

# Teaching & Learning Committee Charter

## Shared Governance Principles

The governance system, which embodies and facilitates UCC's vision, mission, and core values, relies on the collective wisdom of faculty, staff, students, and administration in the development of college-wide plans and policies. The system is characterized by open communication, collegiality, and transparency, resulting in collaborative and well-informed decision-making.

## Purpose

Lead and support teaching and learning initiatives on campus in order to foster a culture of teaching and learning at UCC.

## *Scope of Work and Areas of Key Decision-Making*

- Address teaching and learning issues such as classroom-related matters.
- Make teaching and learning initiatives we currently do more visible to the campus and community.
- Plan and lead pedagogy workshops.
- Work with the Chief Academic Officer on developing a New/Revised Faculty Orientation program.
- Work with the Chief Academic Officer to establish faculty recognition initiatives.

## Membership

Membership is open to the campus community, but having classified staff, students, or administrators as members is not a requirement. This committee is composed primarily of faculty and other staff who play important roles with teaching and learning (e.g., UCC Online).

## Terms of Service

- Members contact the Teaching & Learning Chair to join this committee.
- The chair will serve one academic year. The new chair will be elected by the committee at the end of spring term and will start at the beginning of fall term.
- The committee will not meet or do committee work during summer term.
- Members are required to attend the meetings unless there is a conflict with their other college responsibilities.
- Responsibilities for this committee include attending meetings and reading and responding to committee communications in addition to approximately ten hours of work on projects for the committee each term.

## Meetings

- At the beginning of each term, the chair will survey members for their availability.
- Meetings will be scheduled based upon the time when the chair and the greatest number of committee members are able to attend.
- Voting may take place through email.
- Quorum is designated as 50% of the voting members in attendance at a meeting or who respond to a vote by email.

### **Agendas**

- Agenda items should be submitted to the chair one week before the meeting date.
- The agenda will be created by the chair and emailed to the members, posted to the Teaching & Learning page on the college intranet, and submitted to Umpqua Updates at least four days prior to each meeting.

### **Decision Making/Recommendations**

- The council/committee will use principles of Robert's Rules of Order as guidelines for conducting meetings.
- Approved decisions/recommendations are advanced to Academic Council along with a rationale for advancement. Academic Council will return any proposals that they reject to the committee with a written explanation as to why the proposal was rejected.

### **Communication**

- Minutes will be emailed to the committee for review.
- After the minutes are approved, they will be emailed to the committee members, posted on the Teaching & Learning intranet page and submitted to Umpqua Updates.

### **Dates of Approval/Updates of Charter**

- Charter created and approved by the Teaching & Learning Committee on February 12, 2020.