

Center for Excellence in Teaching and Learning (CETL) Steering Committee Operating Procedures



MISSION STATEMENT

The College of the Canyons Center for Excellence in Teaching and Learning (CETL) is an organization for the promotion and implementation of a wide range of professional development opportunities for teachers. The CETL is responsible for recruiting and training experienced teachers who can share their skills with others.

COMMITTEE DUTIES, FUNCTIONS, AND PROCEDURES

The committee is charged with these responsibilities, including:

- Recruiting and training experienced teachers who can share their skills with others.
- Offering a collection of course-length workshops, including a 54-hour Skilled Teacher Certificate, and other professional development programs that promote the improvement of teaching.
- Developing the content and schedule for instructional improvement workshops

I. Membership

- a. The committee shall be comprised of representatives from each academic division.
- b. All committee members must be current tenured, tenure-track, or adjunct faculty.
- c. There shall be no limits to how many members can serve on the committee.
- d. Members are appointed by the President of the Academic Senate.
- e. Members are expected to serve a minimum of one full academic year, but may resign from committee service at any time.
- f. Members may be removed from the committee for non-performance by a majority vote of the other active committee members with the approval of the President of the Academic Senate. Non-performance is said to occur when a member has failed to attend three (3) or more consecutive meetings and has simultaneously failed to participate in collaborative work with the other committee members in reviewing proposals and other committee duties.

II. Oversight

- a. The committee will regularly provide updates to Academic Senate.
- b. The committee will regularly consult with Academic Affairs.

III. Responsibilities of the Committee Chair(s)

- a. Serve a two-term
- b. Provide an annual committee status report to the Academic Senate by the end of every spring semester, including committee membership for the following academic year.
- c. Recruit and manage committee membership.
- d. Meet a minimum of once per semester with the Director of Professional Development for program evaluation including: planning, budgeting, implementation, and assessment.
- e. Schedule committee meetings and develop meeting agendas in coordination with Academic Affairs and key constituents.
- f. Facilitate committee discussion of faculty proposals for workshops and training opportunities.

IV. Responsibilities of Committee Members

- a. Attend regularly scheduled committee meetings, and advise coordinators.
- b. Vote to approve, deny, or request information regarding program offerings.
- c. Identify relevant and meaningful training content for faculty.
- d. Identify possible presenter/speakers for CETL events.
- e. Function as a link between faculty and CETL.
- f. Evaluate CETL sessions/events regarding their benefit to faculty.

V. Meetings

- a. The committee will meet monthly, during the second week of each of the following months: September, October, November, February, March, April, and May.
- b. Meeting dates and times for the following academic year will be finalized by the last meeting of the current academic year.
- c. For the planning purposes, the Faculty Development Coordinators will meet weekly, and monthly with Academic Affairs leadership.

VI. Procedures

- a. A simple majority vote of the committee is considered for proposed motions during the academic year. Proposals are evaluated as follows:
 - i. Approve
 - ii. Deny
 - iii. Need more information
 - iv. Hold – postpone evaluation to next meeting
- b. The committee will adhere to all relevant college policy, state, and federal regulations, including, but not limited to Academic Senate mandates, and the Brown Act.
- c. Meeting agendas will be disseminated prior each steering committee meeting, and notifications of upcoming meetings will be provided at least one week prior to a meeting.
- d. Any change in membership structure of the Committee must be made in advance of the academic year in which the change is to occur and must be approved by the Academic Senate. If a new academic division is created, it will be immediately entitled to representation within the committee.