

NEW COURSE DEVELOPMENT COMMITTEE MANDATE

PURPOSE		
To expand the variety and quality of course offerings to meet the growing number and types of courses our members want.		
MAJOR RESPONSIBILITY		
To recruit and support moderators and lecturers who are developing new courses so that the needs of members for quantity, variety and quality are met.		
CORE ACTIVITIES	Responsibility	
	Volunteer	Staff
Research		
a. Analyze the competition by reviewing offerings from other TAN programs, Rhodes Scholar ideas, and offerings at colleges and universities.	X	
b. Assess members' interests and needs. NOTE: Another committee may do the needs assessment process, but the information arising will be shared.	X	
c. Explore potential partnerships to help support new offerings.	X	
Recruit and Support Moderators		
d. Develop and maintain a Moderator training, coaching and support program.	X	
e. Identify, recruit, and select new moderators.	X	X
f. Receive new course proposals and respond to the new and existing moderators and lecturers who sent them.	X	
g. Assist moderators of new courses to develop course outlines.	X	
h. Facilitate coaching moderators of new courses on effective presentation and facilitation and encourage to attend the moderator training program.	X	
Recruit and Support Lecturers		
i. Identify, recruit, and select new lecturers.	X	
j. Accept, reject, or help lecturers develop new course proposals.	X	
Course Development		
k. Support and assist in course development and delivery methodologies in collaboration with the Curriculum Committee and the Executive Director	X	X
l. Ensure course descriptions fit LIFE calendar requirements and all course leaders submit the course proposal form.	X	
m. Send completed course descriptions along with course outlines to the Life Curriculum Committee.	X	

Evaluations		
n. Develop and implement a new course leader evaluation program.	X	
o. Review evaluations aimed at identifying course leader coaching needs.	X	
p. Evaluate the recruitment and course development program.	X	
Actively Support the Effective Operations of LIFE		
q. Develop goals for the committee.	X	
r. Contribute to the LIFE Institute planning calendar.	X	X
s. Ensure Volunteer Management Committee (VRSC) receives completed applications from new volunteers recruited by the New Course Development Committee.		X
PRIMARY RELATIONSHIPS		
a. Maintain close liaison with staff.	X	
b. Liaise with the Executive Director and the Curriculum Committee to understand new courses and new lecturers being considered.	X	
c. Through a representative, participate in the Curriculum Committee to finalize and schedule course offerings.	X	X
d. Work with the Volunteer Management Committee to source volunteers for this committee.	X	
DELIVERABLES		
Annual plan, including objectives, target outcomes, and budget, based on the annual plan of the Board. Course descriptions to meet calendar requirements and deadlines for all new courses.		
AUTHORITY		
<p>The Executive Director will take advice and counsel from the Committee into consideration. Consensus is the desired approach to decision-making but, in the absence of consensus, the Executive Director will have the authority to make decisions within his or her delegated authorities on behalf of the Board of the LIFE Institute. Any suggestion for a change to existing policies or creation of new policies will be referred to the Board.</p> <p>The Committee makes recommendations and advises the Executive Director on matters that would affect the work of the Committee.</p> <p>The Committee can expect to be advised of matters that would affect its work and thinking and to be informed about decisions and actions taken on the recommendations and advice it has provided and the rationale for those decisions.</p>		

DECISION-MAKING PROCESS

The Committee should strive for consensus. “Consensus” means that each person on the Committee is willing to accept and support a decision, even though it may not be their first choice. Each person understands the reasons for making the decision. Agreement means, “I am able and willing to live with this decision; my disagreement is not substantive enough to stop this decision.”

The Chair and committee members understand that a major condition for a real consensus is that adequate time has been allocated to discuss the issues and options and that people have had enough comfort to express their thoughts and have them considered.

MEMBERSHIP

The Chair of the Volunteer Management Committee (VMC) interviews potential chairs selected from recommendations and the Volunteer Recruitment and Support database. Based on the interviews, the VMC Chair makes recommendations to the Board Chair and the Executive Director. The Chair of the Board makes the final appointment of the Chair. The Chair must appoint a Co-chair, who would be appointed following the same process.

The Chair selects other members using the volunteer database and recommendations from other committee members. All committee members must be interviewed and listed in the volunteer database.

REPORTS TO

All committee chairs and their committees report to the Executive Director who monitors the activities and decisions on an ongoing basis. Each committee will present and engage with the Board of Directors at least once a year.

REVIEW

Because the LIFE Institute is committed to learning and to effective and efficient work, it is expected that each committee will reflect on and learn from their experience by asking such questions as:

- How satisfied are we with the decisions we made?
- How satisfied are we with the ways we made decisions?
- What is it about the way we worked that we are proud of, and what could we improve?



*Learning is
For Ever*

The committee should review goals, accomplishments, and processes on an ongoing and annual basis.

TERM OF OFFICE

To ensure succession planning, the recommended term of office is two years, renewable for an additional two years. Whenever possible, retirements should be staggered.