

**Minnesota State Colleges & Universities System**  
**Center for Teaching and Learning**  
**Steering Committee Bylaws**

Adopted November 7, 2001

Revised November 9, 2001

Revised November 6, 2002

Revised January 26, 2005

### **1. Purpose**

The CTL Steering Committee is an advisory group that exists to ensure systemwide representation in the planning and evaluation of CTL services and activities. The committee:

- Provides recommendations and guidelines on systemwide faculty development issues;
- Provides broad oversight of the budget and management of CTL;
- Advises CTL management and staff in the development of programming;
- Advocates for, represents, and reflects diverse faculty opinions and needs;
- Assists with program review and provides feedback on program effectiveness;
- Participates in CTL event planning, grant review, and staff hiring committees;
- Represents CTL at statewide and campus-based faculty development events;
- Participates in periodic self-assessment of committee processes;
- Assures alignment with MnSCU strategic planning;
- Assures the effective and leveraged use of system and external resources (e.g., conference and grant funds).

### **2. Membership**

The CTL Steering Committee consists of:

- Five (5) MSCF and five (5) IFO faculty members appointed by MSCF and IFO presidents;
- 4 college and university administrators, appointed by the Sr. Vice Chancellor for Academic Affairs. Appointees should represent each system institution type (university, community college, consolidated college, and technical college);
  - Two administrators shall be institution presidents, and one of them shall be a member of the Academic & Student Affairs Leadership Council;
  - Two administrators shall be chief academic officers or deans;
- IFO and MSCF faculty association presidents as ex-officio members;
- Two Office of the Chancellor administrators as ex-officio members;
- CTL staff and other guests as ex-officio members.

Committee appointments will:

- Reflect the diversity of the faculty-at-large in terms of career stage, identity (race/ethnicity, gender, etc.), and discipline/program, in addition to institutional type & bargaining unit;
- Be staggered so that at least one-third of the faculty appointees will be new each year;
- Be made for renewable three-year terms.

### **3. Member Roles & Responsibilities**

- Members will respect a common commitment to attend at least three of the five meetings scheduled during each academic year. If a member misses more than two meetings per year, the CTL director and faculty committee chair are expected to notify the appointing authority and ask if an alternate appointment is required;
- Inform the committee of the needs, interests, decisions, and initiatives of their constituent communities;
- Communicate to constituent communities all new committee decisions and initiatives.

### **4. Officers**

The committee has one faculty chair, elected annually by the committee, who will:

- Serve as a liaison to the CTL director and to all committee members;
- Help to build the agenda for all committee meetings;
- Consult with the committee on all aspects of committee functions;
- Facilitate meetings on a rotating basis, at his or her option.

### **5. Meetings**

The committee meets five times during the academic year, in September, November, January, March, and May. Meetings are normally held in St. Paul at the CTL offices. An additional meeting in June or July is held on a campus site in conjunction with a CTL educational event, and provides an optional opportunity for members to attend a CTL workshop, review the past year, and contribute ideas for fall planning.

Meetings are to be conducted in accordance with Roberts Rules of Order, as modified by these Bylaws.

The meeting agenda, minutes of the previous meeting, and all relevant attachments are to be distributed by the CTL director at least seven calendar days in advance of each meeting to the members and to any persons presenting materials to the committee.

Meetings minutes are also posted on the CTL Web site at <http://www.ctl.mnscu.edu/about/committee.html>.

A majority of voting members of the committee shall constitute a quorum.

#### **6. Process**

Any issue within the purview of the Steering Committee that cannot be resolved through a consensus process shall be resolved through voting by the appointed and ex-officio members of the committee (not including CTL staff and other Office of the Chancellor staff who are ex officio members).

#### **7. Definitions**

- “Leadership Council” refers to the Academic & Student Affairs sub-committee of the Chancellor’s Leadership Council, composed of presidents and cabinet members
- “CTL” refers to the Office of the Chancellor Center for Teaching & Learning
- “Committee” refers to the CTL Steering Committee
- “IFO” refers to the Inter Faculty Organization bargaining association
- “MSCF” refers to the Minnesota State College Faculty bargaining association