

Directors and Representatives of Teacher Education Programs (DARTEP) Purpose and Procedures

Purpose

The primary purpose of DARTEP is to support the continued improvement of teacher preparation in the state of Michigan.

To accomplish this purpose, the organization:

- acts as a clearinghouse for information related to teacher preparation and certification,
- serves as a network among institutions to provide support in the implementation of federal and state regulations, and
- collaborates with the Department of Education in the clarification and implementation of certification regulations and procedures.

Procedures

I. Membership

A. Regular members are representatives of state approved teacher preparation programs at four-year institutions of higher education.

1. Each institution may have as many members as desired.
2. Regular members have full voting privileges.

B. Associate members are representatives of institutions and organizations with a demonstrated interest in teacher preparation.

1. An institution or organization interested in associate membership must submit a written application stating the rationale for inclusion in DARTEP.
2. A vote to approve an application will be held at the DARTEP meeting following the submission of the application. A majority of regular members present at the meeting is required for approval.
3. Associate members are non-voting members.

II. Dues

A. Dues are to be paid by each institution at the October meeting, based on the rate set by the membership at the previous February meeting.

B. Funds collected are used to support the dissemination of information to members and for costs related to the meetings.

III. Leadership

A. Roles and Duties

1. Chair: acts as contact person and facilitator for group, develops agenda for and conducts meetings
2. Secretary/Chair-Elect: records and distributes meeting minutes, assumes Chair role in following year
3. Treasurer: collects dues from member institutions, disburses funds, reports on account balance

B. Qualifications

1. All regular members are eligible to serve in a leadership role.
2. If the Chair is from a public institution, then the Chair-Elect should be from a private institution and vice versa, whenever possible.

C. Elections

1. Elections are held annually at the April meeting.
2. Nominations and self-nominations are taken from the floor at the meeting.
3. All members present at the April meeting are eligible to vote.

IV. Committees

Ad hoc committees may be appointed by the Chair in response to specific issues, with members drawn from the DARTEP membership.

V. Communication

A. Meetings

1. Regular meetings are held the first Friday of October, December, February, and April.
2. Time and location will be designated by the Chair.
3. Procedures
 - a. Meetings will be conducted according to Robert's Rules of Order.
 - b. A majority of regular members present will be required for approval of motions.
 - c. Amendments to DARTEP Purpose and Procedures
 - i. Proposed amendments must be submitted in writing to the Chair by a regular member in time for inclusion on a regularly scheduled meeting agenda.
 - ii. The vote on a proposed amendment will be held at a subsequent regularly scheduled meeting.
 - iii. A majority of regular members present will be required for approval of amendments.

4. Standard agenda items:

- a. Reports from representatives of the following organizations:
 - Michigan Department of Education (MDE)
 - Association of Independent Colleges and Universities of Michigan (AICUM)
 - Michigan Association of Colleges of Teacher Education (MACTE)
 - Dean's Council
 - Michigan Association of Teacher Educators (MATE)
 - Consortium for Outstanding Achievement in Teaching with Technology (COATT)
 - Michigan Independent Educator Preparation Institutions (MIEPI)
- b. Job-Alike Discussions
 - Deans/Directors
 - Certification Officers
 - Student Teaching Directors
 - Accreditation Officers

B. ListServ

1. The primary means of communication among members is through the DARTEP listserv, housed on Eastern Michigan University's (EMU) server and facilitated by the person designated by EMU.
2. Participation in the DARTEP listserv is open. Faculty and staff from teacher preparation programs, regardless of membership status with DARTEP, and DARTEP associate members are welcome to join.