

Faculty Center for Teaching & Learning (FCTL) Bylaws

I. Faculty Center for Teaching & Learning Advisory Committee

The Faculty Center for Teaching & Learning Advisory Committee (FCTLAC) will consist of 13 volunteer faculty members, the Center facilitator/s, a student representative, and a member of the administration appointed by the Vice-President for Academic and Student Success, for a total of 16/17 people. All members of the FCTLAC will be voting members except for the student representative.

A. Selection of Committee members

When positions on the Committee become available, the FCTLAC Chair will put out a call to the College community to recruit new members. In addition, the respective Department Head (depending on where the vacancy arises) will also be contacted for recommendations. Interested faculty members will submit statements of interest in serving on the FCTLAC to fctl@ccp.edu. Statements will be accepted from any full- or part- time faculty. In reviewing the candidates, the FCTLAC will give preference to faculty who have prior experience with the FCTL (i.e., volunteered, conducted or attended workshops or in other ways contributed to the mission of the FCTL). FCTLAC members will be selected so that the following areas are represented as follows:

- Three representatives each from the College's three academic divisions. The FCTLAC will try to ensure that representation comes from across departments within each division (9).
- One representative from each of the following departments: Counseling, the Learning Lab, the Library, and Academic Advising (4).
- One student representative (1).

FCTLAC candidates will be notified by the Professional Development Week in Fall.

B. Length of term for Committee members

FCTLAC terms begin during Fall Professional Development Week and continue through commencement the following spring semester, or until FCTLAC business is complete for that year. The term limit is 3 years with an opportunity to continue for another 3 years with a term limit of 6 years; at the end of each academic year in May, all the members will be asked if they wish to renew their 3 year commitment. If any member is unable to continue or wishes to leave this position, a call for replacing this member will be sent to the College community. If a member does not meet the expected responsibilities, the FCTLAC reserves the right to discuss this with the involved member and resolve the situation or ask the member to step down.

C. Responsibilities of Committee members

The FCTLAC will meet as needed throughout the fall and spring semesters. Meetings will be scheduled in consultation with all members to maximize attendance at meetings. The expectations for the members are to fulfill at least a **minimum of three** responsibilities from the list given below annually. All FCTLAC members will send a brief summary of their contributions to the Chair of FCTLAC. This will be included in the FCTL annual report.

The FCTLAC members' responsibilities are including but not limited to the following:

- support the Facilitator/s in the workings of the FCTL.
- help promote the vision and provide programming ideas consistent with the FCTL's mission.
- assist the Facilitator/s in the new faculty orientation
- assist in selecting the recipients for the Alana Collos Teaching Award, Bill Mulkeen Adjunct Award, and the Faculty Development Award annually. FCTLAC members may solicit nominations for both awards, and themselves nominate or be nominated for the awards. However, if a FCTLAC member nominates or is nominated for either award, they should withdraw from the selection process.
- participate whenever possible in activities sponsored by the FCTL such as managing the FCTL Table during PD week
- offer workshops related to teaching and learning when possible
- serve as liaisons and advertise FCTL programs in their respective departments and solicit ideas for FCTL programs
- lead faculty and/or student focus groups to ensure professional learning needs are being met
- participate and serve on any sub-committees as and when needed
- take minutes at FCTLAC meetings

D. Selection of Committee Chair

Members of the FCTLAC are eligible to serve as FCTLAC Chair after their first year on the Advisory Committee. They may be nominated by other Committee members or self-nominate.

Members of the FCTLAC shall select the FCTLAC Chair from the nominees with a simple majority vote.

The Chair of the FCTLAC can serve in this position without any term limit. Similar to the FCTLAC members, the Chair will be asked at the end of each academic year if they wish to renew their commitment to serving in this position. If at any point, the Chair is not able to continue in this position, the FCTLAC members will follow the same process mentioned earlier to select the Chair. If the Chair does not meet the expected responsibilities, the FCTLAC reserves the right to discuss this and resolve the situation or ask the Chair to step down.

E. Responsibilities of FCTLAC Chair

The FCTLAC Chairs' responsibilities are including but not limited to the following:

- Oversee the calling of Committee meetings and agenda for those meetings with the facilitator/s.
- Facilitate meetings with the FCTL Facilitators.
- Co-present the Alana Collos Teaching Award and the Faculty Development Award each Spring with the Facilitators.
- Maintain service terms of committee members.
- Generate recruitment email for committee vacancies.
- Periodically review the by-laws with facilitator/s and committee.
- Annually review the progress targets of the strategic plan and provide a brief report.

II. FCTL Facilitators

Selection of Facilitators

When the positions are vacant, the FCTLAC, or a subcommittee of the FCTLAC, will put out a call for interested faculty to submit applications.

In selecting the Facilitator/s, the FCTLAC will take into consideration the candidates' vision, leadership and administrative skills, awareness of the FCTL's mission and how the FCTL fits into the College's mission and structure.

The FCTLAC will give preference to faculty who have prior experience with the FCTL (i.e., volunteered, run or attended workshops or in other ways contributed to the mission of the FCTL).

