## I. Voting Members:

<table>
<thead>
<tr>
<th>Field</th>
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<tbody>
<tr>
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<tr>
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<td>J. Cooke-Plagwitz</td>
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<td>M. Lenczewski</td>
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<td>P. Fix</td>
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<td>M. Eads</td>
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<td>R. Young</td>
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<td>Physical Education K-12</td>
<td>J. Ressler</td>
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<td>Vision</td>
<td>W. Penrod</td>
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<td>LBSI</td>
<td>J. Chan</td>
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<td>M. Daniel</td>
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<td>COE At-Large</td>
<td>P. Wright</td>
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<td>J.E. Strid</td>
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<td>Z. Wahl Alexander</td>
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<td>T. Van Laarhoven</td>
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<td>COE At-Large</td>
<td>Pi-Sui Hsu</td>
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<td>COE At-Large</td>
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II. Non-Voting Members:
Associate Vice Provost and Licensure Officer, University Office of Educator Licensure and Preparation—Jenny Parker
Associate Director and Assessment Coordinator, University Office of Educator Licensure and Preparation—Carrie Zack
Dean, College of Education—Laurie Elish-Piper
Dean, College of Health & Human Sciences—Derryl Block
Acting Dean, College of Liberal Arts & Sciences – Judy Ledgerwood
Dean, College of Visual & Performing Arts – Paul Kassel
Dean, Graduate School – Bradley Bond
Director Registration & Records – Jerry Montag
Acting Director, Admissions—Katy Saalfeld

III. Activities:
UCIEL held nine meetings. Andrea Smalley served as Chair and Jim Ressler served as Chair-Elect. Rachel Jurs-Lauderdale served as recording secretary. The following is a summary of the 2017 - 2018 actions:

- Approved Jim Ressler as Chair Elect for 2017-18.
- Prepared for CAEP accreditation site visit November 2017
- Accept revisions to the Condition Code edTPA re-take and re-submission policy (April 2018)
- Revised UCIEL Bylaws (May 2018)
  - Restructuring of UCIEL membership
  - Restructuring of UCIEL standing committees
- Reviewed use of milestones for educator licensure
- Invited presentation to UCIEL from Disability Resource Center and University Ombudsperson on accommodations for student teaching and clinical experiences (April 2018)
- Invited presentation to UCIEL from P-20 center (May 2018)
- Approved revised UCIEL bylaws (May 2018)
- Approved John Evar-Strid as Chair Elect for 2018-2019

Committees:
Committee on Policy and Procedures:
J. Chan served as Chair.

Curriculum and Accreditation Committee:
No Chair.

Research and Assessment Committee:
P. Fix served as Chair. The committee began investigations into data collection systems. Work of the committee was suspended, however, to participate in program prioritization, CAEP accreditation activities, and UCIEL bylaw revisions.
Student Teacher Orientation Committee:
J. Cooke-Plagwitz served as Chair. The Student Teaching Orientations were held on August 18, 2017 and January 12, 2018. The committee began investigating the possibility of holding earlier orientations in the semester prior to student teaching so as not to interrupt student teaching placements. The committee also arranged for active shooter (ALICE) training to be included in student teaching orientations starting in AY 2018-2019.

edTPA Committee:
J. Boisen served as Chair. The committee revised the retake policy to align with new passing score levels. Boisen distributed informational packets for principals and cooperating teachers. The pass rate for the edTPA was 98% in the Fall semester.

UCIEL Appeals Committee:
A. Smalley served as Chair. The committee heard one student appeal.

*Note: Standing committee work was limited during the 2017-2018 academic year in order to allow UCIEL members to undertake a number of significant initiatives. In the fall semester, UCIEL members participated in “Complex Conversations” as part of the program prioritization process begun in the previous academic year. Working groups were organized to address P-20 connections. Those groups included: Professional Development Schools and Placement Processes, Assessment/Data Gathering, and Communication. Recommendations were formulated and a final report was submitted by the AVP for Educator Licensure in January 2018.

UCIEL members also participated in preparation for the CAEP accreditation site visit that took place November 4-7, 2017. All licensure programs received the recognition of their specialized professional associations (SPAs) and the university received its CAEP national recognition in spring 2018. This represents the culmination of years of work by educator licensure faculty and staff.

