**Teaching & Learning Coordinators Common Knowledge Group Charter**

1. **Summary and Scope of Work**

This CKG is a standing group of experts and pioneers of teaching and learning coordination in academic libraries. It communicates with and supports the UCL Advisory Structure but does not make systemwide policy decisions, manage projects or project teams, or oversee ongoing services.

This is a standing group of individuals who lead, manage, and/or coordinate teaching & learning activities at University of California Libraries. This CKG provides a forum for the specialized knowledge base around teaching & learning in academic libraries, professional development on teaching & learning for librarians and library staff, logistics for managing and coordinating instruction programs, innovative teaching programs, and more. This is closely related to the instructional design common knowledge group, but this CKG focuses more specifically on the management and coordination of teaching & learning or instruction programs on the UC campuses.

# **Key Expectations**

This CKG will:

* Gather and share information about the environment, opportunities, new technologies, best practices, and local campus developments within a defined knowledge area.
* Provide input and information to other UC Libraries groups as requested.
* Discuss innovative ideas and improvements relevant to the UC Libraries’ Systemwide Plan and Priorities.

# **Membership and Terms of Appointment**

Membership includes managers, coordinators, leaders of teaching & learning services representing the 10 UC campuses, as well as other representatives as invited by the CKG. Chairs will rotate through membership listed below, alphabetically by campus, with terms starting July 1 and ending June 30.

* Ni (Berkeley)
* Alesia McManus (Davis) (Chair, 2023-)
* Stacy Brinkman (Irvine)
* Vacant (Los Angeles)
* Browen Maxson (Merced)
* Vacant (Riverside)
* Crystal Goldman (San Diego)
* Vacant (San Francisco)
* Becca Greer (Santa Barbara)
* Vacant (Santa Cruz)

**Term length for members and chair**

Chair, 1-2 years.

Members — indefinitely dependent on position coordinating, managing, or leading teaching & learning.

# **Communication and Meetings**

This CKG’s communication responsibilities are to:

* Maintain an email list for use by the CKG; CKGs with open membership will maintain lists open to all interested UC Libraries staff.
* Post and maintain a historical record of meeting minutes and reports, accessible to all interested UC Libraries staff.
* Ideas for new projects, including surveys, must be submitted to DOC for approval through the UCLAS Project Proposal Template.

This CKG will communicate regularly through these forums:

* Email list
* Quarterly meetings via Zoom