

# Committee Chairs' Handbook

*2015 Edition*

# Council on Technology and Engineering Teacher Education Committee Chairs' Handbook

## Revision Dates

1996

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2015



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# Council on Technology and Engineering Teacher Education

## Committee Chairs' Handbook

### Introduction

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The success of any organization rests on the shoulders of the leadership. Much of the work of the CTETE is completed by members serving on the standing and strategic committees. Therefore, the committee chairs play a vital role in helping the Council stimulate change in technology teacher education programs.

This manual has been prepared to help you complete your assigned responsibilities. It will present:

1. The Council committees and their duties.
2. Committee channels of communication.
3. Duties of a committee chair.
4. A chairperson's checklist.
5. Forms for committee use.

### CTETE Committees

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**Executive Committee:** This committee consists of the President, Vice President, Secretary, Treasurer, and Immediate Past President. Its primary responsibility is to carry out the administrative functions of the Council as described in the CTETE Constitution and Bylaws, and to oversee the work of the other committees.

**Accreditation Committee (Standing Committee):** The Chairperson is appointed and the Executive Committee Liaison shall be the President. Its primary responsibilities are to remain current on program accreditation issues and to develop standards for the accreditation of college and university technology teacher education programs, in cooperation with any regional or national agencies with which the Council is affiliated.

**Journal of Technology Education (JTE) Management Board (Standing Committee):** The Chairperson and Executive Committee Liaison shall be the Immediate Past President. The primary function of this committee is to provide oversight to the operations of the *JTE*.

**Nomination and Election Committee (Standing Committee):** The Chairperson and Executive Committee Liaison shall be the Immediate Past President. This committee shall conduct the election of officers as specified in the Bylaws, Article VIII, Section 3, Election of Officers.

**Teacher Educator-of-the-Year Committee (Standing Committee):** The Chairperson and Executive Committee Liaison shall be the Immediate Past President. This committee shall select the recipient of the Technology and Engineering Teacher Educator-of-the-Year award as specified in the Bylaws, Article IX, Sections 2 and 3, Technology and Engineering Teacher Educator-of-the-Year Selection.

**Yearbook Committee (Standing Committee):** The Chairperson and Executive Committee Liaison shall be the Immediate Past President. Its primary function is to plan, organize, and publish the annual Council Yearbook.

The title for the annual yearbook shall be approved for as many as, but not more than, five years in advance of publication. The ten members of this committee shall be appointed by the Executive Committee for a term of five years on a rotating basis, whereby each year the two members whose terms have expired will be replaced by the appointment of two new members.

**Curriculum Development (Strategic Committee):** The Chairperson is appointed and the Executive Committee Liaison shall be the Treasurer. Its primary function is to provide leadership for the review, development, or implementation of standards-based curricula and articulation with other disciplines. The Chairperson and members of the Curriculum Development Committee shall be appointed in accordance with the Bylaws, Article V, Sections 2 and 3, Committees.

**Leadership Development (Strategic Committee):** The Chairperson is appointed and the Executive Committee Liaison shall be the Immediate Past President. Its primary function is to advance and promote leadership development activities within the technology and engineering teacher education profession. The Chairperson and members of the Curriculum Development Committee shall be appointed in accordance with the Bylaws, Article V, Sections 2 and 3, Committees.

**Marketing (Strategic Committee):** The Chairperson is appointed and the Executive Committee Liaison shall be the Secretary. Its primary function is to position and market technology education and technology teacher education to a variety of stakeholders. The Chairperson and members of the Curriculum Development Committee shall be appointed in accordance with the Bylaws, Article V, Sections 2 and 3, Committees.

**Research and Scholarship (Strategic Committee):** The Chairperson is appointed and the Executive Committee Liaison shall be the President. Its primary function is to develop and promote a research agenda to serve as a foundation for curriculum, program, and professional development, as well as assessment, and to promote the application of research findings for improving technology and engineering teacher education. Members of this committee will also review and rank applications for the CTETE research awards. The Chairperson and members of the Curriculum Development Committee shall be appointed in accordance with the Bylaws, Article V, Sections 2 and 3, Committees.

