC shall call each meeting. Any other member of the GEC can request a meeting by contacting the chair of the GEC.

d. Terms

- i. Department representatives will serve three-year terms.
- ii. The term of the chair will be two years, renewable by membership vote.

G. Research Consortium Committee (RCC)

a. Duties

- i. The Research Consortium is a faculty-driven organization providing support to BCOE faculty and students for the conceptualization, design, implementation, data gathering, data analysis, dissemination, and impact of research studies. The purpose of the Bagwell College of Education (BCOE) Research Consortium Committee (RCC) is to expand the scope and impact of research and scholarship activities within the BCOE by facilitating a culture of research within the College and supporting faculty, especially junior faculty, along with graduate students, in scholarship. Key beliefs that direct the work of the RCC are:
 - i. The Research Consortium is a faculty-driven initiative that promotes a positive and collaborative culture of research in the College;
 - ii. Research is part of the tenure and promotion process and informs our practice as educators.
 - iii. The changing nature of research requires on-going learning in methods and writing; and
 - iv. A community of scholars and scholar-practitioners should be encouraged and supported through resources, professional learning activities, and spaces to promote collaboration. The RCC will liaise with other individuals and units both inside and outside of BCOE to advance the research and scholarly creativity and productivity of faculty and graduate students; and provide a foundation for the continued enhancement of a culture of research for all BCOE programs.
- ii. Objectives of the RCC are to:
 - i. Support the BCOE vision and goals for strategic planning as it relates to research and creative activity.
 - ii. Support faculty and graduate student research needs for methodological, writing, publication, library, and grant expertise.
 - iii. Create and implement professional development to promote knowledge and commitment to high quality research among faculty, staff, and students.
 - iv. Promote faculty and graduate student success in research and creative activity.
 - v. Enhance faculty connectivity regarding research endeavors.
 - vi. Partner with B-12 school sites and public/private institutions.
 - vii. Promote the infusion of research-driven practices in teaching and outreach.

- viii. Serve as a source of information on resources related to research and creative activity; and
- ix. Continue to develop research infrastructure for the BCOE.

b. Membership

- i. The RCC is composed of one voting representative from each academic department/school.
- ii. If a member resigns and/or is no longer able to perform membership duties, a newly designated member from that unit shall fill the vacant position.
- iii. Each faculty member shall be nominated by that academic department/school and serve a minimum term of two years. Terms shall be staggered to ensure continuity of representation.
- iv. Additional non-voting members may participate at will. Additional non-voting members will include Research Consortium consultants such as methodologists, editor-in-residence, grant manager, and graduate education librarian. Additional key partners: Associate Dean of Research (or equivalent) and Associate Dean of Graduate Studies (or equivalent).
- v. The voting members of the RCC shall elect the incoming Chair from the elected department representatives at the last meeting of the previous academic year, typically April. The Chair of the Research Consortium Committee must have served on the committee the previous year and is selected by the majority vote of the department representatives. In the event that the Chair is on leave or is unable to complete their service, an interim chair or co-chairs will be selected from among the department representatives and elected by the voting members.

c. Meetings

- i. The Research Consortium Committee holds open meetings as often as deemed appropriate by the committee membership with a minimum of one meeting per month.
- ii. The chair of the Committee shall call each meeting. Any other member of the Committee can request a meeting by contacting the chair.
- iii. Meetings are open to all interested parties.
- iv. Meeting minutes will be recorded and made available upon request.

d. Terms

- i. Each faculty member shall serve a two-year term.
- ii. Terms shall be staggered.
- iii. The Chair's term will be a minimum of one year with an option to renew for a second year.

