

From: Provost
To: Distribution List

Subj: TEACHING AND LEARNING COMMONS CHARTER

Ref: (a) Naval Postgraduate School Strategic Plan, 2018-2023
(b) TLC Concept Paper, 18 January, 2019 (Revision 1, 11 February 2019)
(c) TLC Website, <https://my.nps.edu/web/TLC>

1. **Purpose:** This charter establishes expectations for authority, participation, communication, roles, and responsibilities within the Teaching and Learning Commons (TLC) initiative at the Naval Postgraduate School (NPS). The purpose of the TLC initiative is to enhance the quality of NPS teaching and learning for residential and distance-learning programs through collaborations that create distinctive and effective learning experiences.
2. **Background:** The TLC initiative was established in April 2018 in response to Action Item E1.4 in the NPS Strategic Plan (ref [a]), which called for an initiative that “enable[s] various existing campus centers for teaching and learning to function as an integrated team and community of practice” to achieve the purpose stated above.

More specifically, through collaboration, the TLC seeks to accomplish the following as stated in Strategic Plan Action Item E1.4:

- a. Help students develop effective communication skills for writing, presenting, researching, and publishing
 - b. Promote generative learning and student engagement through consistent application of research-based instructional methods
 - c. Support learning through the application of best practices to integrate technology and pedagogy
 - d. Support additional Education Improvement Action Items, including exploring expansion of new program and modes of delivery (E1.2), improving the transition for incoming students (E1.3), and employing hybrid formats of distance learning (E1.5).
3. **Authority:** As described in the TLC Concept Paper (ref [b]), the TLC leadership is composed of three directors:
 - a. The Lead Director of the TLC is the Associate Provost for Graduate Education (AP-GE)
 - b. The Co-Directors of the TLC are the NPS Chief Information Officer (CIO) and the University Librarian (UL)
 - c. The three TLC directors will make decisions on a consensus basis
 - d. If a consensus is not reached among the TLC directors, the Provost and Academic Dean will hold final authority for TLC decisions

- e. Core members of the TLC community of practice described in Section 4 will make recommendations and provide support on TLC initiatives.
4. **Participation:** Representatives from the Office of the AP-GE, Information Technology and Communications Services (ITACS), Dudley Knox Library (DKL), Graduate Writing Center (GWC), and the Thesis Processing Office (TPO) will serve as core members of the TLC community of practice. These organizations touch all academic programs at NPS. Representatives from organizations, such as Modeling, Virtual Environments, and Simulation Institute (MOVES) and RoboDojo, will serve as education-innovation partners in the TLC community of practice. Other campus organizations will participate as matrixed team members on a case-by-case basis to propose or support TLC initiatives.
 5. **Communication:** The TLC directors will meet regularly to discuss TLC strategy and make decisions about TLC initiatives. The TLC community of practice will meet to provide data and expertise, discuss implementation plans, execute initiatives, assess progress and impact, and provide progress reports on TLC initiatives. Meeting minutes, future plans, and current initiatives will be posted on a web-based knowledge-management and collaboration platform (e.g., Microsoft Teams) and on the TLC website (ref [c]) as applicable.
 6. **Roles and Responsibilities:**
 - a. Provost and Academic Dean:
 - (1) Ensure accountability for quality teaching and learning that advance residential and distance-learning programs
 - (2) Provide advice and guidance to the TLC directors
 - (3) Make decisions for the TLC when the TLC directors cannot reach consensus
 - (4) Advocate for TLC-led collaborations and initiatives
 - (5) Adequately resource the TLC community of practice to complete actions specified in the NPS Strategic Plan and approved as TLC initiatives
 - (6) Conduct periodic reviews of TLC plans, initiatives, and results.
 - b. Associate Provost for Graduate Education:
 - (1) Serve as the Lead Director of the TLC
 - (2) Work with TLC directors, other members of matrixed teams, and NPS leadership to help secure adequate resources for TLC initiatives
 - (3) Schedule and lead TLC director and TLC community-of-practice meetings
 - (4) Assist in assembling matrixed teams that support TLC initiatives
 - (5) Represent the TLC initiative in meetings and briefings
 - (6) Monitor and report on TLC initiatives
 - (7) Maintain and disseminate information on strategic initiatives that could be considered for future TLC activities
 - (8) Provide advice and support on learning theories and andragogy; educational research in learning, cognition, and assessment; and the practical application of science of teaching and learning in higher education for TLC initiatives
 - (9) Provide instructional strategy, design, media development, promotion, programmatic communication, and programmatic support to students in support of TLC initiatives

- (10) Assist in financial management and contracting actions that support TLC operations and initiatives
- (11) Identify and coordinate with the TLC directors the qualitative and quantitative data that support TLC decision making and TLC continuous improvement
- (12) Plan, collect, collate, analyze, and report on qualitative and quantitative information that supports TLC decision making and continuous improvement.

c. Chief Information Officer:

- (1) Serve as a Co-Director of the TLC
- (2) Work with TLC directors, other members of matrixed teams, and NPS leadership to help secure adequate resources for TLC initiatives
- (3) Provide advice and support to the TLC on education technology (ET) and information technology (IT) systems
- (4) Provide strategic input to the TLC by maintaining understanding of ET industry trends, best practices, and emerging technologies
- (5) At the request of the AP-GE, represent the TLC initiative in meetings and briefings
- (6) For TLC initiatives, purchase and provision hardware and software for classrooms and other learning spaces to include IT and audiovisual (AV) components
- (7) Track and maintain a lifecycle refresh plan for campus ET that involves TLC initiatives
- (8) Provide learning technologies, tools, and support for distance learning in support of TLC initiatives
- (9) Provide technical support for ET to include immediate classroom response in support of TLC initiatives; consult with NPS facility managers on ET/IT requirements and associated impacts on TLC initiatives
- (10) Work with TLC directors and ITACS team members to collect and analyze qualitative and quantitative data that support TLC decision making and continuous improvement.

d. University Librarian:

- (1) Serve as a Co-Director of the TLC
- (2) Work with TLC directors, other members of matrixed teams, and NPS leadership to help secure adequate resources for TLC initiatives
- (3) Provide advice and support to the TLC, through DKL and GWC/TPO team members, on information resources, information literacy, digital fluency, user needs and patterns, research techniques, the teaching of writing and critical thinking, and publishing and distribution of publications
- (4) Provide strategic input to the TLC by maintaining understanding of industry trends, best practices, and emerging technologies
- (5) At the request of the AP-GE, represent the TLC initiative in meetings and briefings
- (6) Provide content and support for resident and distance learners as related to TLC initiatives
- (7) Create and maintain formal and informal learning spaces within the DKL for TLC initiatives
- (8) Work with TLC directors and DKL and GWC/TPO team members to collect and analyze qualitative and quantitative data that support TLC decision making and continuous improvement.

7. Review and Renewal: This Charter is to be reviewed and renewed annually by March 30, or as directed by the Provost and Academic Dean.

Signature/Date:

	<u>1/10/20</u>		<u>1/10/20</u>
Steven R. Lerman, PhD Provost and Academic Dean	Date	Scott Bischoff Chief Information Officer	Date

	<u>1/10/20</u>		<u>1/10/20</u>
Raluca Gera, PhD Associate Provost for Graduate Education	Date	Thomas Rosko University Librarian	Date