

Chair Report for Council of Teaching and Learning, 2008 / 2009 academic year

Representatives for this council for 2008 / 2009 are listed below.

Faculty Representatives	Constituency
Jim Groome (Chair)	Arts & Sciences
Maria Wong	Arts & Sciences
Priscilla Reis	Business
Mark Neill	Education
Solomon Leung	Engineering
Mary Anne Reynolds (Vice Chair)	Health Professions
John Eley	Pharmacy
Marcella Enos	Technology
Dana Diedrich	General Education Requirements Committee representative
Kris Rudd	Center for Teaching & Learning Representative
Sarah Knudson	Faculty Senate
<i>Ex-officio</i> (voting)	
Cynthia Hill (Executive Committee)	Director of Center for Teaching & Learning
JoAnn Hertz (voted in as member of CTL fall 2009)	Director of Advising
Teena Rhoads	Chair of General Education for College of Technology
Larry Ford	Assessment and Program Review/ Office of Institutional Research rep
Student Reps (voting)	
vacant	ASISU Representative
vacant	Graduate Student Representative

Executive Committee: Jim Groome, Mary Anne Reynolds, Kris Rudd.

Ex-officio members: Cindy Hill, Teena Rhoads, JoAnn Hertz and Larry Ford.

Chair Report on 2008/2009 activities:

Agenda items for the Council for Teaching and Learning for the 2008/2009 academic year were introduced and discussed at the Council Chairs Planning Lunch on August 19. These included:

1. Advising, with a focus on strategies for getting students linked to academic as well as major advisors earlier and more efficiently.
2. ISU Academic Scheduling with a focus on energy conservation strategies including
 - Adopting a 4-day per week teaching schedule
 - Starting the academic year after Labor Day

- Expansion of the winter break to include the period of time between Thanksgiving and New Year's holidays.
- Adjustment of summer sessions to provide continuity with the academic year schedule and use of facilities.

These agenda items were introduced at the first meeting of the Council, and discussed with the Chair of Faculty Senate, Dr. David Delehanty.

Additional agenda items were then introduced by members of the Council. Those that were discussed at some length included:

- Issues relating to OnLine Registration for the diversity of on campus and off campus programs.
- Room Assignments. The benefits and drawbacks of the Banner system for computerized assignment of rooms for class lecture. This item was brought to the attention of the Council from a letter drafted to the Chair by other faculty at ISU who asked that faculty choice of room assignment be considered in the implementation of the Banner system.

The Chair asked that each member then provide a rank from 1 to 4 of agenda items A) Advising, B) Academic Scheduling/Energy, C) On-Line Registration and D) Room Assignments.

These were tabulated and the topic of Advising received highest priority.

Over the next several meetings Advising issues were discussed at length, with important contributions from Academic Affairs / Assessment and Program Review representative Larry Ford, invited participant JoAnn Hertz (Director of Advising) and other members of the Council. A motion was brought forth to ask the Director of Advising position to be a voting, *Ex-officio* member of the council, and this was passed.

The fall semester business concluded with recognizing several areas of focus for the Council. These included:

- Improving ISU Advising web site and other resources for recruitment of students. This particular item is one currently of active attention at ISU.
- Improving ISU Advising web site and other resources for retention of students. This item was discussed as a natural complement for Council work to that included above in the "Be Advised" campaign.
- Improving the training of faculty in advising. Finding common strategies for doing so across the diversity of academic programs and departments at ISU.
- Raising the awareness of advising in the academic culture at ISU and improving the recognition for advising efforts by faculty with respect to merit and evaluation.

The Advising agenda was interrupted with a request from Faculty Senate that the Councils review and update their Bylaws, and bring these Bylaws into a consensus format among the various councils according to the provided template.

This item was the focus of the attention of the Council for the next several months, with a vote on

the revised Bylaws in late spring. The revised Bylaws are attached in this document.

The last meeting of the council resumed the Advising agenda, with the first point of discussion suggestions for improving the ISU Advising Web Site and its links.

Two example sets of suggestions were introduced by email to members of the council, by the Chair, and by JoAnn Hertz. Suggestions from other members of the Council were solicited at the termination of the spring semester.