H. Bagwell Staff Council (BSC)

a. Duties

- i. The Bagwell Staff Council (BSC) is an advisory council to the Dean. The mission of BSC is to enhance employee morale, improve the work environment by addressing current challenges and issues of importance to staff and to offer suggestions to the Dean for positive changes in this regard with the hopes of facilitating open communication within the college.
 - ii. Promote collaboration and shared accountability among staff members and between staff and faculty to address collective challenges.
 - iii. Redefine the role of staff as contributors and partners in the BCOE mission by incorporating staff into College-level planning committees in appropriate issue areas to promote collaboration amongst faculty and staff.
 - iv. Create greater opportunities for staff members to network, communicate, develop, and benefit from a collective knowledge base.
 - v. Develop professional development opportunities for staff in the spirit of continual learning by offering support at the College level to create greater productivity, employee retention, and job satisfaction.
 - vi. Spearhead at least one full staff development initiative per year.
 - vii. Maintain and examine ways to improve college wide staff recognition, including but not limited to the BCOE Distinguished Staff Award
- b. Membership
- i. All staff members are considered for the BSC.
 - ii. This standing committee shall be composed of five full-time staff members within BCOE who will serve as the Executive Committee.
 - iii. Nominations for the Executive Committee shall be accepted each year in May.
 - iv. Candidates can self-nominate.
 - v. All staff members may participate in the election process.
 - vi. BSC Executive Committee will vote to elect a chair who serves a one-year term.
 - vii. The person serving as vice-chair will become the chair the following year.
 - viii. The current Chair serves on the BCOE Leadership Team.
- c. Meetings
- i. The BSC Executive Committee shall meet once a month and meet with the Dean as often as deemed appropriate with a minimum of one meeting per semester: fall, spring, and summer.
 - ii. The chair of BSC shall call each meeting.
 - iii. The Dean or any other member of the BSC can request a meeting by contacting the chair.
 - iv. Standing committees shall meet at least once each semester.

- v. If appropriate and practical, the committee Chair may conduct a meeting hybrid, face to face or virtual.
- vi. BSC meetings are open to all Bagwell staff.
- vii. When voting is necessary, a simple majority vote of present members will represent BSC decisions, provided a majority of members are present.

d. Terms

- i. Members of the Executive Committee will each serve a two-year term.
- ii. Each term will begin at the start of fall semester and end at the close of summer semester (July-June).
- iii. The exception will be for the person serving as vice-chair who will become the chair the following year.
- iv. When a vacancy occurs, a staff member from within the college can be nominated and the position filled by a vote of all staff. The person who assumes the vacancy is only obligated to serve on the committee for the duration that remains for the opening filled.
- v. Serving on BSC to fill a vacancy does not prohibit the individual serving as the replacement from running for a subsequent one-year term.

I. Advanced Program Coordinators Committee (APC)

a. Duties

- i. The purpose of the Advanced Program Coordinators Committee (APC) meetings is to bring together all coordinators responsible for graduate programs to exchange information about initiatives, topics, or requirements that impact admissions, curriculum, graduation requirements, and/or completion requirements.
- ii. In addition, this is the body where issues and challenges are heard that need to be addressed, resolved, or improved upon to ensure students are able to complete high quality graduate programs related to teaching, service, and leadership.
- iii. This is also the body that initiates and revises policies and practices impacting our graduate programs. Since the master's in teaching [MAT] programs align so closely with the certification requirements of initial (undergraduate) programs, the APC does not include the MAT coordinators.

b. Membership

- i. APC comprises one program coordinator from each program at the graduate certificate, master's, specialist, and doctoral level.
- ii. Each program coordinator is eligible to vote on motions impacting their program related to advanced graduate program policies and process.
- iii. Program Coordinators are determined by each department/school and/or program.

- iv. APC meetings are open to all faculty and academic support unit staff. Additional non-voting members include but are not limited to faculty and staff in administrative roles, student success and advising, clinical placements and partnerships, assessment and accreditation, admissions, and library resources and support.
 - v. An Associate Dean or designee is responsible for calling and organizing meetings and is a non-voting member of the committee.
 - c. Meeting times
 - i. Advanced Program Coordinators meet monthly.
 - ii. Meetings may be virtual, face-to-face, or hybrid based on the needs and preferences of the committee.
 - d. Term
 - i. Program Coordinators do not have a specific term, but rather the terms of service are determined by each department or program.
- J. Initial Certification Program Coordinators (ICPC)
 - a. Duties
 - i. The purpose of the Initial Certification Program Coordinators (ICPC) meetings is to bring together all coordinators responsible for education related programs that lead to initial certification with the Georgia Professional Standards Commission to exchange information about initiatives, topics, or requirements that impact the admissions, curriculum, graduation requirements, and/or completion requirements.
 - ii. In addition, this is the body where issues and challenges are heard that need to be addressed, resolved, or improved upon to ensure undergraduate and MAT students are able to complete high quality programs related to teaching, service, and leadership.
 - iii. This is also the body that initiates and revises policies and practices impacting BCOE undergraduate and MAT programs. Since the master's in teaching (MAT) programs align so closely with the certification requirements of initial (undergraduate) programs, the ICPC includes the MAT Program Coordinators.
 - b. Membership
 - i. Membership of the ICPC comprises one Program Coordinator from each program at the undergraduate and MAT levels including programs outside the BCOE that reside in other colleges.
 - ii. Each program coordinator is eligible to vote on motions impacting their program related to advanced graduate program policies and process.
 - iii. Program Coordinators are determined by each department/school and/or program.