During the spring 2018 semester, standing committee work was suspended in order to undertake a substantial revision of the UCIEL bylaws to address membership, procedures, and subcommittee structure. Small group discussions were held between November 2017 and April 2018 to redesign UCIEL to make it more productive and efficient. Revisions to the bylaws were written and final UCIEL approval was given in the May 2018 meeting. The revised standing committee structure is:

Curriculum, Policy, and Procedures
Placements and Partnerships
Assessment and Accreditation
Current Issues (ad hoc committee)

IV. Chair and Chair-Elect:
For the 2018-2019 year, Jim Ressler will serve as Chair and John Evar-Strid will serve as Chair-Elect.

Respectfully submitted by Andrea Smalley

Attached: Revised UCIEL Bylaws, approved May 2018
Article 1. Responsibilities of the University Committee on Initial Educator Licensure

1.1 The basic purpose of the University Committee on Initial Educator Licensure is to establish, review, and approve policies and procedures pertaining to initial educator licensure programs, especially as they relate to matters of program approval and accreditation. The committee also functions as a forum where representatives from the professional education unit meet to discuss ideas, needs, and proposed changes related to initial educator licensure programs at Northern Illinois University.

1.11 An educator licensure program is defined as a set of courses and experiences the successful completion of which leads to the issuance, through entitlement, of a Professional Educator License by the Illinois State Board of Education (ISBE). The University, with the approval of the ISBE, establishes the requirements for each educator licensure program.

1.12 An initial educator licensure program is defined as an educator licensure program which satisfies both of the following conditions:
   a. Students are not required as a condition of admission, retention, or completion of the program to hold an educator license of any kind, and
   b. Students are required as a condition of completion to satisfy all requirements for the Professional Educator License leading to initial licensure.

1.2 The responsibilities of the committee shall include:

1.21 reviewing and advising on the preparation of external accreditation reports specific to educator licensure in cooperation with each of the colleges;

1.22 reviewing ISBE policies related to educator licensure and advising on the implementation of those policies;

1.23 coordinating the intercollegiate aspects of educator licensure;

1.24 organizing and directing the work of the standing committees;

1.25 monitoring university-wide assessments, reviewing unit-level assessment data, and making recommendations for the development and continuing improvement of educator licensure programs;

1.26 reviewing and approving unit-wide policies pertaining to additional and subsequent endorsements or focused educator licensure programs;

1.27 reviewing, advising, and coordinating on curricular issues related to initial educator licensure; and

1.28 establishing and maintaining relationships and interactions with the Associate Vice Provost for Educator Licensure and Preparation, Office of Registration and Records, Associate Director for Educator Licensure and Preparation, Program Area Coordinators, College Licensure Coordinators, UCIEL Representatives, and duly constituted NIU curricular bodies and other NIU individuals who have an interest in initial educator licensure.
1.3 The Associate Vice Provost for Educator Licensure and Preparation is the Administrative Officer of UCIEL. Responsibilities include:
1.31 assuring that all actions and motions approved by UCIEL are carried forth to appropriate bodies for implementation;
1.32 facilitating the intercollegiate aspects of the work of educator preparation and the standing committees;
1.33 integrating aspects of UCIEL business with other offices on campus;
1.34 oversight of the University Office of Educator Licensure and Preparation; and
1.35 in cooperation with UCIEL, coordinating, writing, and editing external accreditation reports pertaining to educator preparation.

