

TEACHING ACADEMY - SENATE DOCUMENT

Approved - Spring 2004

Mission: The CSUSB Teaching Academy will support teaching and learning at all levels and in all contexts of university activity, and will serve as a focal point for the university's commitment to this end. In pursuing this goal, the Academy will enhance the intellectual climate, promote discourse among all members of the University community, and serve as an advocate for learning and teaching initiatives and innovations.

(For further details on Teaching Academy Mission and Activities, please go to <http://trc.csusb.edu>, click Teaching Academy)

A. Organizational Structure – Relationship between the Teaching Academy and Other Related Units on Campus

The diagram below describes the roles of and the relationships among the following units:

IQC: Instructional Quality Committee (Senate Committee)
TRC: Teaching Resource Center
TA: Teaching Academy, and
LRI: Learning Research Institute

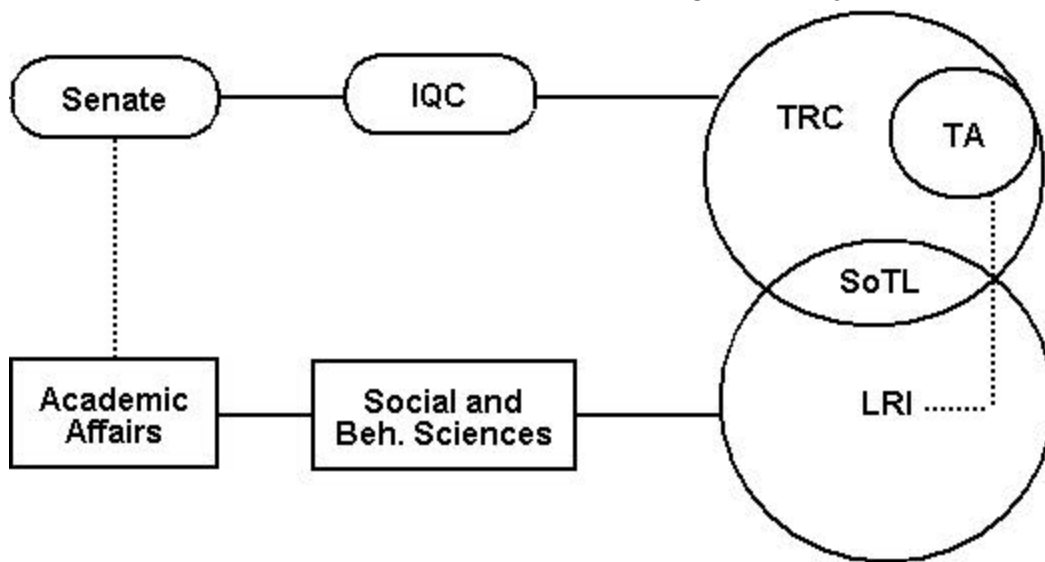
IQC, a Senate committee and as designated by FAM 560, serves as TRC's advisory committee.

TRC, as designated by FAM 560, will promote and support innovation in undergraduate and graduate classroom instruction. To enrich its programs and make them more relevant, the following revision is proposed for FAM 560:

E. Establish and coordinate the activities of a teaching academy or its equivalent, as approved by the Instructional Quality Committee, to help promote campus involvement in teaching-related initiatives, and to enhance liaison between TRC and colleges.

The **Teaching Academy** will serve as the think-tank, liaison, and resource that TRC needs to make its programs more relevant. Teaching Academy members will also serve as models of various teaching qualities and best practices.

LRI is currently designated as an institute that reports to the Dean of Social and Behavioral Sciences. As part of its charge of providing leadership in learning research on campus, TRC will collaborate with LRI for support of TRC's Scholarship of Teaching and Learning (SoTL) program. Further, due to the integral relationship between teaching and learning, the LRI Director is invited to serve as one of the ad hoc members of the Teaching Academy.



2. Representation in the Teaching Academy

MEMBERSHIP

There will be 16 members in the Teaching Academy at any given year. The allocated number of members per College is 3, plus one from the Library.

Currently, the Academy has 19 members. Before June 2005, the Senate, through each College's Professional Awards Committee (PAC), will review memberships, and then add, remove, or replace current members for a final total of 3 representatives per college and 1 from the Library.