- iv. ICPC meetings are open to all faculty and academic support unit staff. Additional non-voting members include but are not limited to faculty and staff in administrative roles, student success and advising, clinical placements and partnerships, assessment and accreditation, admissions, and library resources and support.
- v. An Associate Dean or designee is responsible for calling and organizing the meetings and is a non-voting member of the committee.
- c. Meeting times
 - i. Initial Certification Program Coordinators meet monthly.
 - ii. Meetings may be virtual, face-to-face, or hybrid based on the needs and preferences of the membership.
- d. Term
 - i. Program Coordinators do not have a specified term, but rather the terms of service are determined by each department and/or program.

K. Master of Arts in Teaching (MAT) Coordinators

- a. Duties
 - i. The purpose of the MAT Coordinators meetings is to provide a venue where the respective MAT concentration Coordinators come together to exchange information and discuss curriculum across the single MAT major and the multiple concentrations.
 - ii. This group functions as a program level group, but since it includes members from the BCOE as well as other colleges, it is considered a college level group.
 - iii. Members discuss initiatives, topics, or requirements that impact the admissions, curriculum, graduation requirements, and/or completion requirements.
- b. Membership
 - i. Membership of the MAT Only group comprises one MAT program coordinator from each of the MAT concentrations including programs outside the BCOE that reside in other colleges.
 - ii. Each program coordinator is eligible to vote on motions impacting their program related to advanced graduate program policies and process.
 - iii. Program Coordinators are determined by each department/school and/or program.
 - iv. MAT Coordinator meetings are open to all faculty and academic support unit staff. Additional non-voting members include but are not limited to faculty and staff in administrative roles, student success and advising, clinical placements and partnerships, assessment and accreditation, admissions, and library resources and support.

- v. An Associate Dean or designee is responsible for calling and organizing the meetings and is a non-voting member of the committee.
 - c. Meeting times
 - i. MAT Only Coordinators on an as needed basis if they have specific program topics to discuss. To ensure continuity, the meetings are scheduled monthly.
 - ii. Meetings may be virtual, face-to-face, or hybrid based on the needs and preferences of the membership.
 - d. Term
 - i. Program Coordinators do not have a specified term, but rather the terms of service are determined by each department and/or program.
- L. Student Success Council
 - a. Duties
 - i. The purpose of the Student Success Council is to support students, faculty, and staff across all units, fostering a cohesive and collaborative environment. The Student Success Council is dedicated to guiding students from the point of admission through to graduation and completion.
 - ii. The Student Success Council serves as a body for student representatives, faculty, and staff members involved in key educator preparation functions to discuss and streamline processes to improve efficiency and effectiveness, facilitate clear and consistent communication across all units, recognize and address challenges faced by students and staff, and to identify and highlight initiatives that and processes positively impacting the student experience.
 - b. Membership
 - i. Membership of the Student Success Council comprises of student representatives from the Educators of Tomorrow Student Affinity Council, educator preparation faculty, and staff in academic support units including but not limited to student success and advising, clinical placements and partnerships, assessment and accreditation, admissions, and library resources and support.
 - c. Meetings
 - i. An Associate Dean or designee is responsible for calling and organizing the meetings.
 - ii. The committee will conduct a minimum of four meetings per year.
 - iii. Meetings may be virtual, face-to-face, or hybrid based on the needs and preferences of the membership.
 - d. Term

- i. Student Success Council members do not have a specified term, but rather the terms of service are determined by each unit.

