John H. Lounsbury College of Education
Committee Bylaws
Purpose & Direction Committee

Purpose and Direction	
Purpose: Facilitate the creation and maintenance of the John H. Lounsbury College of Education's (JHL CoE) values, vision, and mission, to clarify intent and to guide the evolution of policy and procedure for the JHL CoE for continuous improvement	
Meets: monthly	
Membership: 2 elected faculty TE; 2 elected faculty PL&I; Dean's Assistant (or designee), and Dean	
Members	**3-year terms: (roll-off year)**
Alex Berglund (PLI) (Secretary)	2024 - 2027
Stacy Waller (TE) (Chair)	2024 - 2027
Kim Muchaweck (TE)	2026 - 2029
Sarah Montello (PLI)	2026 - 2029
Cheri Fulmer (Dean's Assistant)	Term does not expire
Loleta Sartin. (Dean)	Term does not expire

ARTICLE I. NAME

Section I. The name of this committee shall be known as The Purpose and Direction Committee.

ARTICLE II. PURPOSE

Section I. The purpose of the committee has been established as follows:

- Facilitate the creation and maintenance of the John H. Lounsbury College of Education's (JHL CoE) values, vision, and mission, to clarify intent and to guide the evolution of policy and procedure for the JHL CoE for continuous improvement
    - Provide a sounding board for administration and leadership during decision-making processes that represents the voice of the faculty and staff
    - Serve as a conduit between the faculty/staff and administration for concerns, policy-related questions, and ideas
- Ensure that our professed values, vision, and mission are carefully considered in decisions related to JHL CoE policy, procedure, and direction
- Advocate for issues important to the faculty and staff and ensure those remain a priority
- Possible Functions and Objectives
    - Conduct a semiannual survey of the faculty and staff to determine how we are progressing as a CoE, and promote decisions and activities designed to increase our capacity to fulfill our mission and move toward our vision.
    - Facilitate the gathering of annual feedback for individuals in leadership roles, and devise an appropriate format for that process
    - Conduct annual training/review of the process of consensus building in order to promote the use of consensus so that all voices might be heard and respected
    - Provide faculty and staff input on budget formation and distribution of funds, prioritizing based on our mission and values, etc.
    - Oversee the maintenance of a CoE faculty and staff policy handbook including adopted faculty and staff policy, procedures and forms
    - Assist with the transition of newly hired individuals into leadership positions
- Products/Reports/Outcomes
    - Detailed minutes of all committee meetings
    - An annual report
    - Compiled results from surveys and other collections of feedback

ARTICLE III. MEMBERSHIP

Section I. Membership. Items to consider:

- The membership shall consist of four full-time faculty serving staggered, three-year terms, the Dean's Assistant (or designee), and the Dean.
- Members must be committed to gathering and representing the perspectives of the faculty and staff they serve.
- Committee will select a chair from its senior membership.
- Members may continue to serve the committee for multiple terms.

Section II. Voting.

- All committee members are voting members.
- Members may vote electronically.

ARTICLE IV. OFFICERS

Section I. The Chair shall:

- Create the meeting agenda
- Preside over the meeting
- In the absence of the chair, the chair's designee shall preside over the meeting.

Section II. The Secretary shall:

- Maintain an up-to-date list of committee members and their terms
- Record meeting minutes and attendance
- Post approved minutes in designated location

Section III. Selection of Officers: How are officers chosen? What are their terms of service?

ARTICLE V. MEETINGS

- The committee shall meet at least two weeks prior to any scheduled CoE faculty and staff meeting to create a list of suggested agenda items for the meeting with the dean and to make a list of questions, requests for information, or the like from administration.
- Additional meetings will be scheduled, as needed.

ARTICLE VI. AMENDMENT OF BYLAWS

Proposed changes to the bylaws can be brought by the committee to the CoE faculty and staff for approval.

The foregoing Bylaws were duly adopted on October 11, 2024.

***Historical Origins**: In the fall of 2013, the JHL CoE organized a retreat to begin the work of re-visioning, thinking through who we are and who we want to be. At that retreat, with a majority of the faculty and staff present, we came to consensus on the 8 values we want to guide our work. One of those values is "strong voice," and this committee exists to ensure that the faculty and staff have that voice. Throughout the re-visioning process, there was a clear and consistent refrain: that the faculty and staff of the JHL CoE want to increase our capacity to engage in significant and meaningful work. This committee was conceived as part of the re-visioning process in order to establish a teaching and learning community that would promote the engagement of faculty and staff in building that capacity.*