

Longwood University Faculty Senate  
**PROPOSAL/POLICY COVER SHEET**

This cover sheet is intended to provide information to members of the Faculty Senate about a new proposal/policy or about revisions to an existing proposal/policy. **If you are proposing a new policy, then attach the text of the policy to this form. If you are proposing a change to an existing policy, then attach the text of the current policy with any deleted language marked by a strikethrough and with new language marked by an underline. If you are deleting a policy, then attach the text of the policy to be deleted.**

**COMMITTEE(S)** that authored or sponsored this proposal:

Center for Faculty Enrichment

**TOPIC:** Changes to the committee name and description in the FPPM

**BACKGROUND** (Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal).

When the committee was first formed, the Center for Faculty Enrichment was a single entity – the Coordinator of the Center for Faculty Enrichment. At that time, stakeholders around campus were invited to help shape the direction for the growing center.

Since, the center has grown to include a full time Director, two Assistant Directors, and a team of faculty consultants with pedagogical training. The revisions to the FPPM page reflect both editorial updates as well as revision of membership to meet the center's changing needs.

**SUMMARY OF NEW POLICY OR PROPOSED CHANGES OR DELETIONS TO AN EXISTING POLICY** (Provide a brief list or statement describing the content of the policy or the proposed changes or deletions):

**Briefly, updates include:**

- Name change to Advisory Committee for the Center for Faculty Enrichment
- Updating position of “Coordinator” to “Director”
- Revised membership list to include members with a pedagogical background that can inform the center's programs and future directions
- Revised method of selection & Reporting route

**All changes are listed at the end of the document**

**RATIONALE FOR THE POLICY OR PROPOSED CHANGES** (Provide a brief statement as to why the new policy, the changes, or the deletion is needed).

The changes to the FPPM are overdue in terms of editorial updates to the name of the committee itself, to title of the director, to match up with actual reporting route. Additionally, the change in membership will allow the committee to be even more functional as each member will bring specific pedagogical learning tools to committee discussions.

All of these changes are made with the express purpose of enabling the Center for Faculty Enrichment to better serve the professional development needs of Longwood faculty.

**Routing information and signature lines:**

Date submitted to Senate Executive Committee for Consideration:

Action(s) Taken:

Date first read at Faculty Senate:

Action(s) Taken:

Date final action taken by Faculty Senate:

Action(s) Taken:

Senate Chair: \_\_\_\_\_

Date submitted to the PVPAA (within 5 working days of Senate approval):

Action(s) Taken:

PVPAA: \_\_\_\_\_

Date: \_\_\_\_\_

Date submitted to other administration:

Action(s) Taken:

Administrator: \_\_\_\_\_

Date (within 15 working days of PVPAA's signature): \_\_\_\_\_

Date submitted to the Board of Visitors:

## I. ADVISORY COMMITTEE FOR THE CENTER FOR FACULTY ENRICHMENT

1. **Purpose and Duties:** ~~This committee shall meet regularly with the Coordinator of the Center for Faculty Enrichment (CAFE). It shall make recommendations on any or all activities of the CAFE, suggest speakers and/or topics, assist with activities, and serve as liaison with the colleges.~~

Meet to discuss the needs of faculty, including teaching, research, and leadership development. Serve as a liaison with colleges and campus partners.

2. **Membership:** ~~Coordinator, Center for Faculty Enrichment; 1 faculty representative from each college (CCCAS, COBE, CEHS, CGPS); 1 Adjunct Faculty/Lecturer; 1 representative from Greenwood Library; 1 representative from Informational and Instructional Technology Services; 1 representative from the Office of Assessment and Institutional Research; 1 representative at-large.~~

Director, Center for Faculty Enrichment (CAFE); Assistant Directors, CAFE; CAFE Faculty Consultants (e.g., Teaching Writing, Teaching Speaking, Diversity & Inclusion); 1 representative from the Greenwood Library; 1 representative from Assessment & Institutional Research; 1 representative from Digital Education Collaborative.

3. **Ex-Officio Members:** None
4. **Tenure Restrictions:** None
5. **Departmental Restrictions:** None
6. **College Restrictions:** ~~At least one from each college.~~ None
7. **Other Restrictions:** None
8. **Term of Office:** ~~Variable~~ One year, eligible for re-appointment
9. **Method of Selection:** ~~Appointed by the Coordinator of CAFE in consultation with the Senate Executive Committee~~ Appointed by the Director of CAFE in consultation with the PVPAA
10. **Chair:** ~~Coordinator, CAFE~~ Director of CAFE
11. **Reporting Route:** ~~To the Faculty Senate~~ To the PVPAA