**Teacher Preparation (Strategic Committee):** The Chairperson is appointed and the Executive Committee Liaison shall be the Vice President. Its primary function is to promote the development of innovative models for undergraduate and graduate program delivery and teacher licensure, and adoption of these models by technology teacher education programs. The Chairperson and members of the Curriculum Development Committee shall be appointed in accordance with the Bylaws, Article V, Sections 2 and 3, Committees.

## **Committee Chairperson Duties**

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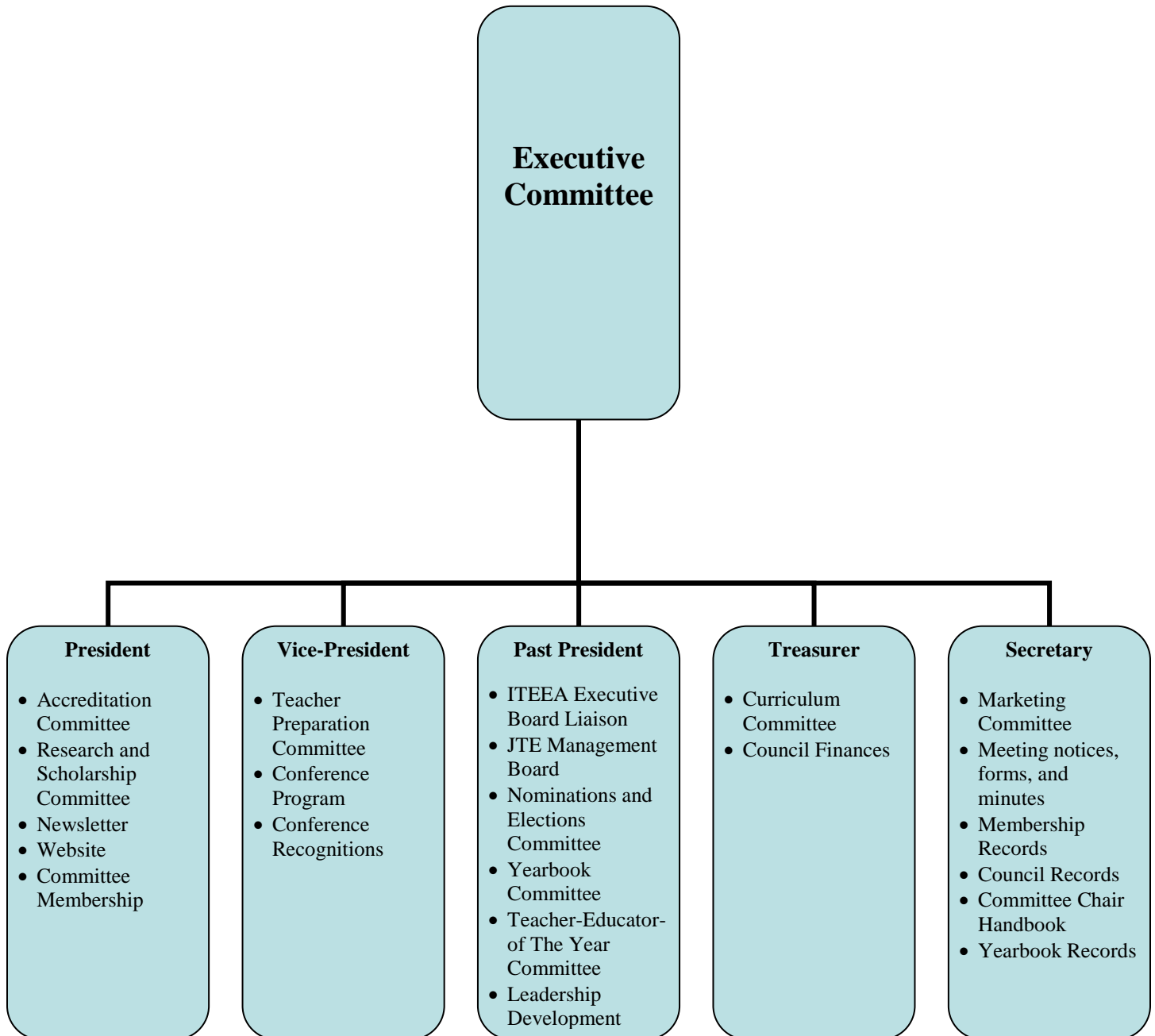
Specific chairperson duties are listed on the Council Calendar within this handbook. The general responsibilities outlined in Article V, Section 7 of the Constitution and Bylaws are assigned to each Council Committee chairperson. The general responsibilities include:

