

Mission and Values

Woodring College of Education facilitates learning that prepares and advances quality educators and human services professionals throughout their careers. As academic leaders, educators, mentors, and scholars, we seek to:

- Model best practices in teaching and learning which, in turn, leads graduates to use best practices in their professions;
- Cultivate student competence through extensive field experiences with exemplary practicing professionals;
- Construct, transform, and convey knowledge by integrating research, theory, and practice;
- Act with respect for individual differences;
- Develop collaborative partnerships that promote the learning and well-being of individuals, families, and the community; and
- Evaluate processes and outcomes to assure continual program improvements.

Organization

Division of Teacher Education

Department of Elementary Education

- Early Childhood
- Elementary Education
- Teaching English to Speakers of Other Languages (TESOL)

Department of Secondary Education

- Secondary Education
- MIT in Secondary Education

Department of Special Education

- Special Education
- Dual Endorsement (Elementary Education/Special Education)
- Early Childhood Special Education

Teacher Education Academic Support Units

- Admissions
- Certification
- Field Experiences
- Teacher Education Outreach Programs

Division of Educational and Community Leadership

Department of Educational Leadership

- Continuing and College Education
- Educational Administration
- Instructional Technology
- Student Affairs Administration

Department of Human Services and Rehabilitation

- Human Services
- Rehabilitation Counseling

Governance

The Dean is the chief administrative officer for Woodring College of Education, reporting to the Provost/Vice President for Academic Affairs. The Associate Dean provides support to the Dean and serves as Acting Dean in the Dean's absence.

Department chairs are appointed on the joint recommendation of the Dean and the department to the Provost/Vice President for Academic Affairs. A Department Chair generally serves a three-year term. No later than November of the third year, the Dean will determine whether or not the incumbent is willing to serve another term as Chair. In the event the incumbent is willing to serve another term, the Dean will poll the department to ascertain whether the faculty wish to change or to retain the incumbent. If the incumbent is not willing to serve another term or if one-third of the department faculty favor change, nominations will be solicited and an election held until at least a majority of the department faculty supports one candidate. When there is a majority within the department, the Dean shall accept the judgment of the department faculty unless, in the Dean's judgment, there are compelling reasons not to do so. In such a case, the Dean shall communicate these reasons to the department or its elective representatives and appoint an acting Chair. When there is no majority, the Dean shall ask that the department continue its search for a Chair and he or she shall appoint an acting Chair.

The major responsibility of the Department Chair is to coordinate efforts to build a department strong in teaching, scholarship, and service. The Department chair shall consult with department members concerning matters affecting the department and regarding new appointments, curriculum, space, budget, and promotion and tenure reviews consistent with the stipulations of the WWU-UFWW Collective Bargaining Agreement and the College Plan for Faculty Development and Evaluation. The Department Chair normally presides at regular departmental meetings.

The **Woodring Leadership Council** advises the Dean with respect to all matters of common interest to the College including, but not limited to, organizational structure, mission and vision, long-range planning, budget priorities, policy relative to faculty evaluation and employment, and program admission and retention. Chaired by the dean, the Woodring Leadership Council is comprised of the Associate Dean, department chairs, Director of the Office of Field Experiences, the lead administrator for Teacher Education Outreach Programs, a faculty representative appointed by the College Diversity Committee, faculty director of the Center for Education, Equity, and Diversity, faculty representative appointed by the College Technology Committee, director of Woodring Technology Services, one faculty representative selected from the elected WCE Faculty Senate representatives, the College Major Gifts Officer, and a staff representative selected by the WCE staff.

The Woodring **Tenure and Promotion Committee** examines candidate tenure and promotion materials after those materials have undergone review by the department faculty and makes recommendations to the dean. In addition, the Committee monitors the College Plan for Faculty Development and Evaluation to insure consistency with the WWU-UFWW Collective Bargaining Agreement. The Committee also provides a spring workshop for College faculty on tenure and promotion standards and review processes. Members of the Woodring Tenure and Promotion Committee include six faculty elected by the College tenure-track faculty, with no more than two representatives coming from the same department.

Initial review of all Woodring College of Education curricula and programs is done by the Woodring **Curriculum Council**. Policies and curricula for teacher education students are routed to the all-campus **Teacher Curricula and Certification Council (TCCC)** which has approval authority for all teacher education certification programs. The TCCC is an affiliated body of the Academic Coordinating Commission, which acts upon recommendations of the Council. Undergraduate curricula and program items for Woodring programs other than teacher preparation go directly from the Woodring Curriculum Council to the Academic Coordinating Commission. Graduate program items are approved by the Woodring **Graduate Committee** and then routed to the University Graduate Council.

The Woodring College of Education **Professional Education Advisory Boards** serve as major liaisons between the teacher, principal, and school counselor certification programs and the state education agencies and P-12 schools.

