Northern New Mexico College  
CHARTER  
Professional Teacher Education Advisory Committee

Purpose
The purpose of the Professional Teacher Education Advisory Committee (PTEAC) is to review, advise, provide critical feedback regarding, facilitate resource acquisition, and serve as catalyst and advocate for the teacher education programs of the Department of Education of Northern New Mexico College in order to continuously improve those programs.

Members
PTEAC members are representative of the following:
• The Northern Network for Rural Education;
• Preschool, elementary, and secondary education organizations (including school districts, organizations, teachers, administrators);
• Professional development agencies and organizations;
• Child and youth advocacy agencies and organizations; and
• Regional development and funding agencies.

Total PTEAC membership will be no more than eight persons who are representative of a cross-section of education and community development interests of Northern New Mexico.

Membership Appointments
The President of Northern New Mexico College shall appoint members to the PTEAC as recommended by the Education Dean, Faculty, and Staff. Term of office shall be two years. (Initial terms will be staggered on a random basis: half will be two years, the other half three years.) Continued membership is at the pleasure of the President of the College.

Meetings
The PTEAC will schedule regular meetings for up to three hours four times annually. The meetings will be held at the JCI building at Northern New Mexico College. One meeting each semester will coincide with regular meetings of the Education AQIP Committee. Special meetings may be called by the PTEAC chairperson and/or the Education Dean.

Officers
A chairperson and vice-chairperson will be elected by a vote of the PTEAC and shall serve a two-year term.

Attendance Requirements
All members are expected to attend meetings of the PTEAC. When a member is absent from two meetings without advance communication, the Education Dean and PTEAC chairperson may consider recommendation for replacement of that member.

Minutes
Minutes of PTEAC meetings will be drafted, approved by the committee, and warehoused on the NNMC Education website.

Amendment of By-laws
These by-laws may be amended at any regular or special meeting of the PTEAC by a simple majority of the group present provided that the proposed amendment has been submitted to the PTEAC membership with the agenda of the meeting at which the action is to be taken.