Example of Suggestions for the above Advising Links and Information, Jim Groome

1. Need a FREQUENTLY ASKED QUESTIONS section at forefront of “Prospective Students”
2. General Education Home – From catalog, a good reference but not designed to help a student understand what to actually DO. If this section were more “user friendly” it would be helpful. We are trying to reach high school students who may need less, but more essential information.
3. Under Academic Advising section is another section with “Advising” link back to the same page. I can’t see what the purpose for this routing? I suggest omitting this link or replacing with something else.
4. Advising Home. Link back to same site. So not really “home” for a link. Why put “return” here instead of putting Advising home on secondary links so that the student actually does go back to home?
5. “The Advisor”. This is a 52 page .pdf file with lots of important information. The title of the .pdf does not draw attention to its usefulness especially with respect to its location and it being a .pdf and not really an interactive link. This .pdf might better be served elsewhere, for example as a link from FREQUENTLY ASKED QUESTIONS (i.e., a question is answered in FAQ, and ‘more information can be found at (link to specific page in The Advisor)’).

Suggestions from JoAnn Hertz:

1. Each department website should have an Advising Button (on the navigation bar) with critical information including:
 - who are the advisors?
 - whom do these advisors see?
 - when are the best times for getting advice?
 - central advising
 - best practices
 - the 4 year plan
 - special topics of interest for the department.
2. Each department should have a 4-year plan on the departmental website. Each department should have the responsibility for regular updates to these plans on their website. See sample for Biology Bachelor’s of Science, below.

This SAMPLE 4-year plan is for instructional purposes only. Courses should be arranged to meet individual needs. Students are strongly advised to make an appointment with Dr. Gene Scalarone (282-3374), scalgene@isu.edu) for more information.

At the final meeting of the year it was decided to solicit nominations for Chair and Vice Chair for the next year. Results from nominations and the subsequent solicitation for votes on candidates: Jim Groome, Chair, and Mark Neill, Vice Chair. The Chair noted that his term on the Council had expired but expressed willingness to serve an additional year for continuity if the Council requested.

Approved by Council for Teaching & Learning: September 8, 2009

Accepted by Faculty Senate: September 14, 2009

BYLAWS AND FUNCTIONS OF THE COUNCIL FOR TEACHING AND LEARNING

(Approved by the Council for Teaching and Learning on May 2, 2005;
Accepted by Faculty Senate on October 17, 2005;
Revised by the Council for Teaching & Learning on April 24, 2009;
Accepted by Faculty Senate with minor changes on May 4, 2009)

ARTICLE I: NAME

The name of this body is the Council for Teaching and Learning. This Council is a standing Council of the Faculty Senate and reports directly to that body.

ARTICLE II: PURPOSE

A. The functions of the Council for Teaching and Learning are to oversee university policy concerning faculty teaching and student learning at ISU. The mission of the CTL is to recommend implementation of these policies. Some specific areas of responsibility of the Council are:

1. To work with academic departments in gathering goal course assessment data, as departmental and programmatic needs dictate. To coordinate with the General Education Requirements Committee of the Curriculum Council toward the implementation of university-wide policies concerning the assessment of student learning, especially in the area of general education.
2. To advise the Faculty Senate in their interactions with departments and colleges toward the development and administration of policies concerning student learning, student advising, improving teaching within majors and programs, and curricular instructional assessment in accordance with accreditation standards.
3. To serve as a resource of relevant data as given in (1) and (2) above for the Center for Teaching and Learning.
4. To serve as the Faculty Senate's liaison in coordinating with the Office of Institutional Research towards the goal of linking institutional planning needs to program assessment and review.

ARTICLE III: MEMBERSHIP

A. The members of the Council for Teaching and Learning represent the University faculty, staff, and students working as one unit to develop, coordinate, and implement assessment programs and improve teaching and learning. The primary qualifications for faculty membership on the Council for Teaching and Learning are having interest and expertise in the assessment and improvement of teaching.

All members of the Council for Teaching and Learning are voting members. *Ex-officio* and student members are voting members but do not count towards the quorum that is defined as those 11 members from the constituencies numbered below.

Faculty members will be appointed by the Faculty Senate and apportioned according to the following constituencies:

1. Two (2) faculty representatives from the College of Arts and Sciences.
2. A faculty representative from the College of Business.
3. A faculty representative from the College of Health Related Professions.
4. A faculty representative from the College of Education.
5. A faculty representative from the College of Engineering.
6. A faculty representative from the College of Pharmacy.
7. A faculty representative from the College of Technology.
8. A faculty representative from the General Education Requirements Committee, Curriculum Council.
9. A representative from the Center for Teaching and Learning.
10. A representative from the Faculty Senate.

