

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
 - Develop proposal for Teaching Workshop/Symposium including preliminary agenda, speaker(s)/facilitator(s), budget, continuing education hours, and marketing strategy.
 - Submit proposal to the IDEC Board for review and approval during the annual summer Board meeting.
- YEAR 2

- 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