

# **TERRY CAMPUS TEACHING RESOURCE CENTER BYLAWS\***

## **I. Definitions:**

- Faculty – The term “Faculty” is defined broadly to include all personnel that have a DIRECT responsibility for the development of students. This includes members of the Instructional Division, Student Services, the Library, as well as teaching personnel in Work Force Training, Continuing Education and the University of Delaware Parallel Program. It also includes part-time and adjunct faculty, as well as full-time.
- Student – the term “student” includes ALL students, credit and non-credit, full- and part-time and day and evening.
- Part-time faculty – faculty hired for a specific number of hours per week, whose term of employment is not directly related to a specific class or classes.
- Adjunct Faculty – faculty hired to teach a specific class, or classes and whose term of employment is directly related to such classes.

## **II. Name:**

The name of the center is the Terry Campus Teaching Resource Center.

## **III. Mission and Goals:**

The mission of the Terry Campus Teaching Resource Center is to enhance student learning and the quality of the student learning experience by promoting excellence in instruction and student development.

The Center will give faculty the opportunity to be responsible for their own professional development through programs and activities designed by faculty to meet faculty needs thus promoting effective teaching and a quality education for students at the Terry Campus. Participation in Center activities will be on a voluntary basis. The goals of the Center are to:

- Facilitate the continuing improvement of instruction and other student development activities by organizing and conducting a variety of programs and activities for faculty.
- Provide opportunities for training in the development, application and evaluation of alternative instructional systems.

- Provide a location where current media, equipment, and other resources are available.
- Provide a means of disseminating information concerning national, local, and Terry Campus innovations and developments in the areas of teaching, learning and assessment.
- Increase awareness of and sensitivity to the learning needs of a diverse student constituency.
- Provide opportunities for networking among faculty, alumni, staff, and community.

#### IV. Teaching Resource Center Governance

The Center, while having a separate and independent governing body, shall be responsible to the Terry Campus Faculty Senate.

The Center shall be governed by an Executive Board elected by and representative of faculty.

- The Executive Board will consist of 12 members. The vote will be according to section 11 of the Faculty Senate By Laws.
- These members will be representative of faculty.
- Executive Board members will serve 2 - year terms of office: half the board members will serve from even to even years and half will serve from odd to odd years.
- Executive Board members will be elected during the spring Terry Campus Faculty Senate meeting and will commence their term of office at the beginning of the following fall semester (term of office will be from fall to fall semester).
- Nominating and election procedures will follow those of the Terry Campus Senate Constitution.
- The option of Co-Chairperson will be at the discretion of the Executive Board.
- The responsibilities of the Chairperson(s) of the Executive Board include:
  1. Scheduling, planning, and conducting monthly Executive Board meetings.

2. Overseeing and assisting the Center coordinator as needed with his/her charges and responsibilities.
3. Ascertaining that the directions of the Terry Campus Senate and Executive Board are accomplished in a professional and timely manner.
4. Conducting the elections of the Executive Board.

V. Coordinator, Terry Campus Teaching Resource Center

- The Coordinator will be selected by and recommended for appointment by the Board of Directors.
- The Coordinator position will be reviewed and appointment will be made annually.
- Seeking approval from the Dean of Instruction for any Center programs which are designed to qualify for developmental credit under the College's Professional Growth Program.
- Managing and maintaining the Center's annual budget.
- Establishing and maintaining a channel of communications, such as a newsletter, to keep all faculty informed of Center activities and other information that may be of interest.
- Working, in conjunction with their Chairperson of the Board, to select and recommend for appointment the Center secretary and work-study student.
- Assigning and managing the hours, duties, and responsibilities of the Center Secretary and work-study student.

The responsibilities of the Center Coordinator include:

1. Conducting periodic needs assessment surveys of all faculty.
2. Assisting in the identification of qualified consultants and presenters, innovative programs, and resources of the Center in order to present activities.
3. Coordinating staff development activities in cooperation with other educational institutions, such as, but not limited to the other campuses of Delaware Tech, the University of Delaware, Delaware State University, the Department of Public Instruction and other nearby colleges.

4. Developing and utilizing appropriate and effective evaluation systems for all Center programs and activities and reporting these evaluation data to the Board of Directors.
5. Developing an annual schedule of on-going staff development activities that are consistent with the needs assessment results.

The responsibilities of the Executive Board include:

2. Establishing plans and procedures which will govern the operation of the Center.
3. Serving as the selection committee for and recommending the appointment of a person to serve as Coordinator of the Center.
4. Overseeing the duties and responsibilities of the Teaching Resource Center Coordinator.
5. Conducting periodic surveys of all faculty to determine needed resources, programs and/or activities that might be provided by the Center.
6. Approving all programs offered by the Center.
7. Approving the selection of consultants and staff selected for Center Activities.
8. Reviewing annually the mission and goals of the Center and developing annual objectives for the operation of the Center along with measures by which the attainment of the annual objectives may be assessed.
9. Reviewing all budget expenditures.
10. Approving proposed annual budgets to be submitted through appropriate designated channels each year.
11. Approving and submitting by June 15 of each year, an annual report including a summary evaluation of Center activities for the year.
12. Exploring possibilities of alternative funding sources that might permit desired expansion of the scope and activities of the Center.
13. Appointing and assigning standing and ad hoc committees as needed.

The Executive Board shall be headed by a Chairperson of the Board

- The chairperson(s) of the Board will be elected by the Executive Board at the April board meeting of each year.
- The chairperson(s) will take office in June of each year: the interim between April and June will be an acclimation period.
- Chairperson(s) will serve a 2 - year term of office.

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