

**PROCESS FOR SUBMITTING ITEMS TO**  
**COUNCIL ON PREPARATION OF TEACHERS AND SCHOOL PERSONNEL**

Anyone, including candidates, may submit an item to the Council on Preparation of Teachers and School Personnel (COPTSP) for action, review or information dissemination. Departments making changes that constitute 25% or more to their approved education program, must subject the proposed changes to COPTSP for approval.

Faculty/Staff should submit the item to their representative on COPTSP for submission to the COPTSP Secretary or directly to the COPTSP Secretary to add to the Agenda. COPTSP meets once a month August through May. The list of current COPTSP members is published on the College of Education website.