Article 2. Membership on the Committee on Initial Educator Licensure

2.1 Program Representation
2.11 Each initial licensure program area in each licensing college shall be allocated one voting member of UCIEL. Cross-listed or administratively combined programs shall be allocated one voting member for their combined programs.
2.12 When a new program is recognized by UCIEL and ISBE they shall be allocated one voting member. During the process of review and acceptance a program's representative may have non-voting status within UCIEL. When a program ceases to exist at the university or state level, or once the courses specific to that program are no longer offered, it shall lose its entitlement to voting membership.
2.13 Representation may be granted, at the discretion of UCIEL, to departments that provide service courses for initial educator licensure programs or have administrative responsibility for special endorsement areas (e.g. Bilingual/ESL, Technology Specialist). Smaller programs with fewer program faculty may petition UCIEL for combined or reduced representation.
2.14 A current list of program representative seats shall be maintained by UCIEL and forwarded to academic departments and colleges before the start of each academic year.
2.15 Each licensing college shall have the responsibility and authority to determine who may serve as program representatives. Program representatives shall be selected annually by the academic department faculties. Each department shall notify the University Office of Educator Licensure and Preparation of the representatives elected. Each department should acknowledge that responsible membership on UCIEL and its subcommittees may require a substantial commitment of time on the part of the program representatives, and this should be taken into account when program representatives are selected.
2.16 Each program representative shall have only one vote.
2.17 Program representatives have the authority to speak for their programs, departments, or endorsement areas in discussions and votes of UCIEL. These same persons, or their designees, will serve as the official program contact persons outside of UCIEL meetings when questions relating to that licensure program arise within the university. Each program representative is responsible for keeping other program faculty appropriately informed of pertinent actions being addressed by UCIEL, for keeping UCIEL informed of pertinent
developments related to licensure, and referring UCIEL-related inquiries appropriately.

2.2 Clinical Placement Representation
2.21 Each college shall be allocated one voting member to represent initial licensure clinical experiences in that college.
2.22 Clinical placement representatives may be clinical placement coordinators or other faculty or staff with primary responsibility for coordinating clinical experiences.
2.23 A current list of clinical placement representative seats shall be maintained by UCIEL and forwarded to the licensing colleges before the start of each academic year.
2.24 Each college shall have the responsibility and authority to determine who may serve as clinical placement representatives and the responsibility to select such representatives annually. Each college shall notify the University Office of Educator Licensure and Preparation of the members selected. Each college should acknowledge that responsible membership on UCIEL and its subcommittees may require a substantial commitment of time, and this should be taken into account when representatives are selected.
2.25 Each clinical placement representative shall have one vote.
2.26 Clinical placement representatives have the authority to speak for the clinical placement functions in the colleges they represent.

2.3 At-Large Membership
2.31 Each licensing college shall be allocated a minimum of one at-large voting member for UCIEL.
2.32 Additional at-large seats shall be allocated to each college in numbers sufficient to equalize voting membership between the College of Education and the College of Liberal Arts and Sciences.
2.33 A current list of at-large representative seats shall be maintained by UCIEL and forwarded to colleges before the start of each academic year.
2.34 Each college shall have the responsibility and authority to determine who may serve as at-large representatives and the responsibility to select such representatives annually. Each college shall notify the University Office of Educator Licensure and Preparation of the members selected. Each college should acknowledge that responsible membership on UCIEL and its subcommittees may require a substantial commitment of time, and this should be taken into account when representatives are selected.
2.35 Each at-large member shall have only one vote.
2.36 At-large members shall have the authority to speak for the offices, programs, or colleges they represent in discussions and votes of UCIEL. These same persons, or their designees, will serve as the official contact persons outside of UCIEL meetings when questions relating to that licensure area arise within the university. Each at-large representative is responsible for keeping other licensure program faculty and staff appropriately informed of pertinent actions being
addressed by UCIEL, for keeping UCIEL informed of pertinent developments related to licensure, and referring UCIEL-related inquiries appropriately.

2.4 Student Representation
2.41 There shall be one student representative appointed to UCIEL.
2.42 The student representative must be admitted to and enrolled in an approved initial educator licensure program as an undergraduate, postbaccalaureate, or graduate student.
2.43 The student representative shall be selected from one of the colleges offering initial educator licensure programs. The selecting college shall rotate each academic year.
2.44 Each college shall determine the methods of selection for its representative. Each college shall notify the University Office of Educator Licensure and Preparation of the student appointed.
2.45 The student representative shall have one vote.

2.5 Administrative Representation
2.51 Ex officio members of UCIEL shall include a representative from the Provost, the Dean of each college housing an initial educator licensure program, Dean of the Graduate School, Director of Registration and Records, the Transfer Center coordinator, the Catalog Editor and Curriculum Coordinator, the Associate Vice Provost for Educator Licensure and Preparation, the University Licensure Officer, the Associate Director for Educator Licensure and Preparation, the Associate Director of edTPA for Educator Licensure and Preparation, and the Associate Director of Professional Development Schools for Educator Licensure and Preparation.
2.52 Ex officio members shall serve without vote.