M. Educators of Tomorrow Student Affinity Council

a. Duties

- i. The Educators of Tomorrow Student Affinity Council will provide guidance to Bagwell and EPP student groups including Kennesaw State University Registered Student Organizations that are housed in the college.
- ii. The Educators of Tomorrow Student Affinity Council includes faculty and staff advisors of Registered Student Organizations to support collaboration between organizations in an effort to increase collegiality amongst students and increase impact of registered student organizations.
- iii. The Educators of Tomorrow Student Affinity Council will advise College leadership on policies, programs, and practices that impact student belonging and success.
- iv. This Educators of Tomorrow Student Affinity Council will collaborate with faculty and staff to ensure alignment of student development efforts with the college's goals for student success.
- v. The Educators of Tomorrow Student Affinity Council will collect feedback from council members and the broader student body to inform ongoing efforts.
- vi. The Educators of Tomorrow Student Affinity Council will engage in reflective dialogue to assess the council's impact and to revise goals and strategies as needed.
- vii. The Educators of Tomorrow Student Affinity Council will document council activities, outcomes, and recommendations in an annual report submitted to college leadership.
- viii. The Educators of Tomorrow Student Affinity Council will work with the Kennesaw State University Activities Department to help promote student groups to become KSU Registered Student Organizations when possible.

b. Membership

- i. The Educators of Tomorrow Student Affinity Council will consist of at least one full-time faculty or staff representative from each student group and a registered student organization in the college. The Director of Student Success, Engagement, and Wellness, the director of TRAC, and the Bagwell Business Manager will also be a member of this council.
- ii. The College Dean or his/her representative shall be an *ex officio* non-voting member of the Educators of Tomorrow Student Affinity Council.

c. Meetings

- i. The Educators of Tomorrow Student Affinity Council meets at least two times a semester or as often as deemed appropriate by the committee membership and called by the chair.
- ii. Each meeting will begin with a review of minutes from the previous meeting. Any modifications to the minutes will occur at the beginning of the meeting. The previous meeting minutes will be accepted through a council vote.

- iii. Each meeting will be guided by an agenda that has been open to development through members of The Educators of Tomorrow Student Affinity Council, The Director of Student Success, Engagement, and Wellness, the Director of TRAC, the Bagwell Business Manager, and the Dean.
 - d. Term
 - i. Each member shall serve a 2-year term. These terms will be staggered such that no more than half of the council is serving their first term.
 - e. Officer Responsibilities
 - i. Chair
 - ii. Co-chair
 - iii. Calendar coordinator
 - f. Subcommittees
 - i. The Educators of Tomorrow Student Affinity Council will consist of subcommittees that share out activities during each meeting. The below subcommittees are an example of activities performed by the Council. Additional or modified subcommittees will exist within The Educators of Tomorrow Student Affinity Council
 - ii. Student leaders – Each registered student organization will engage with the student leaders’ subcommittee to support collaborative student activities across the college.
 - iii. Faculty liaison –This subcommittee will engage Bagwell faculty and staff on behalf of The Educators of Tomorrow Student Affinity Council.
 - iv. New Student Groups –This subcommittee will support the development of new registered student organizations through guidance for developing by-laws, a budget, registering the organization, and expanding student membership.
- N. Ad hoc committees
 - a. An ad hoc committee can be appointed by the Dean with consultation with the College Faculty Council.
- O. Operation of Committees
 - a) Each committee shall elect a Chair and operate under a set of goals given to them at the time of appointment.
 - b) Requirements for committee vote shall conform to Article V.
 - c) Each standing and *ad hoc* committee shall keep a record of its meetings and distribute to all full-time faculty and staff. A secretary shall be elected at the first Fall semester committee meeting and shall be responsible for keeping and distributing minutes. Minutes of the meetings shall include the names of all members and guests present as well as a description of items discussed. Minutes will be distributed to all faculty and staff within one week of the meeting.
- P. University Standing Committees (University Handbook, Section 3.1.2)

Each college should conduct regular elections and maintain an updated list of its elected representatives to the University Standing Committees as outlined in Section 3.1.2 of the University Handbook.

