Texas A&M University-Corpus Christi – College of Education

General Responsibilities for

Student Assistant

Student assistants are responsible to the Business Support Specialist. Student assistants:

- Report to work promptly at scheduled time.
- Maintain a high level of confidentiality in doing College of Education related activities.
- Answer telephones by screening calls, giving correct information, and taking accurate and complete messages (Name, number, what it is regarding, date and time).
- Sort and distributes office mail/packages and monthly telephone bills.
- Greet customers as they enter the office.
- Assist in covering front reception areas.
- Keep reception area and office spaces clean, neat and uncluttered.
- Maintain order and cleanliness of the kitchenette and the cop/fax rooms.
- Maintain file systems, performing data-entry assignments.
- Run errands on campus for office personnel.
- Serve as a customer service agent to all office visitors and callers.
- Serve as a resource to all office visitors/callers.
- Photocopy and distribute mail to office personnel.
- Type reports and correspondence.
- Develop flyers, forms and spreadsheets when needed.
- Perform any special projects for the office personnel as assigned.
- Perform other duties as assigned.
Administrative Advisory Council

The Administrative Advisory Council (AAC) functions in an advisory capacity to the Dean of the College of Education and provides connectivity for the College across departments, the Early Childhood Development Center, the Center for Educational Development, Evaluation, and Research, and the COE Student Services. The Council consists of the following faculty and staff, all of whom report directly to the dean: the Associate Dean for Undergraduate Programs, the Associate Dean for Graduate Programs, the Director of Student Services and College Finances, the six department chairs, and the Chair and Principal of the Early Childhood Development Center. The Dean of the College of Education serves as Chair of the Council. In the Dean’s absence, the Council is chaired by one of the Associate Deans.

Meetings are usually held once a week in the Dean’s conference room. Minutes are recorded at each meeting and are distributed to all COE faculty and staff. Any faculty or staff member of the COE may bring an issue to the Council or request that an item be placed on the AAC’s agenda for discussion.

The Council recommends action to be taken by the Dean in regards to:

- Scheduling of course offerings and coverage.
- Distribution of merit.
- HEF allocations.
- Addition/deletion of faculty lines.
- Addition/deletion of staff positions.
- Program and/or degree development support.

The Administrative Advisory Council may:

- Recommend action to be taken by the Dean.
- Determine action to be taken by Administrative Advisory Council vote.
- Send recommendations and/or items for discussion to the CCC.
- Send recommendations and/or items for discussion to the Graduate Council.
- Take items to the COE for faculty vote.

It is the responsibility of AAC members to represent their constituents. When items require a vote of the COE faculty and/or staff, Council members are responsible for providing their constituents with opportunities for discourse and dialogue.

The Administrative Advisory Council reviews and approves the College of Education Handbook.
Center for Educational Development Evaluation and Research

- The Center for Educational Development Evaluation and Research (CEDER) is the research and development umbrella of the College of Education at Texas A&M University-Corpus Christi. CEDER facilitates and coordinates grants, research, publications, symposia, conferences, new initiatives and evaluations for the College and other educational agencies. CEDER is governed by a board comprised of representatives of all the departments in the College and the Associate Dean for Undergraduate Programs. Departmental representatives are appointed by the department chairs. The Dean serves as an exofficio member of the board.

The CEDER Mission Statement and Chart graphically representing the Center are located on the following page.
CEDER

Mission Statement: The Center for Educational Development Evaluation and Research (CEDER) facilitates and coordinates grants, research, publications, symposia, and new initiatives for the College of Education at Texas A&M University-Corpus Christi. CEDER also serves as a center to facilitate evaluation and research for other educational agencies in Texas.
Center for Professional Development of Teachers

The purpose of the Center for the Professional Development of Teachers (CPDT) is to facilitate the simultaneous renewal of the education of educators and the curricular and instructional renewal of public schools in a technology rich field-based environment. Through several steps, the CPDT makes advisory recommendations to the College of Education on all matters concerning teacher certification programs.

The CPDT consists of the CPDT Advisory Council, the Faculty Advisory Council, and Partner Schools’ clinical liaisons and clinical teachers. The CPDT is chaired by the Coordinator for the Center for the Professional Development of Teachers. The CPDT Advisory Council is composed of members representing the various entities of the CPDT and represents the cultural diversity of South Texas. Membership in the CPDT Advisory Council include the COE Dean or the Dean’s designee, the Chair of the Department of Teacher Education, the Coordinator of the CPDT, representatives with decision-making authority from partner districts and Region 2 Education Service Center; deans or dean’s designees from the Colleges of Arts and Humanity, Business, Science and Technology and community colleges and persons from other entities and businesses.

The CPDT Faculty Advisory Council consists of the Chair of the Department of Teacher Education and the faculty at the field sites. The CPDT Bylaws are located in Section IV of this Handbook.
Computing Committee

The Computing Committee is a standing committee that exists at the request of the Dean. The Committee works with funds provided by the University administration through the University’s Academic Computing Committee to oversee computer related purchases for the College.

The group’s top priority is to insure that all faculty and staff have the computing hardware they require to do their jobs properly. Requests for upgrades or new equipment should be made in writing and forwarded to the committee chair. The committee acts upon requests based upon the relative urgency of need and the availability of funds. Reasonable requests that cannot be addressed in a given fiscal year are usually addressed the next. The committee has no funds for software purchases.

Any faculty member can be appointed to the Computing Committee by requesting appointment to the Dean or Committee Chair. Permanent members include the Associate Deans and the Director of Student Services and College Finance. The group meets periodically throughout the year.
Curriculum Coordinating Committee

The Curriculum Coordinating Committee (CCC) is responsible for reviewing, approving and recommending to the Dean initiatives concerning College curriculum and programs and policies related to curricular issues. Members of the CCC include an elected representative from each of the six academic departments, a representative from the Early Childhood Development Center and one at-large member appointed by the Dean. All members except the member representing the ECDC must have 3 years experience in a tenure-track position at the university level. Department chairs and associate deans are non-voting members. Elected members serve two years. The Associate Dean for Undergraduate Programs chairs the CCC when undergraduate matters are considered and the Associate Dean for Graduate Programs chairs the CCC when graduate matters are considered.

The Curriculum Coordinating Committee Policy guiding the formation and operations of this committee is located in Section IV of this Handbook.
Faculty Awards Committee

The Faculty Awards Committee is responsible for reviewing and recommending faculty for consideration for various awards, including Professor Emeritus, honors/recognitions for retiring or departing faculty, awards processed by the Faculty Senate Awards Committee and any other awards designated by the Dean. The Committee collects and reviews applications for the designated faculty awards and recommends faculty award recipients to the appropriate administrator, committee and/or administrative body.

The Faculty Awards Committee is a standing committee appointed by the Dean. The Committee consists of one faculty representative from each department, including the Early Childhood Development Center. Committee members serve a one-year term and may succeed themselves on the Committee. The Chair must be on the Committee and is elected by members of the Committee. The Committee follows Robert’s Rules of Order except that the chair has a vote.