2.6 Terms of Office
2.61 Program, clinical placement, and at-large representatives elected to UCIEL shall serve terms of one year. Program, clinical placement, and at-large representatives may be elected to an unlimited number of consecutive terms.
2.62 The student representatives shall serve a term of one year beginning on August 16 or as soon as appointed thereafter.
2.63 Administration representatives shall serve as long as each person continues to hold the office upon which representation is based.

Article 3. Officers of the University Committee on Initial Educator Licensure
3.1 Presiding Officers
3.11 The Committee shall elect a Chair-Elect from among the program and at-large representatives at an organizational meeting each fall term.
3.12 After serving one year, the Chair-Elect shall succeed to the office of Chair of UCIEL and shall serve as the presiding officer.
3.13 After serving one year, the Chair shall succeed to the office of past Chair and shall serve in that office for one year.
3.14 In the absence of the Chair the duties as presiding officer shall be exercised by the Chair-Elect. In the absence of both the Chair and the Chair-Elect, the past Chair shall serve as the presiding officer.

3.15 The terms of office of the new Chair-Elect, Chair, and past Chair shall begin at the start of the academic year.

3.2 Recording Secretary
3.21 The UCIEL recording secretary will be provided by the Office of the Vice Provost.
3.22 The recording secretary shall attend UCIEL monthly meetings for the purpose of recording the minutes.
3.23 The recording secretary shall see that the UCIEL-approved minutes and reports are deposited in the university archives and distributed in timely fashion to the University Council, the Faculty Senate, UCIEL, Baccalaureate Council, Graduate Council, and such others as deemed appropriate by UCIEL.

Article 4. Standing Committees of the University Committee on Initial Educator Licensure

4.1 Executive Committee
4.11 UCIEL shall appoint an Executive Committee composed of the Chair, the Chairs of the standing committees, the Associate Vice Provost for Educator Licensure and Preparation, the Associate Director for Educator Licensure and Preparation, the Associate Director of the edTPA, the Associate Director of Professional Development Schools, and other ex officio and non-voting persons as UCIEL shall determine.
4.12 The Executive Committee shall be chaired by the Chair of the University Committee on Initial Educator Licensure.
4.13 The Executive Committee shall advise and inform the Chair between meetings of UCIEL, maintain and distribute UCIEL membership lists, develop the agenda for the UCIEL meetings, direct the work of the standing committees, and perform such other duties as may be assigned by UCIEL.
4.14 The Executive Committee will serve as the nominating committee for all UCIEL offices (Chair and Chair-Elect)

4.2 Assessment and Accreditation Committee
4.21 The voting membership of the Assessment and Accreditation Committee shall be composed of voting members of UCIEL. Ex officio, non-voting members of the Assessment and Accreditation Committee are the Associate Director for Educator Licensure, the Associate Director of edTPA, and any other ex officio and non-voting members as determined by UCIEL. All members shall be appointed by the UCIEL Chair.
4.22 At the start of each fall semester, the committee shall elect a Chair from among its voting representatives. If no Chair is elected, the UCIEL Chair shall appoint one.
4.23 Responsibilities of the Assessment and Accreditation Committee shall include:
   a. reviewing all program accreditation processes and procedures
   b. serving as a conduit for the exchange of ideas related to meeting
accreditation and reporting requirements

c. assisting programs in instituting new reporting procedures or refining existing practices
d. conducting research on and recommending best practices in reporting and accreditation procedures to UCIEL
e. assessing the effectiveness of the unit in training and placing teacher candidates
f. developing and maintaining unit-level assessments (e.g. university-wide dispositions and student teaching evaluations) for reporting and accreditation purposes
g. collecting and reviewing unit-level assessment data annually and reporting the results of those reviews to UCIEL
h. advising and assisting programs in responding to internal and external requests for candidate and assessment data
i. developing and recommending policies and procedures pertaining to the Teacher Performance Assessment (edTPA).
j. working as a coordinating committee in conjunction with UOELP for accreditation site visits and other internal or external reviews

4.3 Placements and Partnerships Committee

4.31 The voting membership of the Placements and Partnerships Committee shall be composed of voting members of UCIEL, including at least one placement coordinator or other representative responsible for coordinating clinical experiences from each college housing an initial licensure program. Ex officio, non-voting members of the Committee shall include the Associate Director of Professional Development Schools and any other ex officio and non-voting members as determined by UCIEL. All members shall be appointed by the UCIEL Chair.

