



SACRAMENTO STATE

Faculty Senate

Council on Preparation of School Personnel Subcommittee Standing Rules

The Council on Preparation of School Personnel (CPSP) is a subcommittee of the Faculty Senate Curriculum Policies Committee, responsible for the review of policies and programs pertaining to the Subject Matter Programs, and Professional Education Programs.

Charge

- A. Reviews all Subject Matter Programs and Professional Preparation Programs for compliance with the University's academic policies and regulations and for compliance with the California Commission on Teacher Credentialing policies and guidelines, as well as the alignment with the unit's conceptual framework, and compliance with the guidelines of other bodies that have granted program accreditation. Review should follow procedures established by the University. It should also adhere to accreditation guidelines established by the CTC and other relevant accrediting bodies. Recommend, as appropriate, revisions of course work or programs in the Subject Matter and/or Professional Preparation Programs.
- B. Review, propose revisions to and recommend approval of policies and programs pertaining to the Subject Matter Programs and Professional Education Programs.
- C. Facilitate cooperation among all areas associated with faculty in Subject Matter, Programs and Professional Preparation Programs. Streamline the sharing of information about Subject Matter and Professional Preparation Programs, especially as this pertains to advising of and support to students and candidates.
- D. Identify and define issues related to the effective implementation of Subject Matter, Programs, and Professional Preparation Programs, particularly as they relate to the University Strategic Plan and the unit's conceptual framework.
- E. Organize and direct a response to defined issues related to supporting students in Subject Matter Programs and Professional Preparation Programs.
- F. Be apprised of findings and recommendations contained in all Program Review Reports for Subject Matter Programs and CTC Accreditation Reports (e.g., Biennial Reports, Program Assessment Reports) for Professional Preparation Programs. If programs have accreditations in addition to CTC accreditation, be informed of findings and recommendations from these bodies. As appropriate, review and respond to findings and recommendations.
- G. Prepares and presents an annual report in response to the Faculty Senate request.

Membership

A. Voting Members

Sixteen (16) college-based faculty representatives nominated by the College Deans and approved by the Faculty Senate.

1. Five members from the College of Education:
 - a. Four-members at large:
 - i. One from the Undergraduate Studies Department
 - ii. One from the Graduate Studies and Professional Studies Department
 - iii. Two from the Teaching Credentials Department
 - b. The Chair of Teaching Credentials
2. One faculty At-large representative.
3. Eight faculty members from other Colleges involved with the preparation of school personnel. At least one member from each college shall be from a Subject Matter Program. Members should represent programs that lead to a Teaching or Professional Credential. Membership should include:
 - a. Two members from the College of Arts and Letters
 - b. Two members from the College of Social Sciences and Interdisciplinary Studies (one member representing the Liberal Studies program)
 - c. Two members from the College of Health and Human Services (one member representing Kinesiology and one member representing School Nursing, School Social Work or Communication Sciences and Disorders)
 - d. Two members from the College of Natural Sciences and Mathematics
 - e. One member from the College of Continuing Education
4. One faculty member who represents a program that leads to a Teaching or Professional Credential, selected by the Dean of the College of Continuing Education.

B. Non-Voting/Ex-Officio Members

1. A liaison from, and appointed by, the Faculty Senate Curriculum Policies Committee;
2. The College of Education Credential Analyst;
3. Associate Deans from the Colleges of Arts and Letters, Education, Health and Human Services, Natural Sciences and Mathematics, and Social Sciences and Interdisciplinary Studies or their designee;*
4. Dean of Graduate Studies or their designee;*
5. The Associated Students, Inc. Director of Education, or designee, appointed by the Associated Students, Inc.; and
6. The Faculty Senate Chair.

*Administrative positions are appointed by the President or their designee.

Additional ex-officio membership may be recommended by the subcommittee, the Curriculum Policies Committee, the Executive Committee, or the President or their designee.

C. Term

1. The term of appointment for faculty representatives shall be for three years, with the possibility of reappointment. Appointments will be staggered to ensure that approximately one-third of the faculty members are appointed each year.
2. The term of the Faculty Senator will be one year, with the possibly of reappointment.
3. The term of the non-voting / ex-officio members will be one-year.

Officers

A. Chair

1. The Chair shall be elected from and be among the voting members of the Committee.
2. The term of office of the Chair shall be one year. The term shall begin at noon on the last day of the spring semester in which elected and shall end at noon on the last day of the spring semester of the following year.
3. A faculty member may be elected to serve up to three consecutive terms of one year each as the Committee Chair. After an interval of a year following the end of the third consecutive term, the faculty member shall become eligible again for election to the Chair of the Committee.
4. The Chair is responsible for establishing the agenda for each meeting.

B. Vice Chair

1. At its first meeting of the academic year, the Committee shall elect from its voting members a Vice-Chair.
2. The term of office of the Vice Chair shall be one academic year. The term shall begin upon election of the Vice Chair at the first committee meeting of the year and shall end at noon on the last day of the spring semester of the academic year.
3. The Vice Chair shall preside over the routine business of the Committee in the absence of the Committee Chair or should the office of the Committee Chair become vacant, until the election of a new Committee Chair.

Operations

- A. The Committee shall be a subcommittee of, and reporting to, the Curriculum Policies Committee.
- B. Issues addressed by the Committee may be referred to the Curriculum Policies Committee and/or the Executive Committee.
- C. Any of the Standing Policy Committees of the Faculty Senate may refer issues to the Committee either through the Curriculum Policies Committee or the Executive Committee.

Committee Meetings

- A. The Committee shall meet monthly or as needed at a designated time and place.
- B. Meetings shall be open.
- C. The meeting agenda shall be distributed and supporting documentation provided to the Committee at least 72 hours prior to the meeting.
- D. Committee agendas will be published and made accessible to the campus community at least 72 hours prior to the meeting.
- E. To be a constituted committee/subcommittee (able to officially conduct business) the majority (more than 50%) of the seats must be filled (non-vacant).
- F. A quorum for all committees/subcommittees exists only if a majority (more than 50%) of the filled seats of the voting membership are present.

Adoption of Standing Rules

- FS 24/25-36/EX: Adopted May 1, 2025
- FS 19/20-34/EX: Quorum – Senate adoption October 3, 2019
- FS 14/15-139/CPSP/CPC/EX: Adopted March 12, 2015
- FS 12/13-125/CPC/EX: Adopted May 9, 2013
- FS 07-11/CPC/EX: March 8, 2007
- FS 02-79/EX: Adopted November 21, 2002
- AS 96-78B/CPC/EX: Adopted April 10, 1997
- AS 96-78A/CPC/EX: Adopted October 17, 1990

- AS 90-131/CC/EX: Adopted December 13, 1990
- FS 75-156/UTEC/EX: Adopted February 11, 1976