

## **The Purpose and Direction Committee**

**“Moving us toward our vision”**

In the fall of 2013, the JHLCOE 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 JHLCOE 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.

### **Purpose:**

- Facilitate the creation and maintenance of the JHLCOE’s values, vision, and mission in order to clarify intent and to guide the evolution of policy and procedure for the COE for continuous improvement
  - Provide a sounding board for administration 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 COE policy, procedure, and direction
  - Advocate for issues important to the faculty and staff and ensure those remain a priority

### **Membership Guidelines**

- The membership shall be made up of 4 tenured professors and 2 staff members serving staggered, 3-year terms.
- Members must be committed to gathering and representing the perspectives of the faculty and staff they serve
- Meetings are open to anyone who wishes to attend

### **Current Membership**

- Cynthia Alby (Serving through AY 2016-17) – Nominal Chair
- Carol Christy (Serving through AY 2015-16)
- Barbara Roquemoire (Serving through AY 2017-18)
- Staff member (Serving through AY 2017-18) - TBA

### **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.
- Provide a sounding board for those in leadership positions when making decisions important to the faculty and staff
- 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

#### Meeting Schedule/Timelines

- The committee shall meet at least two weeks prior to any scheduled COE faculty and staff meeting in order 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.
- The five-member committee shall meet with the dean and assistant/associate dean approximately one week prior to any scheduled COE faculty and staff meeting and any other time as requested by the administration.

#### How does this committee support the values, mission and vision of the COE?

- This committee's primary purpose is to explicitly support and promote the values, mission, and vision of the COE through continuous improvement in order to remove barriers to achieving our vision and to make the greatest possible advances towards reaching the excellence we desire.