

Faculty Development Center Advisory Board

1.0 Faculty Development Center Mission

1.1 The Faculty Development Center (FDC) at CSUDH includes support, resources and services that enable faculty to achieve excellence, integration, and satisfaction in the areas of teaching, scholarship and service across their career lifespan. The major services provided are teaching and scholarship to support the university's strategic planning goals, student engagement for student-centered learning, curriculum design, first year experience, and peer mentoring.

2.0 Advisory Board

2.1 Charge

2.1.1 The Advisory Board for the Faculty Development Center (Board) shall assist in the following areas in order to directly connect with faculty from all colleges and other stakeholders so as to provide better programming for faculty and to overall increase faculty involvement in the Faculty Development Center and at CSUDH:

2.1.1.1 Research, scholarly and creative endeavors,

2.1.1.2 Curriculum development,

2.1.1.3 Instructional skills development and pedagogy,

2.1.1.4 Community development, and

2.1.1.5 The overall well-being of faculty (i.e., activities such as relaxation, recreation, meditation, etc.)

2.1.2 Faculty development at CSUDH includes support, resources, and services that enable faculty to achieve excellence, integration, and satisfaction in the areas of teaching, scholarship, and service across their career lifespan.

2.2 Board Membership and Terms

2.2.1 Board Membership

2.2.1.1 The membership of the FDC Advisory Board shall be comprised of ten (10) voting members and three (3) non-voting members.

2.2.2 Voting Members

2.2.2.1 The Faculty Development Center Director shall serve as Chair of the Board and shall be responsible for staffing the Board via contact with the appropriate entities on campus;

2.2.2.2 One elected faculty representative from each College (open to tenured, tenure-track, and non tenure-track faculty): College of Arts & Humanities; College of Business Administration & Public Policy;

College of Education; College of Extended & International Education; College of Health, Human Services, & Nursing; College of Natural & Behavioral Sciences;

2.2.2.3 One (1) elected representative from the University Library (open to tenured, tenure-track, and non tenure-track faculty);

2.2.2.4 One (1) non tenure-track instructional faculty representative;

2.2.2.5 One (1) representative from the Office of Academic Technology as designated by the appropriate administrator; and

2.2.2.6 One (1) representative from the Emeritus Faculty Association as designated by the President of the Emeritus Faculty Association.

2.2.3 Ex-Officio (Non – Voting) Members

2.2.3.1 The Associate Vice President for Faculty Affairs & Development

2.2.3.2 The Dean of Graduate Studies

2.2.3.3 The Dean of Undergraduate Studies

2.2.4 To ensure continuity in decision-making, all members will serve for a period of two (2) academic years.

2.3 Call for Faculty Representatives

2.3.1 The first year of the FDC Advisory Board will begin in fall 2018, subsequent elections will be held spring 2020.

2.3.2 Moving forward, faculty representatives shall be elected in the spring semester so that the Board may begin its work at the start of the fall semester.

2.3.3 If a Board member chooses to end their term early, the College will call for a special election to fill the opening.

2.3.4 Once the representatives have been elected, the College shall send a report to the FDC Director with the name of the representative.

2.4 Term

2.4.1 Each Board member shall serve a two-year term.

2.4.2 Each term of service shall begin in the fall semester.

2.5 Procedures

2.5.1 Meetings

2.5.1.1 The FDC Director shall be responsible for calling all Board meetings.

2.5.1.2 All meetings shall take place in the Faculty Development Center.

2.5.1.3 The Board shall meet at least once per semester and provide recommendations for programming to the Faculty Development Center Director for the subsequent academic year.

2.5.1.4 The first meeting of the 2018-2019 Academic Year shall be held in mid-February.

2.5.1.5 The meeting schedule shall be as follows:

2.5.1.5.1 Fall meetings shall be held in mid-October,

2.5.1.5.2 Spring meetings shall be held in mid-February, and

2.5.1.5.3 More meetings shall be scheduled on an "as needed" basis.

2.5.2 Recording and Reporting

2.5.2.1 Recording

2.5.2.1.1 A member of the Board shall be responsible for recording meeting minutes at each Board meeting as appointed by the FDC Director.

2.5.2.1.2 All recommendations made during Board meetings shall be recorded in the meeting minutes.

2.5.2.1.3 Any recommendations that require action and/or review by the CSUDH Academic Senate shall be forwarded to the Faculty Policy Committee.

2.5.2.1.4 The following information shall be made public information on the FDC website:

2.5.2.1.4.1 Meeting minutes;

2.5.2.1.4.2 Meeting agendas;

2.5.2.1.4.3 Meeting schedules;

2.5.2.1.4.4 Meeting locations; and

2.5.2.1.4.5 A list of the current Board members.

2.5.2.2 Reporting

2.5.2.2.1 The FDC Director shall submit an "End of Year" report to the Associate Vice President for Faculty Affairs & Development and the Academic Senate at the end of each Academic Year which shall address events, accomplishments, future action, etc.

Approved: Dr. Michael E. Spagna, Provost and Vice President, Academic Affairs

Date: February 7, 2019