4.32 At the start of each fall semester, the Committee shall elect a Chair from among its voting members. If no Chair is elected, the UCIEL Chair shall appoint one.

4.33 Responsibilities of the Placement and Partnerships Committee shall include:

a. planning and executing Student Teaching Orientations for the fall and spring semesters
b. collecting and disseminating information, procedures, and policies related to school placements and clinical experiences
c. tracking data related to school placements, cooperating teachers, and candidate employment and reporting that information to UCIEL annually
d. developing and maintaining university-school partnership agreements
e. serving as liaison to university offices engaged in P-12 school outreach and professional development programming and disseminating information about such outreach activities to UCIEL
f. conducting relevant research on clinical experiences, student teaching, teacher mentoring, and school partnerships and recommending best practices to UCIEL
4.4 Curriculum, Policies, and Procedures Committee

4.41 The voting membership of the Curriculum, Policies, and Procedures shall be composed of UCIEL. Ex officio, non-voting members shall include the Associate Vice Provost of Educator Licensure, the Catalog Editor and Curriculum Coordinator, and any other ex officio, non-voting members as determined by UCIEL. All members shall be appointed by the UCIEL Chair.

4.42 At the start of each fall term, the committee shall elect a Chair from among its voting representatives. If no Chair is elected, the UCIEL Chair shall appoint one.

4.43 Responsibilities of the Curriculum, Policies, and Procedures Committee shall include:

a. reviewing any issues involving questions of procedure, rules, or governance of UCIEL and submitting proposals to the general UCIEL membership
b. maintaining and distributing the UCIEL membership list, determining distribution of at-large representative seats, and making recommendations to UCIEL about the allocation of UCIEL representatives
c. reviewing issues related to university-wide policies affecting initial and subsequent educator licensure and submitting proposals for new and revised policies to the general UCIEL membership
d. facilitating discussions and disseminating information about curricular changes relevant to initial educator licensure programs
e. assisting programs in coordinating, across departments and colleges, courses specific to initial educator licensure programs
f. addressing any other cross-program curricular issues specific to initial educator licensure and making recommendations about the university core curriculum, general education curriculum, and graduation requirements in regard to their effects on initial educator licensure programs
g. conducting relevant research on educator licensure curricular issues and recommending best practices to UCIEL

4.6 Current Issues Ad Hoc Committee

4.61 The membership of the Current Issues Committee shall be composed of two voting members selected from each standing committee, excluding the Executive Committee. Ex officio, non-voting members of the Current Issues Committee shall include the Associate Vice Provost of Educator Licensure and any other ex officio, non-voting members as determined by the UCIEL Chair.

4.62 At the start of each fall semester, each standing committee shall elect two representatives to serve on the Current Issues Committee as needed. If no representatives are elected, the UCIEL Chair shall appoint them.

4.63 The Current Issues Committee will be formed and chaired by the Associate Vice Provost for Educator Licensure.

4.64 Responsibilities of the Current Issues Committee shall include:
a. responding to any issues requiring immediate action or response
b. coordinating with the Associate Vice Provost of Educator Licensure any UCIEL response or actions taken to address immediate issues related to initial educator licensure
c. addressing any other issues related to initial educator licensure that do not fall within the authority of any of the standing committees

4.65 Representatives selected to serve on the Current Issues Committee shall be excused from other standing committee responsibilities for the duration of the ad hoc committee’s operation.

