A Constitution for the
CNM Cooperative for Teaching and Learning

Sponsored by the CNM Vice President for Academic Affairs (VPAA), the CNM Cooperative for Teaching and Learning (CTL) is an organization of CNM faculty that fosters internal partnerships across the college to support faculty needs through orientation and professional development and supports and enhances faculty collegiality across schools and departments. The CTL shall be constituted as follows:

I.   **Mission**
        A successful Cooperative for Teaching and Learning (CTL) directly contributes to enabling more consistent faculty performance, both inside and outside the classroom, which should contribute to improved student retention and success. Additionally, an innovative organizational model that adopts faculty college service to achieve faculty development is a sustainable factor to persistent college success. A robust CTL also contributes to more cohesiveness among the Schools of the Division of Academic Affairs and their faculty, as well as more efficient and effective cooperation among stakeholders across the college who contribute to the logistics and organizational support of the Academic Affairs mission.

II.   **Functions and Services**

        The CTL provides the following functions and services for CNM faculty, contingent upon the CNM budget:

        A. **Faculty Professional Development**
            The CTL provides faculty-driven professional development programming to

            - Foster instructional innovation (i.e. integrating technology for student engagement),
            - Provide training and assistance for curriculum development and assessment,
            - Support a variety of instructional delivery techniques, including for both face-to-face instruction and distance learning,
            - Identify and share effective instruction practice that supports a diversity of student needs,
            - Provide training in the use of operational/administrative tools and technologies,
            - Support discipline-oriented professional development/training/field experience,
            - Plan and implement appropriate professional development events.

        B. **New Faculty Support**

            The CTL sponsors and provides support to newly hired faculty as follows:

            i.   *New Faculty Orientation*

                 The CTL provides a centralized new faculty orientation event and support resources that
                 - Welcome new faculty and build collegiality across the College;
                 - Share with new faculty what is unique about teaching at CNM;
                 - Instill a culture of student-centered learning;
                 - Orient new faculty and retain them as employees;
                 - Reduce the stress of the first semester of teaching;
                 - Provide new faculty with faculty and student resources.

                 The CTL new faculty orientation program provides consistent training of new faculty in college processes, contributing to confident faculty, administrative efficiency, and consistently understood and delivered curricula.

            ii. *New Faculty Institute*
                 The CTL sponsors and provides opportunities for new faculty to become familiar with

the culture of teaching and learning at CNM to build professional networks with other new faculty and veteran faculty, and to learn about other opportunities for professional development during their tenure at the college. The purpose of the New Faculty Institute (NFI) is to

- Provide practical topics for new faculty at CNM, to support the development of student-centered teaching strategies, and to provide peer support for new faculty (during the first year of teaching at CNM);
- Provide a forum for academic dialogue related to teaching and learning;
- Acquaint new faculty with the diversity of students at CNM;
- Expand faculty perspectives on the culture and teaching at CNM (student-centered, active and collaborative learning; civic engagement through service learning; and assessment) by interacting and exchanging ideas with peers;
- Develop faculty collegiality across disciplines and enable sharing of best teaching practices;
- Provide a venue for experienced faculty to further develop their scholarship of teaching and learning;
- Learn about CNM's Mission, Vision, and Values and the roles and responsibilities of a faculty member.

C. **CTL Support and Marketing of Faculty Development Events**
By the contributions of CNM faculty or through participation with CTL partners both inside and outside the college, the CTL shall support and market faculty development events as follows:

i. *CTL Events*
Professional development events or opportunities for CNM faculty that are proposed and developed within an established CTL Professional Development Event proposal process. Offerings meet standards for format and quality as reviewed by the CTL Professional Development Team. Offerings are marketed by the CTL, and participants register using the online CTL Professional Development Events Calendar.

ii. *CTL Sponsorships*
Professional development events or opportunities for CNM faculty provided by a partner within the CNM community and intended to enhance teaching and learning at CNM. Sponsored events are developed with active input from faculty members of CTL teams and meet standards for format and quality as reviewed by the CTL Professional Development Team. Sponsored events are marketed by the CTL and may utilize the CTL's online registration process.

iii. *CTL Recommendations*
Professional development events or opportunities for CNM faculty provided by members of the CNM community or outside contributors. Recommended events should enhance teaching and learning at CNM but are not developed with the participation of the CTL. Recommended events are marketed by the CTL but do not utilize the CTL's online registration process or other logistical support.

The CTL Coordinating Committee (see section III.A.) shall expand the functions or services of the CTL as needed.

