

Teaching and Learning Enhancement (TaLE) Committee Bylaws

Adopted [4/3/2020] updated 9.8.20

Purpose of the Committee

TaLE is responsible for supporting faculty success with resources for teaching and learning and through events for professional development. TaLE serves as an advisory council for the Faculty Center.

Member Composition and Terms

Composition

Voting Members

- Three faculty members from COLS
- Two faculty members each from COA, COEHP, and DATCOB
- One faculty member from Library
- Student representative

Ex Officio Members (representing Academic Affairs and other institutional programs that support faculty development in teaching)

- Associate Provost for Undergraduate Education
- Director of the Faculty Center for the Enhancement of Teaching and Learning
- Director or Assistant Director of the Center of Online Learning (COOL)
- Director of the Center for International Education (CIE)
- Director of the Quality Enhancement Plan (QEP)

Terms

Committee members serve 3-year terms

Staggering Terms: 3 years

Committee Officers

The committee officers will be a chair and chair-elect.

Member Engagement

The full TaLE Committee will meet, in person or virtual, no more than three times a semester. Additional committee related work and virtual meetings may be completed online using a variety of applications such as, but not limited to, Google Apps, video conferencing, etc. Member engagement is measured by their contribution of work to the committee.

Meeting Calendar

The committee meets twice each semester, once in planning week at the appointed time for senate

committee meetings and a second meeting around mid-semester. Special charges will likely require additional meetings (for example assessing grant applications), electronically or in person. The means by which this is addressed is at the discretion of the committee's chair.

Meeting Content and Procedure

The committee will use Robert's Rules unless a majority agree to "adopt rules otherwise".

Problem/Task addressed by committee
Synopsis of discussion pertinent to addressing the Problem/Task
Feedback of committee
Motions considered, complete with numeric results
Current status report on charge
Requests from committee of the Faculty Senate

Mandatory Committee Chair Attendance for Report

In addition to providing the required written report, the Committee Chair must be in attendance to provide additional context or address specific questions from Senators and Guests in attendance.

On matters of policy review, Committee Chairs are asked to provide a full verbal report in addition to the written documentation for the Faculty Senate. On other urgent matters, the Faculty Senate Executive Committee retains the right to request a full report from the Committee Chair in addition to a written report.

Timeline for Submitting Committee Reports Prior to Senate Meeting

To permit a thorough review of reports from each committee the Committee Chair is required to provide a written report on committee workload to the Faculty Senate Secretary one full week prior to reporting to the Faculty Senate. This means each Senate Committee should complete their charges prior to the required reporting date. If for any reason the Committee Chair cannot provide a written report on customary committee business, they must notify the Faculty Senate Secretary one full week prior to the requested report date before the Faculty Senate.

On matters of proposed policy review and emergency business, the Committee Chair must report at the Faculty Senate meeting following the charge, and therefore, must perform review and provide a report to the Faculty Senate Secretary one week prior to the monthly meeting of the Faculty Senate.