MEMBERSHIP	A&L	BPA	EDU	LIB	NSCI	SBS	TOTAL
Allocated Number of Members	3	3	3	1	3	3	16
From 2003-04, number of Current (Founding) Members	2	4	3	1	5	4	19
In 2004-05, PAC's will review memberships (add remove or replace current members for a final total of 3 members per college.)							
Add	1						
Remove		1			2	1	
Replace	?	?	?	?	?	?	
Final Number of Members for 2004-05	3	3	3	1	3	3	16

IQC/TRC will provide the Senate, Deans and the University Librarian with guidelines and basic criteria (i.e., outstanding accomplishments in Teaching, demonstrated or potential for leadership, and evidences of commitment to promoting teaching excellence on campus) for nominations. The nomination procedure will be as follows:

Senate makes an open call for self-nominations and forwards nominations to College PAC's.

College PAC's will select 3 final nominations (this will be adjusted later, when membership rotation is implemented)

Senate/PAC's forward final list to TRC/IQC

TRC sends letters of acceptance. Nominees complete Membership Forms

Provost confirms appointment of new Teaching Academy members

TERMS

Each member will have a 3-year term. To start rotating membership, in 2005-06, the 3 college representatives will go on one 1-year, one 2-year, and one 3-year term each. The Library representative will hold a term of 3 years. The rotation cycle by year is given in the table below.

TERMS (Members indicated as A for one year term, B for 2-yr term, C for 3-yr term):							
	A&L	BPA	EDU	LIB	NSCI	SBS	
2004-05	A,B,C	A,B,C	A,B,C	A	A,B,C	A,B,C	Clean-up membership, First Officers elected
2005-06	A,B,C	A,B,C	A,B,C	A	A,B,C	A,B,C	Terms commence.
2006-07	B,C,A	B,C,A	B,C,A	A	B,C,A	B,C,A	Elect new A with 3-yr term
2007-08	C,A,B	C,A,B	C,A,B	B	A,B,C	A,B,C	Elect new B with 3-yr term
2008-09	A,B,C	A,B,C	A,B,C	B	A,B,C	A,B,C	Elect new C with 3-yr term
2009-	etc	etc	etc	etc	etc	etc	Cycle continues

GOVERNANCE STRUCTURE

TA members will elect 5 officers: a chair elect, a chair, secretary-treasurer and 2 at-large officers. In all subsequent years, TA members will elect 4 officers: a chair elect, secretary-treasurer, and 2 at-large officers. The chair -elect becomes chair. If a member gets elected chair, the college MAY have 4 members during that chair's term. Officers may be re-elected only once. Members can serve a maximum of 3 terms.

The first election will be held in Spring 2005. The first elected cabinet will serve in 2005-06.

The five (5) officers of the Academy shall together constitute a Cabinet charged with directing the Academy's affairs. The TRC Director and the IQC Chair will serve as ad-hoc members.

The Cabinet shall call an annual meeting of the Academy membership in the spring quarter. Other meetings shall be called when requested by formal petition from 10 or more members of the Academy, or when the Cabinet deems them appropriate to the Academy's purpose. The Cabinet itself shall meet at least once per quarter.

The Chair, or Chair-Elect in the absence of the Chair, shall preside at all meetings. The Chair will also serve as convener.

The Secretary-Treasurer shall prepare minutes for each meeting of the Academy and of the Cabinet, and shall distribute copies to all Academy members. The

Secretary-Treasurer shall also administer the Academy's funds (if any), with disbursements to be authorized by the Cabinet.

The Cabinet shall identify the need for standing and ad hoc committees and shall formulate statements of charge for such committees.

Officers will be elected to one-year terms at the annual meeting of the Academy. Upon completion of such one-year term, the Chair-Elect shall succeed to the office of Chair for a one-year term. The Chair-Elect shall become Chair in the event of a vacancy in the latter office. The Chair, with the advice and consent of the Cabinet, shall fill any other vacant Cabinet positions by appointment.

TIMETABLE

Fall - nominations and selection of new member, events

Winter - finalize membership, events

Spring - Old and New Meeting, elections, First Cabinet Meeting of elected officers

3. Funding

FUNDING FOR ACTIVITIES

The Teaching Academy will seek external funding for its activities. TRC may provide limited funding support, if its budget allows. Disbursement and allocation of these funds will be subject to approval of the Teaching Academy Cabinet.

4. Reports

ANNUAL REPORTS

The chair of the Teaching Academy, together with the TRC Director, will submit a report to IQC (cc to the Senate) at the end of each academic year.