1. Help establish committee goals.
2. Maintain communication with committee members.
3. Make required periodic reports to the Executive Committee.
4. Attend the annual Chairpersons' Breakfast.
5. Conduct the annual Committee work session, held at the ITEEA conference.
6. Present an annual report of the Committee's work at the Chairpersons' Breakfast and at the annual Business Meeting.
7. Prepare budget requests to support the Committee's work.
8. Recommend additions and deletions to the Committee membership to the Executive Committee.
9. Attend the annual CTETE Business Meeting, held at the ITEEA conference directly prior to the Committee work sessions.

## Committee Communication Channels

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Each committee has been assigned a specific Executive Committee member as a liaison. This liaison will provide a direct link between the Committee and the Executive Committee. Normal Committee reports and other correspondence should be directed to the liaison person shown on the chart below.



## Calendar of Council Activities

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A number of tasks facing the Committee Chairperson are routine. To help in managing the committee activities, the following calendar has been developed.

Date	Activity, Responsible Member(s)
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### January

15 <sup>th</sup> .....	Check on committee member progress (Committee Chairs)
20 <sup>th</sup> .....	Begin conference preparation (Executive Committee)

### February

1 <sup>st</sup> .....	Request Membership Form updates from committee chairs (Secretary)
20 <sup>th</sup> .....	Newsletter items to President (Executive Committee Liaisons)
20 <sup>th</sup> .....	Membership Form updates to Secretary & Liaison (Committee Chairs)

### March

1 <sup>st</sup> .....	Council quarterly newsletter (President)
Conference .....	Annual reports (All Officers & Committee Chairs)
Conference .....	Attend committee chair breakfast (All Officers & Committee Chairs)
Conference .....	Attend Council business meeting (All Officers & Committee Chairs)
Conference .....	Lead the committee work session (Committee Chairs)
Conference .....	Submit membership, budget request, & task list to Secretary and Liaison (Committee Chairs)

### April

10 <sup>th</sup> .....	Letter thanking committee members & reminding them of activities (Committee Chairs)
15 <sup>th</sup> .....	Conference follow-up/Coordinate Executive Committee plan of work (President)
15 <sup>th</sup> .....	Distribute request for conference presentation proposals (Vice President)
15 <sup>th</sup> .....	Letters of acknowledgment to CTETE award winners; Thank you letters to committee chair (President)

### May

15 <sup>th</sup> .....	Conference follow-up/Coordinate Executive Committee plan of work (President)
TBD.....	Attend Executive Committee retreat (bi-annual) (Executive Committee)

### June

1 <sup>st</sup> .....	Check on committee member progress and report to Liaison (Committee Chairs)
1 <sup>st</sup> .....	Facilitate review of conference proposals and coordinate program with ITEEA planner (Vice President)
10 <sup>th</sup> .....	Newsletter items to President (Executive Committee Liaisons)
15 <sup>th</sup> .....	Council quarterly newsletter (President)

### July

10 <sup>th</sup> .....	Request Yearbook progress update from Yearbook Editor (Past President)
15 <sup>th</sup> .....	Coordinate Executive Committee plan of work (President)

### August

15 <sup>th</sup> .....	Coordinate Executive Committee plan of work (President)
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September

- 1<sup>st</sup> ..... Check on committee member progress and report to Liaison (Committee Chairs)
- 10<sup>th</sup> ..... Newsletter items to President (Executive Committee Liaisons)
- 15<sup>th</sup> ..... Council quarterly newsletter (President)