The **Teacher Education and Academic Departments Commission** (TEADC) is designed to provide an avenue for communication throughout the University as well as a vehicle for identifying individuals responsible for carrying out specific tasks related to professional education. TEADC consists of representatives from units on campus offering courses and programs for the preparation of school personnel.

Relationships to Other Colleges at Western Washington University

Admissions

1. Residency Certification

Since Woodring College of Education is primarily an upper-division professional school, admission to WWU for undergraduate students is in conformance with, and under the administration of, the Office of Admissions of Western Washington University. Admission to professional programs is under the auspices of the Woodring College of Education departments.

2. Professional Certification

Admission to professional certification programs is administered by Woodring College of Education.

3. Graduate Degree Programs

Admission to graduate degree programs is overseen by the Graduate School. Applications and admission to these programs conforms to the procedures and standards of the Graduate School with the appropriate and expected involvement of the respective program advisers, department chairpersons, and dean.

Registration

The responsibility for registering all undergraduate and graduate students in Woodring College of Education degree programs rests with the Registrar's Office of Western Washington University.

General Education Requirements

All students seeking degree completion or certification through Woodring College of Education are required to comply with WWU's general education requirements of the collegial divisions in which they pursue their disciplinary major.

Creation of a Department of Degree Program

As required by the WWU Faculty Handbook (Section V.A.2), Woodring College of Education has a policy and process within the college for the creation of a new department or degree program. New departments or degree programs may be proposed by faculty within a department or the Dean.

A. Creation of a New Department

The proposal for the new department is presented to the Woodring Leadership Council for review and recommendation. The proposal must include an analysis of need, justification for the department within the *Strategic Plan for the University*, resource implications and sources of funding, and timeline for implementation. The Woodring Leadership Council seeks input from tenure-track faculty in the college through department meetings. Should the Woodring Leadership Council approve the proposal for creation of a new department, the Dean forwards the proposal to the Provost for action.

B. Creation of a New Degree Program (including a new major or minor)

The proposal for the new program is presented to the department or departments (in the case of cross-department programs) in which the degree will be housed. The proposal must include an analysis of need, justification for the program within the *Strategic Plan for the University*, resource implications and sources of funding, and timeline for implementation. The department convenes a faculty vote regarding whether the proposal should be recommended for the next level of review. Should the faculty approve the proposal by majority vote, the proposal is presented by the department to the Woodring Curriculum Council for review and recommendation. If the degree program focuses on teacher preparation, the proposal must also be presented to the Teacher Curriculum and Certification Council for review and recommendation. Proposals recommended by the WCE and/or TCCC are then forwarded to the Woodring Leadership Council for review and recommendation. The Woodring Leadership Council seeks input from tenure-track faculty in the

college through department meetings. Should the Woodring Leadership Council approve the proposal for creation of a new degree, the Dean forwards the proposal to the Provost for action.

Elimination or Merger of a Department of Degree Program

As required by the WWU Faculty Handbook (Section V.B.2), Woodring College of Education has a policy and process within the college for the elimination or merger of a department or degree program. Proposals for elimination or merger of a department or degree program may be developed by faculty within a department or the Dean.

A. Elimination/Merger of a Department

The proposal for the elimination or merger of a department is presented to the Woodring Leadership Council for review and recommendation. The proposal must include an analysis of need, justification for the elimination or merger within the *Strategic Plan for the University*, resource implications, and timeline for implementation. The Woodring Leadership Council seeks input from tenure-track faculty in the college through department meetings. Should the Woodring Leadership Council approve the proposal for elimination or merger of a department, the Dean forwards the proposal to the Provost for action.

B. Elimination or Merger of a Program (including a new major or minor)

The proposal for the elimination or merger of a program is presented to the department or departments in which the degree is housed. The proposal must include an analysis of need, justification for the elimination or merger of the program within the *Strategic Plan for the University*, resource implications, and timeline for implementation. The department convenes a faculty vote regarding whether the proposal should be recommended for the next level of review. Should the faculty approve the proposal by majority vote, the proposal is presented by the department to the Woodring Curriculum Council for review and recommendation. If the degree program focuses on teacher preparation, the proposal must also be presented to the Teacher Curriculum and Certification Council for review and recommendation. Proposals recommended by the WCE and/or TCCC are then forwarded to the Woodring Leadership Council for review and recommendation. The Woodring Leadership Council seeks input from tenure-track faculty in the college through department meetings. Should the Woodring Leadership Council recommend approval of the proposal for the elimination or merger of a program, the Dean forwards the proposal to the Provost for action.

Woodring College of Education Faculty

All Woodring College of Education faculty matters relative to appointment, roles and responsibilities, workload, performance evaluations, review for promotion and tenure, award of general and special merit, and termination of appointment are conducted in compliance with standards, policies, and procedures delineated in the WWU Faculty Handbook, the WWU-UFWW Collective Bargaining Agreement, and the Woodring College of Education Plan for Faculty Development and Evaluation.

Revised: May 18, 2009