4.7 Standing Committee Membership
4.71 All voting representatives of UCIEL are expected to serve on at least one standing committee as part of the responsibilities of UCIEL membership.
4.72 No voting member of UCIEL shall be required to serve on more than one standing committee except for standing committee chairs who shall also serve on the Executive Committee.
4.73 At the start of each fall semester, voting representatives may indicate their preferences for standing committee service.
4.74 The UCIEL Chair appoints all standing committee members and standing committee chairs, if necessary. The UCIEL Chair shall appoint standing committee members according to the following criteria (in descending order of importance):
   a. equalizing membership across each standing committee
   b. ensuring representation adequate to carry out the duties of each standing committee
   c. balancing representation across colleges
   d. accommodating member preferences

Article 5: Operating Procedures of the University Committee on Initial Educator Licensure
5.1 Meetings
5.11 Regular meetings of UCIEL shall be held each month during the fall and spring semesters.
5.12 Special meetings of UCIEL shall be held on call of the Chair or in response to a written request to the Chair by one-fourth of the voting members at any time during the calendar year.
5.13 Written notice of the time and purpose of all meetings shall be given to the members by the Chair, or the Chair's designee, in advance of the meetings in accordance with the provisions for advance notice set forth in the university bylaws.

5.2 Voting Procedures
5.21 A Quorum shall consist of a majority of the voting membership.
5.22 Action shall be taken by majority vote of those voting. Those present and not voting shall not be counted in computing whether an appropriate majority has been obtained for passage of a motion. A roll call vote shall be taken if so incorporated in a motion or a motion to amend which requests a roll call vote.
5.23 In the event a member cannot attend a meeting, the member may designate an alternate by notifying the UCIEL Chair and Recording Secretary in writing (including electronic correspondence) in advance of the meeting. An alternate thus properly designated has the same voting privileges as the member he/she is replacing. If written, advance notice is not given, an alternate may attend, but not vote.

5.24 Proposals affecting policy shall be presented to the membership in writing (including electronic correspondence) at least one week in advance and may be discussed at the meeting at which first included on the agenda. However, voting shall be delayed until at least the next regular meeting unless three-fourths of the members voting approve a waiver of the waiting period.

5.3 The meetings of the University Committee on Initial Educator Licensure shall be conducted using the most recent edition of Robert's Rules of Order.

5.4 Amendment Procedures

5.41 Written notice of a proposed amendment to these bylaws may be presented at any regular meeting of UCIEL by any voting or non-voting member, but no final action shall be taken until at least the next regular meeting of UCIEL.

5.42 Amendment requires approval by two-thirds of those members voting.

5.43 Amendments approved by the UCIEL membership must be submitted to the University Council for approval.
### APPENDIX 1: MEMBERSHIP LIST FOR AY 2018-2019

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<tr>
<th>Representative Seat</th>
<th>College</th>
<th>Representative Name</th>
<th>NIU email</th>
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<td>Bilingual/ESL</td>
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<td>Early Childhood</td>
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<td>LBS1/Vision</td>
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<tr>
<td>Student Representative</td>
<td>Any College</td>
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### APPENDIX 2: STANDING COMMITTEE MEMBERSHIP LIST FOR AY 2018-2019

<table>
<thead>
<tr>
<th>Assessment &amp; Accreditation</th>
<th>Placements &amp; Partnerships</th>
<th>Curriculum, Policies, &amp; Procedures</th>
<th>Current Issues (Ad Hoc)</th>
<th>UCIEL EXEC</th>
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<tbody>
<tr>
<td>Carrie Zack</td>
<td>Kathy Dombeck</td>
<td>Jenny Parker</td>
<td>*Jenny Parker</td>
<td>Jenny Parker</td>
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<td>ex officio</td>
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</tr>
<tr>
<td>Judy Boisen</td>
<td>COE Clinical</td>
<td>Donna Smith</td>
<td>Assmt. &amp; Acc. Rep</td>
<td>Carrie Zack</td>
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<tr>
<td>Position</td>
<td>Committee Representation</td>
<td>Role</td>
<td>Place</td>
<td>Chair</td>
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<td>Placement Rep</td>
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<td>Assmt. &amp; Acc. Chair</td>
</tr>
<tr>
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<td>UCIEL Rep</td>
<td>UCIEL Rep</td>
<td>Placmnt. &amp; Partnshp. Chair</td>
</tr>
<tr>
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<td>UCIEL Rep</td>
<td>UCIEL Rep</td>
<td>*UCIEL Chair</td>
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<td>Student Rep</td>
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</tr>
<tr>
<td>*UCIEL Rep Chair</td>
<td>ex officio</td>
<td>*UCIEL Rep Chair</td>
<td>*UCIEL Rep Chair</td>
<td>*denotes committee chair</td>
</tr>
</tbody>
</table>

*denotes committee chair