



MINNESOTA STATE

**MINNESOTA STATE
ACADEMIC AFFAIRS COUNCIL
FACULTY DEVELOPMENT COMMITTEE CHARTER**

Faculty Development Committee: This is a standing committee of the Academic Affairs Council, approved by the Coordinating Commission in March 2012. Charter revised December 2017.

Charge: The Faculty Development Committee advises the Academic Affairs Council and system office faculty development leadership on issues relative to faculty professional development initiatives and programs systemwide.

Roles & Responsibilities:

- Assist system office faculty development leaders on identifying and prioritizing system faculty and instructional development goals and activities for each academic year.
- Sponsor and/or advocate for statewide faculty development opportunities aligned with system goals and priorities, as possible.
- Facilitate communication among faculty, campus faculty development leaders, administrators, and system office staff.
- Facilitate connections with faculty development leaders across the system through activities such as webinars and annual face-to-face meetings.
- Advise and collaborate with other councils, including the Academic Technology Council, with faculty development issues as needed.
- Advise the Academic Affairs Council on systemwide faculty development issues and needs.

Scope: Faculty professional development needs and interests related to teaching and learning, instructional development, scholarly and professional expertise, student learning outcomes assessment, and inter-campus collaboration.

Duration and Time Commitment:

- Meetings each month from September through May – 1.5 hours per month (all meetings available in person or via web conferencing)
- Preparation and follow-up to monthly meetings – 1-2 hours per month
- As possible, committee members will participate in sponsored events, including webinars, face-to-face meetings, or other faculty development activities.

Meeting Times and Dates: Meeting dates and times will be determined by committee members prior to each semester. The committee's meetings should precede Academic Affairs Council meeting dates when possible so that reports can be distributed to and discussed by the Council. All meetings will be held in person and also via web-conferencing software. The system office will pay travel expenses for faculty and student members as needed. Institutions are expected to pay expenses for administrators.

Membership: The Faculty Development Committee is comprised of faculty, campus administrators, students, and system office staff. Members of the committee should reflect the diversity of institutions across the system and include representatives from various offices engaged in faculty development, e.g. Equity and Inclusion, Academic Technology, etc. Faculty, from both liberal arts and career and technical education disciplines, will be appointed by bargaining units; students will be appointed by student associations. Administrators and system office staff will be recruited by committee chairs and serve at will; efforts should be made to include administrators such as Chief Diversity Officers and staff from accessibility offices. Members are asked to commit to three-year terms. Ad hoc committee members will be invited to participate as needed. The committee will include a minimum of one person from each of the following:

- University Faculty (IFO)
- College Faculty (MSCF)
- University Administrative and Service Faculty (MSUAASF)
- University Students (Students United)
- College Students (LeadMN)
- College Administrators
- University Administrators
- System Office Academic and Student Affairs Division Staff: Director for Faculty and Instructional Development and one or two additional system office staff
- Academic Technology Council: one member or council designee (with specific interest in teaching with technology)
- Ad hoc committee members, as needed

Expectations of Committee Members:

- Attend and participate in meetings as scheduled.
- Support and participate in committee-sponsored activities, as able.
- Represent the positions of constituents.
- Work with all members to build consensus in decisions and recommendations.
- Respond objectively to Council requests and direction.
- Provide recommendations to the Academic Affairs Council that meet student, institutional and system needs.
- Communicate discussions and recommendations back to their constituents.

Committee Leaders: The committee ideally has co-chair(s), one from IFO and the other from MSCF, who will serve staggered two-year terms. The chair(s) will be selected from the committee members by consensus of all members. The chair(s), with support from the system office Director for Faculty and Instructional Development, will take the lead in identifying issues to be discussed by the committee, and help develop the full committee agenda.

Resources Needed:

- Administrative support for scheduling, processing, travel expenses, or other expenditures
- System office supported web-conferencing software
- Funding for committee member travel reimbursement, meeting materials and supplies
- Funding, as needed and appropriate, to support faculty development activities sponsored by the committee and approved by the Council or Associate Vice Chancellor of Academic Affairs

Consultation Process:

- Communication to the Academic Affairs Council through:
 - AAC Committee Status Reports
 - Attendance at the Academic Affairs Council meetings by committee representatives and/or the system office Director for Faculty and Instructional Development
- Communication with Academic Technology Council through attendance at meetings by committee representatives and/or the system office staff
- Communication to faculty and faculty development leaders through multiple means, including the Faculty Development Network listserv and virtual or face-to-face meetings

Links: The committee charge document, membership list, meeting schedule, agendas, meeting summaries, and other information will be available and posted publicly at the [ASA Connect Faculty Development Committee](https://mnscu.sharepoint.com/sites/asa/SitePages/Page.aspx?topicID=80&topicName=Faculty%20Development%20Committee) page.

([https://mnscu.sharepoint.com/sites/asa/SitePages/Page.aspx?topicID=80&topicName=Faculty Development Committee](https://mnscu.sharepoint.com/sites/asa/SitePages/Page.aspx?topicID=80&topicName=Faculty%20Development%20Committee))

System Office Staff Support:

Kathy Pilugin, Administrative Assistant, Academic Affairs

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Responsible System Administrator:

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