ARTICLE III. Offices, Centers, Institutes, and Support Units

- A. Bagwell Advising and Student Success Center (BASSC)
- B. Clinical Experiences, Placements, and Partnerships (CEPP)
- C. Office of Assessment & Accreditation (OAA)
- D. Office of Marketing & Communications (OMC)
- E. Teacher Resource & Activity Corner (TRAC)
- F. iTeach
- G. Avatar Lab
- H. Innovation Lab
- I. Interactive Research Methods Lab (IRML)
- J. Universal Design Lab (UD Lab)

Any new research centers, institutes, and support units must follow the university's formal approval process for Research Centers, Institutes, and Support Units. Any new offices must be approved by Academic Affairs.

ARTICLE IV. College Meetings

- A. The College will meet at least once at the beginning of the academic year.
- B. The College will also meet when important issues arise from which participation of the entire college is beneficial.

ARTICLE V. Voting

Voting on matters of college policy and procedures, committee membership, nominations for college and university positions shall be determined as follows:

- A. All members of the Corps of Instruction will be eligible to vote in all college wide voting. Staff may be eligible to vote on some issues.
- B. A quorum is required for college wide votes.
- C. A plurality/simple majority is required to elect someone to a college wide committee or as a College representative to a University committee.
- D. All voting shall be done by anonymous survey. At least five business days will be allowed for voting. The results of the vote will be reported to the faculty and staff.
- E. Article V (Voting) does not supersede language about voting protocols for specific committees in the University or Faculty Handbooks.

ARTICLE VI. College Operational Statement

The Bagwell College of Education administrators, faculty, and staff share a commitment to the success of the college and the students that we serve. In support of that commitment, we value open lines of communication and shared governance. While shared governance and communication are important values guiding the college, operational decisions are ultimately vested in the Dean.

ARTICLE VII. Additional College Roles

The Dean determines the need for college-wide faculty leadership roles to support initiatives and needs. College-wide faculty leadership roles are not administrative faculty positions. They are service-focused and follow teaching faculty contracts. Faculty in the college leadership roles

shall be appointed for terms as defined by the Dean. These roles are contingent upon available resources and/or needs.

ARTICLE VIII. Amendments to Bylaws (University Handbook, Section 3.6)

Proposed amendments to these Bylaws shall be submitted in writing to the College Faculty Council. An amendment must be recommended for approval by a majority vote by secret ballot of the College faculty. Bylaws and bylaws revisions must be approved by the College Faculty Council, the College Dean, and the Provost.

ARTICLE IX. Relationship to Other Governing Rules and Regulations

Nothing in these bylaws should be construed to supersede provisions of the statutes of Kennesaw State University as described in the University and Faculty Handbooks and other materials provided by the Office of the Provost and Executive Vice President for Academic Affairs or the Board of Regents of the University System of Georgia.

DS
CS

Kennesaw State University Approval Form for College Bylaws

Initial
PC

I confirm the attached bylaws were approved by the college's faculty in accordance with college policies and procedures.

College Faculty Council Approval - I approve the attached bylaws:

Name Albert Jimenez

Signature/ Date

DocuSigned by:
Albert Jimenez
59A936302FCE49D...
September 26, 2025

College Dean Approval - I approve the attached bylaws:

Name Traci Redish

Signature/ Date

DocuSigned by:
Traci Redish
90BDEF6D8D4D48D...
September 26, 2025

Provost Approval - I approve the attached bylaws:

Name Ivan Pulinkala

Signature/ Date

DocuSigned by:
Ivan Pulinkala
26412C41D0DE4E2...
September 29, 2025



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Albert Jimenez
ajimen17@kennesaw.edu
Interim Department Chair EDL
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Traci Redish
tredish@kennesaw.edu
Interim Dean
Kennesaw State University
Security Level: Email, Account Authentication (None)

Signature

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Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
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Signed: 9/29/2025 8:46:54 AM

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Ivan Pulinkala

ipulinka@kennesaw.edu

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Signature Adoption: Drawn on Device
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Signed using mobile

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