III.   Organization and Administration

    A. **CTL Coordinating Committee**
        The CTL Coordinating Committee is a standing committee of the Cooperative for Teaching and Learning (CTL) and reports to the Vice President for Academic Affairs. The committee shall be constituted as follows:

        i. *Authority*
            The CTL Coordinating Committee is charged with overseeing the Cooperative for Teaching and Learning with the following specific responsibilities:

            - Determining directions and priorities for the CTL;
            - Coordinating the planning the delivery of all CTL functions (e.g. new faculty orientation, faculty professional development opportunities, & the Faculty Support Network);
            - Coordinating and evaluating assessments of CTL functions;
            - Determining CTL policies and procedures;
            - Identifying and coordinating relationships with college-wide partners and stakeholders;
            - Cultivating open communication with CNM faculty regarding faculty support and development needs related to teaching, learning, and academic processes.

        ii. *Membership*

            a) <u>Members</u>
                The CTL Coordinating Committee consists of…

                - One faculty representative from each School,
                - One representative from the Chair Council,
                - One representative from the Faculty Senate,
                - One representative from the Academic Affairs Council,
                - One CTL Faculty Development Coordinator (See section III.A.iii).

            b) <u>Member Terms</u>
                Representative members serve three-year terms. Members may seek consecutive terms subject to the selection process.

            c) <u>Member Selection</u>
                Faculty representatives of the Schools shall be selected using a process consistent across all Schools:

                - Nominations shall be solicited from among the School's faculty and administrative leadership;

                - The School Dean shall confirm that the nominees are faculty in good standing.

                - The faculty of the School shall vote, and the result shall be verified by the Dean.

                Other representatives shall be selected using a process appropriate for the represented group.

            d) <u>Member Replacement and Transition Term</u>
                In the final academic term of a representative's membership term (or in such a term as the representative chooses to end his or her membership early and gives the Coordinating Committee adequate notice), the member's

represented group shall select a replacement member to serve jointly with the outgoing member for the balance of the term. During this transition term, the outgoing member shall be responsible for orienting the incoming member to Coordinating Committee processes and responsibilities.

iii. *CTL Faculty Development Coordinator*

a) <u>Coordinator Selection and Appointment</u>
The Committee shall select from among the faculty members of the Committee a candidates for appointment to the Faculty Development Coordinator positions. The candidate shall be recommended to the Vice President for Academic Affairs, who shall appoint the Coordinator. The Faculty Development Coordinator serves a three-year term in a School-neutral role. Upon a member's selection as a Chair, the member's School shall select a replacement representative (see section III.A.ii.c.). A Coordinator may serve consecutive terms subject to the selection process or at the request of the Vice President for Academic Affairs. Coordinator terms shall begin in a Summer term.

b) <u>Coordinator Replacement and Transition Term</u>
Faculty Development Coordinator selection shall occur in advance of a term's completion to enable a transition period similar to that indicated for representative members in section III.A.ii.d.

c) <u>Coordinator Duties, and Responsibilities</u>
The Faculty Development Coordinator serves as the first contact for all CTL functions and operations and represents the CTL across the college and publicly as needed. Responsibilities of the Coordinator include the following:

- Establishing the schedule and agenda for and conducting meeting of the CTL Coordinating Committee, working with the Coordinating Committee regarding the CTL budget, policies, procedures, and logistics of CTL resources, activities, and events;

- Consulting with individual CNM faculty as an instructional coach;

- Leading the CTL Faculty Professional Development Team. Responsibilities of this team include the creation, facilitation, and delivery of faculty professional development content, including programming of professional development events and coordinating Faculty Learning Circles and peer coaching activities.

- Leading the CTL New Faculty Support Team. Responsibilities of this team include the creation, facilitation, and delivery of support for new faculty, including New Faculty Orientation and New Faculty Institute.

- Creating and maintaining the CTL's print and online documentation, including online sites and resources, faculty participation records, and marketing of CTL events and resources.

- Additional duties shall be determined by the Vice President for Academic Affairs and the Coordinator.

d) <u>CTL Coordinator Support/Compensation</u>
Contingent upon the CNM budget, the Faculty Development Coordinator shall be compensated in the form of course release: Fall term, 4 releases; Spring term, 4 releases; Summer term, 3 releases.

iv. *Decision-Making*
The CTL Coordinating Committee utilizes consensus decision-making. If an issue is not resolved with satisfactory consensus by the end of a scheduled meeting, the CTL

Chair has the discretion to put the issue to a vote at the following meeting of the committee. Notice of a vote is to be included in the meeting agenda in advance of the meeting. All members present vote.

B. Teams
The work of the CTL is organized by a structure of function-oriented teams. Each team, which may be comprised of CTL Coordinating Committee members, at-large faculty contributors, and members of partner or stakeholder groups, is charged by the Coordinating Committee to be responsible for a specific CTL function or service.

IV. CTL Partnerships
While the CTL is an organization of faculty driven by faculty, the success of its mission depends on productively cultivated relationships with college-wide partners and stakeholders. CTL partners are welcome and needed contributors and advisors to CTL functions and processes. Consequently, the CTL shall actively solicit members of partner groups to serve on CTL teams and consult with stakeholders as needed and appropriate. CTL partners include but are not limited to Employee Training, the Chair Council; the Student Academic Achievement Committee (SAAC); the Faculty Senate; Audiovisual Services (AVS); Media Production Services (MPS); Information Technology Services (ITS); Student Services, including the Disability Resource Center (DRC) and the Dean of Students; the Academic Affairs Council (AAC); the Distance Learning Advisory Committee; the AQIP Core Values Committee; the Sustainability Task Force; as well as any committee within the schools that contributes to the leadership or support of teaching and learning.

V. Approval and Constitution
This Constitution of the CNM Cooperative for Teaching and Learning is hereby approved by the CTL Project Team and the Vice President for Academic Affairs as indicated by the undersigned.

_____   _____
John C. Wright, CTL Chair   Date

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Dr. Sydney Gunthorpe, VPAA   Date