

5 **Policy & Procedures**

Approved December 2024

IDEC's Policy and Procedures document is composed of nine (9) integrated documents. The policies of Document 1 apply across and supersede any policy in Documents 2 through 7.

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- Document 1 – General Policies
- Document 2 – Officers and Committees of the Organization
- Document 3 – Communities Collaborative
- Document 4 – Professional Development Collaborative
- Document 5 – Scholarship Collaborative
- Document 6 – Strategic Initiatives Collaborative
- Document 7 – Teaching Collaborative
- Document 8 – Council of Fellows
- Document 9 – Journal of Interior Design

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DOCUMENT 7 – Teaching Collaborative

COLLABORATIVE PURPOSE, CHARGE, AND ORGANIZATION

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ROLES AND RESPONSIBILITIES OF COLLABORATIVE MEMBERS

- Director
- Collaborative Coordinator
- Innovative Teaching Ideas Chair
- Student Design Competition Committee
- Teaching and Learning in the Round Committee

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CALENDAR

PURPOSE

5 The Teaching Collaborative is composed of committees, work groups, and coordinators whose focus is supporting and enhancing the teaching component of IDEC members' careers. Building on IDEC's mission and strategic plan, the Teaching Collaborative promotes excellence in teaching for members and promotes the value of Interior Design education to the public.

CHARGE

- 10 The goals, objectives, and responsibilities of the Teaching Collaborative include:
- Promote opportunities for IDEC members to develop leadership skills through participation in committees, work groups, and task forces.
 - Advocate for and highlight the value and impact of interior design education to the public and stakeholders.
 - 15 • Facilitate communication and collaboration between the IDEC Board of Directors and members to align teaching-related visions and strategies.
 - Serve as a resource for educators at all levels by providing guidance and tools to advance teaching skills in interior design education.

ROLES AND RESPONSIBILITIES OF THE COLLABORATIVE MEMBERS

Director-at-Large, Teaching Collaborative

5 The Director of the Teaching Collaborative serves on the Board of Directors and is the visioning entity on matters related to IDEC Teaching. The Director works with the Teaching Collaborative to create and implement strategies that realize those visions.

Appointment

10 Elected by the membership

Term of Service

15 2 years (may serve for two consecutive terms for a total of 4 years). Term begins May 1 and concludes April 30. New officers attend the Board meeting held in conjunction with the annual conference before beginning their term of office for transition and orientation.

Time Commitment

20 Approximately 4 to 6 hours per week. This can vary based on the number and intensity of active programs and initiatives in any given month. The actual time spent may fluctuate depending on the workload and responsibilities associated with these activities.

Responsibilities and Duties

- 25
- Serves on the Board of Directors and carries out Board responsibilities.
 - Completes responsibilities of elected leaders as outlined in the Elected Leaders Responsibilities section of this document.
 - Presents collaborative proposals to the Board.
 - Attends and oversees collaborative meetings.

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 - Retains general knowledge of progress, activities, and proposals of groups in the collaborative
 - Represents the Teaching Collaborative during IDEC Board strategic visioning.
 - Coordinates alignment of Collaborative initiatives with Strategic Plan.
 - Provide on-going visioning for the direction of the collaborative.

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Programs, Events, and Committees

- Teaching Collaborative Coordinator
 - Innovative Teaching Idea (ITI) Chair
 - Teaching and Learning in the Round Chair and Committees
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Calendar

- **May – June**
 - Proposals with yearly operating budget requests due from committees, collaborative teaching coordinator, including any strategic initiatives.
 - Call for Interim reports from all work groups
 - In collaboration with Scholarship Initiative, identify teaching collaborative session(s) for Annual Conference
- **July – August**
 - BOD Retreat
 - Submission review process for Innovative Teaching Ideas
 - Identify topics for Student Design Competition, prepare and launch the annual call
- **September – November:** Annual conference submission reviews
- **January – February:** Student Design Competition reviews
- **March – April**
 - Identify topics for Innovative Teaching Idea, prepare and launch the annual call
 - Annual Conference, BOD meeting, Strategic Planning
- **Monthly** conference call with Board of Directors
- **Monthly** conference call with Teaching Collaborative

Collaborative Coordinator

The Teaching Collaborative Coordinator provides leadership for the Teaching Collaborative and oversees the collaborative’s planning and implementation of initiatives and activities.

