

MEMORANDUM

TO: Center for Teaching and Learning Work Group Members

FROM: Katherine P. Frank, Ph.D., Provost/Vice President for Academic and Student Life

DATE: December 11, 2016

RE: Center for Teaching and Learning Excellence Work Group Charge

As part of the Division of Academic and Student Life Work Plan, the Office of the Provost has convened a Center for Teaching and Learning Excellence Work Group. This group will also support the work of the President's Baccalaureate Task Force. Your willingness to serve on this group is greatly appreciated.

Your charge is as follows:

CTLE 01: Work with the Provost's Office and the Baccalaureate Task Force Executive Team (Dr. Lene Pedersen, Dr. Stacey Robertson, and Dr. Bernadette Jungblut) to refine the questions to be addressed and to establish report parameters. Please note this is one of multiple components of a larger, comprehensive, progress report that will be compiled by the Baccalaureate Task Force and submitted to the Board of Trustees NLT 30 June 2017

CTLE 02: Summarize current teaching and learning professional development offerings. Compile the current university-level and unit-level policies, practices, and procedures relevant to faculty and staff professional development focused on teaching and learning.

CTLE 03: Discuss how a Center for Teaching and Learning Excellence would support the CWU mission, vision, and core values (attached).

CTLE 04: Describe how a Center for Teaching and Learning Excellence would support the CWU Strategic Plan themes (summary attached).

CTLE 05: Identify the strengths, weaknesses (challenges), opportunities, and threats associated with creating a Center for Teaching and Learning Excellence. Please pay particular attention to the following issues:

- quality of professional development offerings
- opportunities for inquiry-based teaching and learning professional development
- professional development focused on ensuring equity of opportunity for students and providing access for groups traditionally under-represented in higher education (e.g., first in the family in college students, lower socioeconomic status students, and students of color)
- the ways a Center for Teaching and Learning Excellence would support and enhance students' success during their time at CWU.

CTLE 06: Based on your analysis, address the following:

- How would a Center for Teaching and Learning Excellence provide faculty and staff with appropriate opportunities and support for professional growth and development to enhance effectiveness of teaching and learning?
- How would a Center for Teaching and Learning Excellence engage in ongoing, systematic collection and analysis of meaningful, assessable, and verifiable data – quantitative and/or qualitative, to evaluate the Center’s impact on faculty and staff professional development and the quality of teaching and learning at CWU?
- How would the results of assessments of a Center for Teaching and Learning Excellence be: a) based on meaningful institutionally identified indicators of achievement; b) used for improvement by informing planning, decision making, and allocation of resources and capacity; c) made available to appropriate constituencies in a timely manner; and d) lead to enhancement of CWU students’ learning?

CTLE 07: Based on CTLE 05 and CTLE 06 above, provide a list of recommendations for creating a Center for Teaching and Learning Excellence at CWU. Summarize the benefits and costs of each recommendation.

CTLE 08: Using the template to be provided, please prepare and submit an initial report NLT 15 April 2017 for feedback and input from relevant stakeholder groups.

CTLE 09: Based on that feedback and input, revise the report and submit the final version to the Office of the Provost NLT 1 June 2017.

Thank you in advance for your efforts in support of CWU’s mission – and the work of the Office of the Provost, the Division of Academic and Student Life, and the Baccalaureate Task Force.