October

- 15<sup>th</sup> ..... Coordinate Executive Committee plan of work (President)
- 15<sup>th</sup> ..... Prepare Yearbook progress update (Past President)

November

- 1<sup>st</sup> ..... Distribute calls for award nominations (Past President, President, & Research Committee Chair)
- 15<sup>th</sup> ..... Coordinate Executive Committee plan of work (President)

December

- 1<sup>st</sup> ..... Check on committee member progress and report to Liaison (Committee Chairs)
- 1<sup>st</sup> ..... Distribute calls for award nominations (Past President, President, & Research Committee Chair)
- 10<sup>th</sup> ..... Newsletter items to President (Executive Committee Liaisons)
- 15<sup>th</sup> ..... Council quarterly newsletter (President)

## **Committee Forms**

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The following forms are provided to help Committee chairpersons complete their assigned responsibilities:

### **Committee Task Organization Form**

Complete this form during the annual conference and return it to the Secretary and Executive Committee Liaison at the end of the committee work session. The form should detail all planned committee tasks, individuals' responsibilities, budget requests, and deadline dates.

### **Committee Annual Report Form**

Complete and make 40 copies for the Committee Work Session, Chairperson's Breakfast, and the Business Meeting at the annual conference.

### **Committee Member Recommendation Form**

Complete the form and send it to the Council President. Candid comments are needed so that all committees are staffed with individuals who will work. Comments will be held in confidence.

### **Reimbursement of Expense Request Form**

Complete this form and submit it to your Executive Committee Liaison for each Council Committee expense, when applicable. The Liaison will forward the approved payment request to the Treasurer.



### Committee Task Organization Form

**Directions:** Complete and return all pages to the CTETE Secretary immediately following the committee work session.

**Committee:** \_\_\_\_\_

**Committee Chair:** \_\_\_\_\_

**Executive Committee Liaison:** \_\_\_\_\_

Task \_\_\_\_ of \_\_\_\_

Task Name and Description	Responsible Member(s)	Due Date	Budget Request

Task \_\_\_\_ of \_\_\_\_

Task Name and Description	Responsible Member(s)	Due Date	Budget Request

Task \_\_\_\_ of \_\_\_\_

Task Name and Description	Responsible Member(s)	Due Date	Budget Request

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**Committee Annual Report for \_\_\_\_\_**

Complete and make 40 copies for the committee chairs' breakfast and the business meeting at the ITEEA Annual conference.

**Committee:** \_\_\_\_\_

**Committee Chair:** \_\_\_\_\_

**Executive Committee Liaison:** \_\_\_\_\_

**Achievements during the year:**

**Work in progress:**

Committee: \_\_\_\_\_

**Future initiatives & Plan of work for next year:**

**Other comments or concerns:**

### Committee Member Recommendation Form

**Directions:** Complete the form and send it to the CTETE President. Candid comments are needed so that all committees are staffed with individuals who help to complete the committee’s work. *All comments will be held in confidence.*

**Committee:** \_\_\_\_\_

**Committee Chair:** \_\_\_\_\_

**Executive Committee Liaison:** \_\_\_\_\_

The following are my recommendations for committee staffing action:

Committee Member Name	Action*	Comments

\* Action code: **KW** = keep on committee - works hard; **KE** = keep on committee - works with encouragement; **R** = Remove from the committee (indicate reason in comments).

I recommend that the following people be considered for membership on this committee:

Name	Institution/Organization

### Reimbursement of Expense Request

**Directions:** Complete this form and submit it to your Executive Committee Liaison for each Council Committee expense. The Liaison will forward the approved payment request to the Treasurer.

**Committee:** \_\_\_\_\_

**Committee Chair:** \_\_\_\_\_

**Executive Committee Liaison:** \_\_\_\_\_

Make check payable to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The expense \_\_\_\_ (was) \_\_\_\_ (was not) on the committee's approved budget.

Description of the expense (attach all receipts and/or invoices):

**APPROVAL:**

Received by: \_\_\_\_\_  
(Executive Committee Liaison)

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

Approved: \_\_\_\_\_  
(Council Treasurer)

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

Check number: \_\_\_\_\_

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