Teaching and Learning Workshop Committee
The Teaching and Learning Workshop Committee promotes excellence in teaching for members and stakeholders through developing and facilitating a bi-yearly Teaching Workshop/Symposium.

Eligibility
All members and the chair must be active IDEC members in good standing with teaching experience in the discipline of Interior Design. Prior knowledge and/or experience with workshops/symposium facilitation is desirable.

Committee Composition and Appointments
Chair: IDEC member demonstrating an interest and commitment to advancing teaching development and best practice opportunities for IDEC members and stakeholders, and leading the development and facilitation of a bi-yearly Teaching Workshop/Symposium during annual conference.

Committee: 4-5 IDEC members demonstrating an interest and commitment to advancing teaching development and best practice opportunities for IDEC members and stakeholders, and assisting in the development and facilitation of a bi-yearly Teaching Workshop/Symposium during annual conference.

Election & Term of Service
Appointment: Appointed by the IDEC Board

Term: 2 year term. Responsibilities begin May 1 of the appropriate year and run until April 30. May be reappointed for 2 consecutive terms.

Time Commitment: 2 hours per week, with responsibilities concentrated during bi-yearly workshop facilitation during annual conference between January and March.

Responsibilities and Duties
Note: Bi-Yearly Teaching Workshop/Symposium AND on the “off” year 1-3 shorter teaching workshops on specific topics – this entails a call for workshops, review, and coordination

• Participate in quarterly Teaching Collaborative meetings facilitated by the Teaching Collaborative Coordinator and attend the annual Teaching Collaborative meeting during the annual IDEC conference when the bi-yearly Teaching Workshop/Symposium is offered.
• Submit an annual report of activities to Director of the Teaching Collaborative, and, when appropriate, submit a proposed budget for new and/or ongoing activities.
• YEAR 1
  o Develop proposal for Teaching Workshop/Symposium including preliminary agenda, speaker(s)/facilitator(s), budget, continuing education hours, and marketing strategy.
  o Submit proposal to the IDEC Board for review and approval during the annual summer Board meeting.
• YEAR 2

Approved 11.5.2019
Coordinate marketing, dissemination and registration with IDEC’s association management company.

Recruit volunteers from the Teaching Collaborative to assist in facilitating the pre or post conference bi-yearly Teaching Workshop/Symposium.

Prepare workshop materials and agenda, and coordinate with speaker(s)/facilitator(s).

Facilitate Teaching Workshop/Symposium, conduct assessment, and submit report to the IDEC Board.

Update call for Teaching and Learning Committee Chair and members for review by the Teaching Collaborative Coordinator and IDEC Director of Teaching Collaborative and disseminate.

**Programs, Events, & Committees**

- **Director of Teaching Collaborative** and **Teaching Collaborative Coordinator**
- Teaching Collaborative
- **Annual Conference Host Committee**
- **IDEC IDCEC Liaison**
- Bi-Yearly Teaching Workshop/Symposium during Annual Conference (beginning in 2021)

**Timeline**

- **Quarterly:** Conference call with Teaching Collaborative
- **April Year 1:** Submit Teaching Workshop proposal for review and approval during the annual IDEC summer Board Meeting
- **January Year 2:** Update call Teaching and Learning Committee Chair and members for review by the Teaching Collaborative Coordinator and IDEC Director of Teaching Collaborative; Disseminate call and make recommendations to the IDEC Board
- **August Year 2:** Begin final planning for annual conference Teaching Workshop/Symposium
- **March Year 2:** Facilitate Teaching Workshop/Symposium during annual conference