Exofficio members:

11. Director of the Center for Teaching and Learning.
12. Director of Advising.
13. Chair of General Education in the College of Technology.
14. Faculty Coordinator for Assessment and Program Review in the Office of Institutional Research.

Two Student members, each serving one-year terms and who may be reappointed for a second term:

15. One undergraduate student, appointed by the President of ASISU.
16. One graduate student, appointed by the Graduate Office Dean.

- B. Terms of office are 3 years. In order to ensure continuity, terms will be staggered so that one-third of the membership will be appointed in April of each year. Faculty members may be reappointed for a second consecutive term.

If a faculty member is unable to attend for one semester of his or her appointed term, then a substitute from that constituency must be assigned in order to maintain a quorum for conducting business. It is the responsibility of the faculty member taking leave from this Council to make the request for substitution of a specific person from their constituency. The nomination should be forwarded to their Faculty Senator and to the Faculty Senate administrative assistant to this Council. The administrative assistant will inform the Chair of the Faculty Senate for consideration of this request at the next Faculty Senate meeting.

Before taking leave, the faculty member will provide the appointed substitute member with all materials in progress for CTL business. The departing faculty member will also provide pertinent contact information to the substitute, Faculty Senate administrative assistant, and CTL chair to facilitate a seamless incorporation of that individual into discussions of current CTL business.

- C. Regular attendance at Council meetings is expected.
 - 1. If a member must miss a meeting he or she must contact the administrative assistant or Council chair in order to be excused from the meeting.
 - 2. Any council member who misses three meetings in an academic year is subject to recall by the appointing constituency. The Faculty Senate administrative assistant will maintain an attendance record from which absentee information may be provided to the appropriate constituency when warranted.
 - 3. The Faculty Senate may recall any faculty representative through approval of two-thirds of those voting. The Faculty Senate must allow the member in question an opportunity to appear before the Senate to explain his or her absences.

ARTICLE IV: OFFICERS AND MEETINGS

- A. The Council for Teaching and Learning will elect a Chair and Vice-Chair in the spring semester. The Vice-Chair is not Chair-Elect. These positions are one-year terms, and those individuals may be reelected if eligible. Together with the Director of the Center for Teaching and Learning, these three persons will form an Executive Committee. The Council for Teaching and Learning may delegate responsibilities within the Executive Committee for actions that will be reported to the Council at the next meeting.
- B. If the office of the Chairperson becomes vacant, the Council elects from its membership a new Chairperson who has served at least one year on this council.

- C. The Council for Teaching and Learning will meet regularly during the fall and spring semesters of the academic year. It is the responsibility of the Chair to schedule meetings and to ensure that members are informed of the times and places of meetings. In absence of the Chair, the Vice-Chair performs these duties.

ARTICLE V: Minutes, Quorum, and Voting

- A. Minutes are kept for each meeting, prepared in accordance with the format set by Faculty Senate and are submitted to the Faculty Senate for approval.
- B. A quorum consists of fifty percent of the Council membership as specified according to the stipulations in Article III-A.
- C. Within two weeks of the meetings resulting in policy recommendations to be voted upon, statements detailing those recommendations are approved during a special meeting of the Council by mail or by electronic ballot. Results are then submitted to the Faculty Senate for review. The Council's policy recommendations are considered by the Faculty Senate in accordance with its Bylaws.
- D. A motion is passed when it receives a majority of the votes.
 - 1. Abstentions do not count as votes.
 - 2. Tie votes fail.
 - 3. The Chair has the right to vote on all motions.
 - 4. Proxy and absentee votes are not allowed.
- E. Robert's Rules of Order is the authority in all matters not covered by these Bylaws and/or approved operating procedures.

ARTICLE VI: AMENDMENT PROCESS

- A. The Bylaws may be amended by a majority vote of the Council for Teaching and Learning. No amendment to the bylaws may be introduced and voted upon at the same meeting.
- B. The Faculty Senate Bylaws (Article VII, Section II) allow the Faculty Senate to override Council Bylaw amendments.