

BYLAWS OF THE SENATE TEACHING AND LEARNING ADVISORY COMMITTEE

ARTICLE I: NAME

This committee shall be known as the "Teaching and Learning Advisory Committee" hereinafter referred to as the "the Committee." This committee shall serve as a standing committee of the Faculty Senate.

ARTICLE II: PURPOSE AND FUNCTIONS

Section 1: To function as a standing faculty committee to make recommendations to the Senate, administration and director of teaching and learning regarding

- The continuing development and functioning of The Faculty Center for Teaching and Learning.
- Initiatives, policy and infrastructure regarding the practice of teaching and learning.

Section 2: Functions

- Review and recommend development of FCTL policies and procedures.
- Review and propose Faculty Fellow finalists to the Office of the Provost.
- Advocate for appropriate college funding to support FCTL's core functions and advocate for FCTL personnel and faculty to seek grants to fund innovations.
- Identify necessary resources and make resource allocation recommendations for sustaining FCTL.
- Support best practices and innovation to foster faculty collaboration to enhance faculty teaching and learning, to enrich student learning, and to encourage and motivate life-long learning for both faculty and students.
- Collaborate with the Director of Teaching and Learning, in the planning of Faculty Seminar Day, Faculty Learning Communities and other FCTL activities.
- Periodically review FCTL programming and recommend redesign of systems and roles in light of organizational evolution and change.
- Support and advocate for the building of FCTL capacity and community by using diverse strategies and innovation to provide opportunity and engagement.
- Ensure that FCTL program reviews are shared with the Faculty Senate and appropriate administrative groups including Strategic Planning, and the Board Committee on Academic and Student Affairs.
- Advise on the quality of classrooms and other issues that impact teaching and learning, including academic technology and other teaching environments.
- Advise on existing or needed policies that affect the quality of teaching at Mercy College.

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ARTICLE III: MEMBERSHIP

§1: Composition of the Committee

The Committee shall have 16 members including 11 members appointed or elected from the faculty by the Senate upon recommendation of the Senate's Committee on Committees at least one of whom should be a sitting member of the Senate. This includes one faculty member from each school and from library, plus 5 at-large members appointed or elected by Senate

Committee membership also includes five *ex officio* academic staff, appointed by the President: (1) Director of Online Learning, (2) a Dean from one of the five schools (to be filled by a dean from each school on a rotating basis, and with an individual dean's tenure on the committee limited to one term), (3) the Executive Director of Teaching and Learning, (4) a representative from Center for Academic Excellence and Innovation, and (5) a representative from the Provost's office.

§2: Eligibility for Membership

The qualification for membership are as above. Also, Faculty members should have strong interest in the scholarship of teaching and learning and have experience with FCTL activities.

§3: Membership Terms

Appointment of the faculty shall be 3-year terms, and so staggered that no more than one-half of the terms of membership shall end in any one year. Faculty appointments shall not exceed 2 terms or 6 consecutive years. If a designated committee member misses 2 consecutive meetings, the member will be contacted by email and asked to confirm participation. If no response, after the 3rd absence, the committee member will be asked to step down from this committee and the Senate will be contacted to appoint or elect a new member to fill the open position on the committee.

§4: Removal of Members:

If a designated committee member misses 2 consecutive meetings, the member will be contacted by email and asked to confirm participation. If no response, after the 3rd absence, the committee member will be asked to step down from this committee and the Senate will be contacted to appoint or elect a new member to fill the open position on the committee.

ARTICLE IV: OFFICERS

§1: Officers

The Committee shall have the following two officers:

- Chair
- Secretary

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§2: Election of Officers

The Committee shall elect its officers from among its membership in the following manner: At its first fall meeting annually, the members shall elect a chairperson and a secretary. Report of the elections shall be made to the Senate by the Senate member of the Committee.

§3: Duties of the Chair

The responsibility of the chair is as follows:

The chairperson shall be the presiding officer and shall administer all business of the committee as provided for by the Bylaws. The Chair shall also regularly meet with the FIRS and Administrative Director/Coordinator of FCTL.

§4: Duties of the Secretary

The secretary shall record and transmit minutes of all committee meetings and assist the chairperson with correspondence of the committee as requested. In the event that the Chair is absent from a meeting, the Secretary shall lead the meeting. Another Committee member will take minutes.

§5: Vacancies

In the event of a vacancy of the Chair, the Secretary assumes the role of the Chair until an election can be held. (See §2: Election of Officers)

ARTICLE V: MEETINGS

§1: Regular Meetings

The Committee shall meet as necessary to conduct the business of the committee. This committee will meet at least one time per month during the academic year. It may meet more often depending on the needs to meet its charge. All requests by non-members to attend, will be directed to the Committee.

§2: Quorum

One officer and six additional members shall constitute a quorum. There must be a quorum at any meeting requiring a vote by the committee. *Ex officio members have the same right to vote as other members.* all members, however, must recuse themselves from any vote in which there may be a conflict of interest.

§3: Special meetings, as needed: The Committee may meet more often depending on the needs to meet its charge.

4: Order of Business:

There shall be an agenda for each meeting provided to members, at least one week in advance of the meeting, whenever possible.

§5: Cancellation of Meetings

Meetings of the Committee may be cancelled in cases where there is a College closing or at the discretion of the chairperson.

§6: Other Meeting Modalities

Other meeting modalities, such as telephone conference, may be used.

§7: Minutes

Minutes of the previous regular or special meeting shall be available in written form and read for approval at the next regular meeting. The minutes must be made available upon request to any committee member. The Secretary is responsible for archiving the minutes.

§8: Rules Regarding Non-Members at Membership Meetings

Non-member participation in committee meetings must be approved by vote of the committee.

ARTICLE VI: SUBCOMMITTEES

The Committee shall be empowered to form and delegate tasks to subcommittees, as needed, on a standing or *ad hoc* basis. Normally, subcommittee members must also be members of the full committee unless otherwise determined.

ARTICLE VII: PARLIAMENTARY AUTHORITY

In questions of parliamentary procedure, the committee shall refer to the current edition of *Robert's Rules of Order, Newly Revised*, in all cases to which they are applicable and not inconsistent with the rules and bylaws of the Faculty Senate or the *Constitution for Faculty Participation in the Governance of Mercy College*.

ARTICLE VIII: REPORTS

The Committee shall establish mechanisms of reporting activities to the Faculty Senate. All motions of the committee must be reported to the Senate, and the Committee shall submit an annual report of Committee business to the Senate.

ARTICLE IX: TRANSFER OF RECORDS

Each year, the outgoing Secretary of the committee shall deliver to the incoming Secretary, all records of the Committee including, but not limited to: bylaws, minutes, and standing rules &

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procedures. In the event that the incoming secretary has not yet been elected, the outgoing Secretary shall deliver the Committee's records to the Secretary of the Faculty Senate.

ARTICLE X: AMENDMENT of BYLAWS

These Bylaws may be amended at any meeting of the committee by a three-fourths yes vote of members present and voting. All proposed amendments shall be in the possession of the committee members at least one week in advance of the meeting. There must be sufficient notice to members regarding any meeting in which bylaws changes will be discussed, normally, at least one week prior to the meeting; bylaws amendments must be submitted to the Faculty Senate for review by the Senate Bylaw Committee and for final approval.