Similar to FCTLAC members and the Chair, there will be no term limit for the FCTL Facilitator/s. At the end of each academic year, the Facilitator/s will be asked if they wish to renew their commitment to being the FCTL Facilitators. If the Facilitator/s does not meet the expected responsibilities, the FCTLAC reserves the right to discuss this and resolve the situation or ask the Facilitator/s to step down.

The Facilitators' term will begin each Fall during the Professional Development week. After the first year, the Facilitator/s should be aware that some planning and administrative tasks will be necessary prior to the start of the Fall semester and expect to work in this role during summer.

The compensation for the FCTL Facilitator/s will be determined by the Vice President of Academic and Student Success.

Responsibilities of Facilitators include and not limited to the following:

- oversee the advertising of the FCTL Fellows positions on behalf of the FCTLAC during the summer and administering the application process.
- support and oversee administrative tasks associated with FCTL Fellows, including providing support for the development, publicity, execution, and assessment of programs developed by the Fellows.
- oversee the administrative tasks of the FCTL including but not limited to: monitoring and advocating for the FCTL budget, tracking FCTL attendance, overseeing program assessment, posting announcements to listservs, and maintaining supplies.
- advertise the Alana Collos Teaching Award , Bill Mulkeen Adjunct Teaching Award, and the FCTL Professional Development Award each Spring semester. The Facilitators should actively solicit nominations and administer the nomination process on behalf of the FCTLAC. The Facilitators are also responsible for co-presenting the FCTL awards with the FCTLAC Chair.
- promote the FCTL and maintain its visibility in the College community. This includes organizing and staffing a FCTL table during the first day of Professional

Development Week, publicizing FCTL events, meeting with the Dept Heads and other stakeholders.

- strive to partner and maintain partnerships with various constituencies and offices at the College.
- participate in teaching and learning activities outside of the College with area community colleges, other institutions of higher education or teaching and learning organizations leading to planning and holding joint conferences.
- develop ideas for programming, recruit faculty to lead programs and schedule programs in the FCTL.
- coordinate and conduct the professional orientation for new full time and part time faculty in consultation with the Deans and Department Heads.
- work in tandem with personnel related to any grant opportunities at the College that pertain to FCTL's mission and goals.
- collaborate with the Coordinator of Curriculum Development to facilitate FCTL events related to curriculum and course development.
- collaborate and coordinate with the Division Curriculum Assessment Facilitators to plan and conduct sessions related to assessment.
- plan, organize, and upload necessary documents for Middle States during the accreditation cycle.
- Compile the FCTL annual report
- maintain the functioning of FCTL space and be available for various FCTL sponsored programs and participate in as many programs as possible.
- Assess the FCTL Strategic Plan outcomes annually and draft a new Plan every five years

III. FCTL Fellows

Each year, two (2) Faculty Fellows will be selected to lead colleagues in a Community of Practice exploring a particular pedagogy or other evidence-based teaching practice. Faculty Fellows are expected to lead 5-7 colleagues in conversations about the practice, provide materials/resources, and then oversee the implementation of the pedagogy or evidence-based practice in the classroom, as well as measure the impact of the practice in the classroom. In addition, the Fellows will hold two open sessions for all interested faculty. For this work, each Fellow will receive a total of 3 credits for the academic year: 1.5 credits (equal to 67 hours of work) in Fall and 1.5 (equal to 67 hours of work) in Spring. The Fellows will also share their experience with the College Community at the FCTL Awards Ceremony held during the Spring PD Days.

A. Selection of FCTL Fellows

Each summer, the Facilitators will put out a call for interested faculty to submit applications. The topics that the FCTL Fellows will work on will be determined according to the initiatives undertaken at the College.

In selecting a FCTL Fellow, the FCTLAC will take into consideration the overall strength of the application, the clarity of the programmatic vision, the fit of that vision with the mission of the FCTL and the College, the applicant's evident awareness of the FCTL mission and the fit of the applicant's interest with faculty interest. The FCTLAC will give preference to faculty with prior experience with the FCTL (e.g., volunteered, run or attended workshops or in other ways contributed to the mission of the FCTL).

Selected Fellows will be notified prior to the Fall PD week.

B. Length of Term of FCTL Fellow

The FCTL Fellow's term begins during PD week in the Fall semester and continues through the end of the Spring semester the following year.

The FCTL Fellow should be aware that some planning and administrative tasks will be necessary prior to the start of the Fall semester.

The FCTL Fellow's term is one year. A FCTL Fellow can reapply for an additional academic year for a total of two consecutive years.

C. Responsibilities of FCTL Fellows

- Plan workshops and/or professional learning activities for faculty who would be interested in being part of the Community of Practice
- Coordinate scheduling workshops/training sessions with the FCTL facilitators
- Provide training/workshops to faculty to implement project ideas in classrooms
- Provide periodical updates to FCTL facilitators and meet with them
- Be responsible for maintaining attendance records during workshop sessions, provide materials for workshops
- Create and maintain a Canvas page for the Community of Practice
- Compile data and other information to assess the impact of the project
- Submit extended time reports at the end of fall and spring
- Present to the College community the outcome of the project at the end of Spring semester
- Provide a detailed report and recommendations for future possibilities to the FCTL facilitators

Bylaws revised by Fran Lukacik, Girija Nagaswami, and Stephanie Scordia with input from FCTL Advisory Committee. Approved by FCTL Advisory Committee in September 2021.