

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".

Prior to meeting:

- Call for any meeting topics for discussion
- A meeting agenda will be emailed to the committee a minimum of 24 hr in advance of the meeting.

At the Meeting:

- Attendance will be recorded
- Meeting minutes will be recorded
- Review previous meeting's minutes - amend (as needed) & vote
- Committee Reports - sub-committee and other; as needed
- Business - discussion topics to be covered & time for minor items to be raised.
- Next Meeting - is arranged if not already set.

Following meeting:

- Meeting minutes will be emailed to the committee within 72 hours of meeting.

Meeting Visitors

All committee meetings are open to visitors, and every effort should be made to maintain an accurate and accessible calendar of meetings.

Revision to the Bylaws

All revisions to committee bylaws must be approved by the Faculty Senate. Under the Policy on Policies, any person may recommend a change to committee bylaws, but they must be vetted by the committee and Senate prior to a vote.

Committees and Policy Review Process

Receipt of Policy Proposal and Charge

In keeping with the University's Policy on Policies ([Link](#)), and the Faculty Senate Procedure for Policy Proposal, Review, Provision of Feedback, and Documentation ([Link](#)), each Senate Committee will receive policy proposals from the Executive Committee with a specific charge to review the proposed policy and to provide appropriate feedback.

Role of Senate Committee in the Policy Proposal Review

Each Senate committee functions in an advisory capacity, which means they may provide

recommendations and feedback on any aspect of specific policies, but have no policy-making function in the process.

Policy Review Process

The process in which the committee performs policy review is at the discretion of the committee's chair, but should be adopted in the best interests of thorough and timely review on behalf of the Faculty Senate.

Timeline for Initial Policy Proposal Review

Once a committee receives a policy proposal and charge, they will be expected to perform first review of the policy proposal and provide comment as a committee within one month of receiving the proposal from the Faculty Senate Executive Committee.

Voting on Recommendations for Faculty Senate

In instances where the review process calls for a motion to vote on a proposal, the committee must have a quorum present to conduct a vote. In this case, a quorum is a majority of the committee's voting membership.

Notification and Reporting to Faculty Senate

After completing a review of a proposed policy, the committee will notify the Faculty Senate Executive Committee that it has completed the policy review. In notifying the Faculty Senate Executive Committee, the Committee Chair must be prepared to (1) report in person, and (2) provide written documentation of the committee's process in conducting the policy review. Reporting guidelines will follow the Procedure for Faculty Senate Policy Review.

Committee Reporting Process

The Faculty Senate will hear the committee report, ask questions, and potentially provide feedback on committee recommendations at the meeting session. In the event that there is an approved motion to perform additional review on the committee's initial recommendations, the Faculty Senate Executive Committee will charge the Committee Chair to convene the committee and complete the new charge within the subsequent month's time.

Upon completion of the second charge, the Committee Chair will provide a follow-up report on the committee's work and be present at the next meeting of the Faculty Senate to answer questions.

Reporting

Composition of Written Supplements - Presentation and Non-Presentation

Each committee should report on their work, whether in line with traditional committee-specific function or on the basis of a policy review charge and address the following items in their report:

- Committee Charge
- Current Membership
- Meeting Date and Time
- Membership in Attendance

- 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.