Appointment

Nominated by the Director and confirmed by the IDEC Board.

Term of Service

2 years. Responsibilities begin May 1 and end April 30.

Time Commitment

Approximately 3 to 4 hours per week. This can vary based on the number and intensity of active programs and initiatives in any given month. The actual time spent may fluctuate depending on the workload and responsibilities associated with these activities.

Responsibilities

- Facilitate communication within the Teaching Collaborative.
- Facilitate formative ideas, ideas, issues or initiatives within the Teaching Collaborative.

- Review and facilitate teaching collaborative objectives supporting IDEC’s Strategic Goals.
- Facilitate coordination and connections within and among all collaborative areas and, as appropriate, external constituents.
- 5 • Facilitate quarterly Teaching Collaborative meetings and record meeting minutes.
- Facilitate an annual Teaching Collaborative meeting during the IDEC Annual conference.
- 10 • Assist the Director of Teaching when preparing and submitting an annual Teaching Collaborative report to the IDEC Board.
- Communicate specific directives from the IDEC Board Director to volunteer leaders in the collaborative and the reverse.
- Maintain ongoing communication with the IDEC Board Director.

15 **Calendar**

- **May – June**
 - Proposals with yearly operating budget requests due from committees, collaborative teaching coordinator, including any strategic initiatives.
 - Call for Interim reports from all work groups
 - 20 • In collaboration with Scholarship Initiative, identify teaching collaborative session(s) for Annual Conference
- **June – July**
 - Submission review process for Innovative Teaching Ideas
 - Identify topics for Student Design Competition, prepare and launch the annual call
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- **September – November:** Annual conference submission reviews
- **January – February:** Student Design Competition reviews
- **March – April**
 - Identify topics for Innovative Teaching Idea, prepare and launch the annual call
 - 30 • Annual Conference
- **Biannual** conference call with Teaching Collaborative

35 **Innovative Teaching Ideas (ITI) Chair**

The IDEC’s Innovative Teaching Ideas chair supports showcasing peer-reviewed examples of Interior Design projects, assignments, or other learning activities that are developed and facilitated by Interior Design educators to enhance creativity and effectiveness in teaching and learning within the field. The Innovative Teaching Ideas chair oversees and manages
 40 the annual review and publication of these ideas.

Appointment

Appointed by the IDEC Director of Teaching in coordination with the Teaching Collaborative Coordinator and the outgoing chair.

5 **Term of Service**

2 years. Responsibilities begin May 1 and end April 30.

Time Commitment

10 Approximately 2 to 4 of hours per week to this initiative during February, March, June, and July. The workload will reduce to 0-1 hour per week for the remainder of the months unless otherwise needed (thematic topic(s) may require additional coordination with other initiative committee/taskforce/group).

Responsibilities and Duties

- 15 • Participate in biannual Teaching Collaborative meetings facilitated by the Teaching Collaborative Coordinator, and if possible, attend the annual meeting during the IDEC conference.
- Identify thematic topic(s) for annual calls, in consultation with the Collaborative Coordinator.
- 20 • Update the annual call for proposals and evaluation rubric, managing the proposal submission schedule, and facilitating a double-anonymous peer review process.
- Notify authors of acceptance/rejection, provide formatting guidelines, and oversee the dissemination of the annual collection on the IDEC website.
- 25 • Submit an annual report of activities to Director of the Teaching Collaborative, including a proposed budget for new or ongoing activities when appropriate.

Calendar

- 30 • **February - March**
 - Identify thematic topic(s) as needed.
 - Update call for proposals for review by the Teaching Collaborative Coordinator and Director of Teaching
 - Disseminate call no later than April 1
 - Identify and confirm reviewers
- 35 • Update evaluation rubric as needed.
- **June**
 - Respond to any questions by the authors.
 - Facilitate peer review process.
- 40 • **July - August**
 - Notify authors of acceptance and provide format guidelines and release form.
 - Confirm submissions follow format guidelines.

- Publish annual Innovative Teaching Ideas collection on IDEC website.
- **Biannual** conference call with Teaching Collaborative

5 **Student Design Competition Committee**

The IDEC Student Design Competition Committee administers and oversees IDEC student design competitions across multiple formats (e.g., video competition, design competitions, competition collaborations).

