

CAST Charter

CAST Mission Statement: The Committee for the Art and Science of Teaching (CAST), an interdisciplinary committee of faculty members and professional staff, is commissioned to create and implement professional development opportunities which aim to enhance and highlight the teaching, learning and technology. CAST is tasked with promoting a committed engagement with current “best practices” in education at the two-year college. The committee will accomplish this by focusing on areas including technology, pedagogy, and research on teaching and learning.

Scope of Committee: This committee is designed to meet the professional development needs of both full-time and part-time faculty members, as well as professional staff. All of HWC can benefit from the work done by CAST.

Membership and meetings: All full-time and part-time faculty and professional staff are eligible for membership in CAST. Each department should have at least one member who is an active (attending) member. CAST meetings are held in room 1046. Meeting dates and times will be arranged by the coordinators and announced in advance.

Elections of CAST officers: Two faculty coordinators are elected by all full-time faculty in a yearly election held in November for the following January-December calendar time frame. Nominations for coordinator are taken during November followed by a vote. The top two vote-getters are elected as co-coordinators. In the case of a tie, there will be a run-off. Nominees may choose to run individually or as a two-person team.

CAST Leadership: Coordinators (2)

Qualifications and Release

The coordinators must be full-time faculty members elected by other full-time faculty members. The coordinators will serve for one calendar year and receive three hours release time per semester. The coordinators will also receive release for 15 of the 30 hours of registration for the Fall semester due to their Faculty Development Week work.

Duties (to be shared between coordinators)

- Work with the Dean of Instruction and Faculty Council president in matters of logistics and budgeting (when applicable)
- Run/plan CAST meetings
- Attend all meetings
- Post Tuesday Teaching Talk on Harold Lounge weekly (or solicit others to do so)
- Maintain the CAST event calendar
- Manage reservations for 1046
- Lead the planning efforts for Faculty Development Week
- Maintain a database of Faculty Development offerings and participants
- Create/send announcements for events and disseminate via various channels (paper, e-mail, blogs, etc.)

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Desired Outcomes and Deliverables

- In Fall and Spring semesters, at least three professional development workshops will be presented for the benefit of all full-time and part-time faculty.
- The CAST event calendar will be created and maintained. It will detail professional development opportunities from CAST and other entities.
- CAST will be in charge of developing, organizing and implementing Faculty Development Week (FDW) in the Fall semester. An ad hoc subcommittee may be formed for this purpose in the Spring semester. The topics for the FDW seminars will be chosen based on the input of the faculty, administration, professional staff and the 1600 Union.
- Room 1046 will be developed and maintained as a resource center and lounge for faculty. See below for details of appropriate uses of Room 1046.
- A database of professional development topics and presenters from Harold Washington College will be maintained.

Room 1046: “The CASTle”

In Spring 2009, CAST acquired room 1046. The room serves as a faculty lounge of sorts and a resource center. Traditionally the room has been used for CAST meetings as well as other committee and department meetings. In addition, when a meeting is not taking place, the room functions as a faculty lounge in which the free exchange of ideas is encouraged.

In Fall 2011, CAST agreed in a unanimous vote that room 1046 is a faculty space. The approved uses are listed below.

Approved uses

- Department meetings
- College Committee meetings
- Faculty grading/reading
- Departmental faculty development
- Faculty SMART Board/technology training

Reserving room 1046

The coordinator is in charge of taking reservations for the room on a first-come, first-served basis. Individuals or groups can reserve the space and may reserve the room for multiple dates at once. In the case of a conflict, the coordinator will put the conflicting parties in touch with one another in order to work out a possible compromise. In the unlikely event that the parties involved in a simple, incidental scheduling conflict cannot reach a mutually beneficial compromise in a reasonable amount of time and with appropriate professional decorum, the coordinator reserves the right to resolve the conflict by fiat. As such, the coordinator’s decision will be final and binding. Additionally, CAST officers will address any abuses in room scheduling (i.e. “complex scheduling conflicts”), such as standing reservations that are consistently unused or any “territorial” scheduling practices. In any case of alleged room scheduling abuse, the complainant will draft a brief narrative detailing the abuse and present any supporting documentation of said abuse to CAST officers. A simple majority vote by CAST officers on the alleged abuse will decide if the allegation has merit. If found to have merit, the allegation will be brought before the CAST committee, which will then remedy the abuse as necessary. The committee’s decision, achieved by a simple majority vote, will be final and binding to all conflicting parties.