

**Center for the Enhancement of Teaching Advisory Board
MISSION AND BYLAWS**

**KUTZTOWN UNIVERSITY
Kutztown, PA 19530**

MISSION

The Kutztown University Center for the Enhancement of Teaching (CET) exists primarily to facilitate the involvement of faculty in a dialogue regarding the art and science of university teaching. The CET offers programs, activities, and resources to support excellent teaching throughout the university.

The CET advisory board reports to the Senate and is responsible for the following:

- Recommending CET events and programs to the CET faculty director.
- Assisting the CET faculty director with CET events and programs.
- Soliciting and responding to the needs, interests and concerns of the faculty on issues related to college-level teaching and learning.

BYLAWS

I. COMPOSITION AND TERMS OF APPOINTMENT

A. Composition

- Faculty Director of the CET – Permanent Advisory Board Chair (ex-officio)
- Associate Provost for Accreditation and Assessment (ex-officio)
- Faculty Representative from each of the four colleges
- Representative from Office of Distance Education
- Representative from Professional Development Committee
- Representative from Senate
- Representative from Library
- Graduate student representative
- Undergraduate student representative

B. Terms of Appointment

- The faculty Director of the CET serves as a permanent member of the Advisory Board.
- Appointed representatives serve for staggered three-year terms.
- The Associate Provost for Accreditation and Assessment serves an indefinite term of office.

C. Election of Advisory Board Members

- Faculty representatives are appointed by the Committee on Committees.
- All other members are selected by procedures determined by the bodies they represent.

D. Election of Officers

- Officers include a Chair, a Vice-Chair, and a Secretary.
- The term of office for Vice-Chair and Secretary is one year.
- Officer elections are conducted during the first meeting of each academic year.

II. Responsibilities

A. Responsibilities of Advisory Board Members

- Review bylaws of CET Advisory Board on an annual basis.
- Attend meetings on a regular basis. Inform the Chair if unable to attend a meeting. Members who cannot attend a meeting must designate a qualified substitute from their constituency and have them attend. Members who miss two regularly-scheduled meetings (without notice or representation) in any given semester may be assumed to have withdrawn from the Advisory Board and will be replaced.
- Elect Vice-Chair or Secretary of the Advisory Board.
- Support CET initiatives and assist the planning and organization of the CET events.
- Provide regular feedback to your appropriate constituency.
- Perform additional responsibilities as assigned by the chair or the Advisory Board.

B. Responsibilities of the Chair

- Distribute the bylaws to the members at the first meeting of the academic year for review.
- Call meetings on a regular basis.
- Set the agenda and distribute it prior to the meeting.
- Hold an election for Vice-Chair or Secretary.
- Present an annual report to the Senate.
- Ensure that the work of the Advisory Board is implemented.
- Represent the CET in university affairs as appropriate.

C. Responsibilities of the Vice-Chair

- Assume all the responsibilities of the Chair in the Chair's absence.

D. Responsibilities of the Secretary

- Record the minutes of each meeting.
- Record the attendance.
- Submit copies of minutes to the Senate for archival purposes.

III. MEETINGS

- The Advisory Board meets twice a semester, and additional meetings as needed.

IV. VOTING

A. All members of the Advisory Board have voting privileges with the exception of these two members (Associate Provost for Accreditation and Assessment and Representative from the Office of Distance Education)

B. Electronic voting is acceptable for decisions needed to be made when meetings are not scheduled or the voting cannot be conducted during meetings. The Chair

will be responsible for coordinating any electronic voting.

V. AGENDA

- A. The agenda shall consist of the following order of priority (recommended):
 - Call to Order
 - Approval of Minutes
 - Announcements
 - Old Business
 - New Business
 - Adjournment
- B. A call for agenda items will be sent out to all Advisory Board members with a copy of a minutes and a draft agenda at least one week prior to a meeting.
- C. The final agenda for the meeting will be available for the members of the Advisory Board on the day of the meeting.

VI. RULES OF ORDER

- A. Robert's Rules of Order will govern the Advisory Board's procedures in all cases where applicable.
- B. A quorum consists of five members.
- C. In order for a vote to take place, a quorum of voting members is needed.
- D. Amendment of the Bylaws shall require a two-thirds majority of the voting membership.

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