

Dear Dr. Quarless,

We are writing to request funding for a full-time Director position for the Teaching and Learning Resources Committee (TLRC) at SUNY Old Westbury. This is a position which is consistent with the majority of other institutions in the SUNY system. In researching the structure of the Teaching and Learning Resources Committees on other SUNY campuses, we found that the majority of the schools have a Director to facilitate the campus activities for faculty that center on teaching and learning. This director is advised by a faculty committee such as our current TLRC who can convey faculty needs in terms of teaching and learning. This includes campuses such as Albany, Binghamton, Brockport, Buffalo, Cortland, Farmingdale, Fredonia, Geneseo, New Paltz, Oneonta, Oswego, Plattsburg, Purchase, and Stony Brook.

The TLRC plays a vital role in ensuring the quality of education at our institution by providing resources and support for all faculty in their teaching endeavors. However, the current volunteer-based structure of the committee has proven to be unsustainable in the long term. According to the by-laws, the TLRC's purview is quite wide with the following responsibilities.

a) Teaching for Learning Center:

- (1) Assist junior faculty with problems arising from their teaching.
- (2) Organize workshops focusing on faculty growth, acquisition of knowledge, skills, sensitivities and techniques related to teaching and learning.
- (3) Promote interdisciplinary exchanges to help understand modes of teaching in one field with possible applications in another.
- (4) Improve student learning, preparation of learning materials, redesigning courses and systematic instruction.
- (5) Create an effective environment for teaching and learning.
- (6) Provide a forum for faculty to discuss and exchange ideas on research.
- (7) Communicate teaching methods, innovative pedagogical practice, and relevant issues to the College as a whole.

b) Library:

- (1) Provide advice and counsel to the Library Director with respect to the following:
 - (a) general policy on budget priorities for academic services,
 - (b) encouraging liaison with Departments, and
 - (c) informing the Faculty and students about developments in the Library.
- (2) Communicate the needs and views of the Faculty and students to the Director of the Library.

c) Instructional (Academic) technologies:

- (1) Facilitate faculty understanding and utilization of informational technologies.
- (2) Provide a forum for discussion and dissemination of information useful to faculty related to instructional and informational technologies.

(3) Participate in the prioritizing and resource allocation for faculty informational and instructional technology needs, such as providing input to the BPC and the Chief Information Officer (CIO) regarding allocation of SCAP funds.

This is much more than a group of faculty with full teaching loads, research responsibilities, and multiple service obligations can possibly accomplish to strongly support teaching and learning at Old Westbury. In addition, the constant turnover of faculty serving on the committee makes it difficult to keep consistency in what is offered. Stability would help to increase faculty engagement in TLRC programming. A dedicated full-time Director would provide the necessary leadership and direction to ensure the continued success of the TLRC and the much-needed support for faculty teaching and learning, while faculty would offer continued service on the committee in an advisory capacity.

The Director would be responsible for a long-range plan for teaching and learning at Old Westbury and would be accountable for securing grant-based funding, overseeing the committee's budget, coordinating with faculty departments and the college's offices, facilitating consistent programming, providing support for faculty members in their teaching, and developing a database of resources for faculty to utilize. The position would also involve working with other institutions and organizations to stay informed about the latest developments in teaching and learning.

The funding for this full-time position would be a wise investment in the future of our institution, as it would create permanency on campus and ensure the continued success of the TLRC and the quality of education at SUNY Old Westbury. We would be happy to discuss this proposal further with you or provide any additional information that you may require.

Thank you for your time and consideration.

Sincerely,

Supporting Teaching and Learning Working Group:

Teaching and Learning Resources Committee (TLRC)
Center for Excellence in Teaching and Learning (CETL)
Faculty Experience Presidential Committee
Bylaws Working Group