

**Committee Descriptions: Academic Master Planning Facilitator Workgroup
Civic Engagement Advisory Committee**

FACILITATOR WORKGROUP TO GUIDE ACADEMIC MASTER PLANNING

Responsibilities:

- Responsible for developing a *process* that is representative and inclusive; the facilitator workgroup is not the decision-making group and is not a representative group
- Plans input sessions; organizes information; collates feedback; reflects information back to the academic affairs community in a series of feedback loops

Desired Qualifications:

- Previous experience with strategic planning and/or project management
- Experience facilitating sessions
- Ability to meet often during the academic year 2018-2019
 - Fall meetings will be scheduled on Wednesday at 3:00pm approximately 2 weeks
 - Available for meetings in Jan/Feb 2019

Committee Composition:

- 1 Department Chair
- 6 FT Faculty (3 elected at College Council; 3 appointed by Provost's Office)
- 1 Adjunct Faculty
- 1 Institutional Research (Dr. Chris Calienes)
- 1 Dean (Dr. Cathy Leaker)
- 3 Academic Administrators (e.g., Advisement/Support Personnel)

CIVIC ENGAGEMENT (CE) ADVISORY COMMITTEE AND CHARGE

Responsibilities:

- Availability to meet once/month (schedule TBD)
- Research and make recommendations for the following:
 - A professional development plan to support CE, possibly to include a winter/spring workshop and an event to showcase student work
 - Strategies for bridging CE with Service Learning/Experiential Learning and large campus events such as Eco Fest
 - A process for the development and scaling of CE-certified component experiences
 - An implementation plan for the assessment of CE-certified courses and components.
 - Recording of transcript notations for CE-certified courses and experiences

Desired Qualifications:

- Experience with civic engagement projects
- Commitment to interdisciplinary work
- Understanding of the curricular process
- Ability to meet on a regular basis

Committee Composition:

- 1 Department Chair
- 6 Faculty (3 elected at College Council; 3 appointed by Provost's Office)
- 1 Adjunct Faculty
- 3 Student Affairs Personnel (e.g., Career Services, Student Life)
- 3 Administrators