

Senate Community Engagement Learning (CEL) Committee Manual

Committee Responsibilities

The overall purpose of the Senate Community Engaged Learning Committee is to (1) review and approve courses that use Community Engaged Learning (CEL); (2) review CEL components of syllabi to ensure proper guidelines are followed; (3) be in consultation with the Center for CEL; (4) promote community engagement across campus.

Composition of Senate CEL Committee

The Senate Community Engaged Learning Committee includes representatives from each of the colleges, at least one student and one staff member, an ex-officio representative from the Registrar's office, and an ex-officio representative from the Center for CEL whose charge is to establish CEL policies and review CEL course proposals. This committee would operate like the GECC with elected members representing all colleges at NJCU. The committee meets regularly and especially when a new CEL course is flagged in the approval system. The committee would meet before the course proceeds to the Senate C&I committee.

(1) As other standing committees, the Senate CEL Committee is responsible to the Senate;

(2) The NJCU Senate meets monthly from September to May. The CEL committee shall meet to approve course proposals as they are submitted and to discuss CEL policy but not less than once in each semester, and submit to the Executive Committee announcements of meetings, agenda, and minutes;

o Monthly Report: If the committee has information or recommendations for the full Senate, they should submit a report (and any attachments for review) to the Senate Office ten (10) days before the monthly Senate Meeting. The report and any attachments are sent to the Office of the University Senate (senate@njcu.edu).

(3) The Senate CEL Committee will submit to the Senate for approval all recommendations for initiation of new University policy or changes in present policy;

As all other Senate Standing Committees, the Senate CEL Committee membership is as follows. All faculty and professional staff members of the Senate CEL Committee shall be elected**** for two-year terms at the May Senate Reorganization Meeting.

Student members shall be elected for one-year terms. The committee shall ordinarily consist of five (5) members, including at least one faculty member, one student and at least one member of the professional staff. The committee

shall include at least one faculty or professional staff member from each of the Colleges/School of Business. The Vice President of Student Affairs, or designee, will serve as a non-voting, ex-officio member of this committee. A co-director of the Center for CEL would serve as a non-voting ex-officio member of this committee. The committee shall elect its own chairperson (or co-chairs) annually. However, an individual may again serve on the same committee after an absence of one full term. Terms shall be staggered where practicable. No one shall concurrently serve on more than one standing committee. A standing committee shall not have more than one faculty or professional staff member from any one department at any time.

****The chairperson(s) of any committee may declare the place of an elected committee member vacant when the committee member has been absent from three regular committee meetings in any semester. The Senate Executive Committee shall appoint a new committee member to serve until the next annual reorganization meeting. Such appointments are subject to the approval of the Senate.