# Teaching and Learning Center Vision

# Faculty Wishlist

DRAFT 9/7/23

Administration is proposing to establish a Teaching and Learning Center, and has asked for faculty input. This document is a collection of vision, recommendations,

## Responsibilities

The responsibilities of the TLRC defined in the Faculty Bylaws and copied below serve as a good starting point for the aims of the proposed Teaching and Learning Center:

*(1) Assist 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 any Budget Planning committees and the Chief Information Officer (CIO) regarding allocation of SCAP funds.*

Additionally, the teaching and learning center should:

* Stay up to date with educational trends and best practices so that relevant workshops can be facilitated on our campus and relevant resources shared with the campus community
* Develop and maintain an online and offline repository of faculty resources related to teaching and learning.
* Be responsive to faculty requests for professional development on topics of interest related to teaching and learning by providing training, inviting outside experts, etc.
* Survey faculty to find out their needs, interests, etc.
* Provide training/professional development

## Organizational Structure

The center should be under the purview of the Office of Academic Affairs. It should have a full-time (12-month) Director, reporting to the Provost. It may have additional support staff, and may include instructional designers.

## Director

The Director position should be a full-time professional staff or administrative role. The director should have extensive experience in teaching and in technology, and with a terminal degree and some publications on record. While the director can come from faculty, splitting the role with a faculty position, e.g. a faculty member with a 1-1 teaching load, is not recommended - most faculty fill specific departmental niches and areas of expertise, and typically do not possess the broad array of skills and knowledge required for this position. The director should have successful grant writing experience. Experience with institutional research and assessment would be a plus. A national search for the position is recommended.

## Location

TBD. Perhaps library?

## Events

The center should host events that bring outside speakers. It should compensate faculty for extra service (such as mentoring) it asks them to do.

## Repository of resources

The center should create, develop, purchase, and maintain resources – both online and offline – for teaching and learning, particularly on topics of faculty interest. As a concrete example, other teaching and learning centers have created and developed extensive materials involving guidance related to teaching with AI.

The current online repository for TLRC/CETL at Old Westbury is inadequate. The new teaching and learning center should create and maintain an active and informative online presence.

## Funding/Budget

We leave this to Academic Affairs, but the director should write grants and bring in funding from outside sources.