10 **Appointment**

Appointed by the IDEC Director of Teaching in coordination with the Teaching Collaborative Coordinator. Members should have experience (as a judge, developer, instructor, or reviewer) with a student design competition. Prior knowledge and/or experience with a double-blind peer review processes is desirable. As developers of the Student Design Competition(s), the chair and committee members are ineligible to mentor students submitting proposals in the competitions.

The committee shall elect a chair, in consultation with the Director of Teaching.

20 **Term of Service**

2 years. Responsibilities begin May 1 and end April 30.

Time Commitment

25 Approximately 2 to 4 of hours per week to this initiative during February, May, June, and July. The workload will reduce to 0-1 hour per week for the remainder of the months unless otherwise needed.

Responsibilities

- Participate in biannual Teaching Collaborative meetings facilitated by the Teaching Collaborative Coordinator, and if possible, attend the annual meeting during the IDEC conference.
- Review opportunities and procedures for student competitions to ensure IDEC offers pedagogically sound and innovative student competitions.
- Review previous year's competitions for improvements.
- Determine competition(s) themes and parameters.
- Update the competition calls and evaluation rubric.
- Manage the schedule for proposal submittals.
- Facilitate a double-anonymous peer review process.
- Facilitate communication with entrants about competition results (in collaboration with IDEC management).

The Chair shall be responsible to:

- Ensure the committee maintains 5 members (including the chair).
- Organize the production of reports.
- Call committee meetings.
- Address questions regarding competitions from mentors, students, and other stakeholders.

Calendar

- **February**
 - Competition entries received and reviewed.
- **March**
 - Competition awards announced at annual conference.
 - Awarded entries published on IDEC website
 - Competition theme(s) for next year identified. Theme shared with JID editor to develop virtual issued to support competition theme (requires 6 months lead time).
- **May – June**
 - Update competition call(s), rubrics, and other materials.
- **July**
 - Disseminate competition call(s) no later than July 1.
- **December – January**
 - Identify and confirm reviewers and review materials.
- **Biannual** conference call with Teaching Collaborative

Teaching and Learning in the Round Committee

The Teaching and Learning (TL) in the Round committee showcases innovative teaching and learning methods through projects, assignments or other planned learning activities, developed and facilitated by an Interior Design educator, that advance creativity and effectiveness in teaching and learning in Interior Design. This initiative aims to foster a dynamic exchange of ideas and practical strategies that educators can readily adopt in their own teaching practices. This Committee will work with the Collaborative Coordinator and Collaborative Director to organize the TL in the Round presentations as well as facilitating the sessions at the annual conference.

“Teaching & Learning in the Round” refers to a collaborative and interactive session format designed to enhance the educational experience. In this format, educators present innovative teaching methods, projects, or assignments in a round-table setup, facilitating active engagement and discussion among participants. The structure typically involves educators delivering their presentations 3-4 times to smaller groups of attendees that rotate between presenters to gain practical insights from various perspectives.

Appointment

5 Appointed by the IDEC Director of Teaching in coordination with the Teaching Collaborative Coordinator. There is no cap on the number of members in this committee, though the function of the committee is adequately served by three members.

The committee shall elect a chair, in consultation with the Director of Teaching.

10 **Term of Service**

2 years. Responsibilities begin May 1 and end April 30.

Time Commitment

15 Approximately 2 to 3 of hours per month to this initiative during September, October, and November. The workload will reduce to 0-1 hour per week for the remainder of the months unless otherwise needed.

Responsibilities

- 20 • Participate in biannual Teaching Collaborative meetings facilitated by the Teaching Collaborative Coordinator, and if possible, attend the annual meeting during the IDEC conference.
- Update the annual call for proposals as a part of the annual conference and evaluation rubric, managing the proposal submission schedule, and facilitating a double-anonymous peer review process.
- 25 • Reviewing proposals for participation in annual Teaching and Learning in the Round session within the annual national IDEC conference.
- Communicating with accepted presenters to set expectations of repeated presentation style, use of analog materials (e.g., no projector screens), number of audience members to expect, etc.
- 30 • Coordinate the annual conference session by ensuring event space is set up with appropriate tables and designating a committee member to be the time keeper and emcee of the session.
- Submit an annual report of activities to Director of the Teaching Collaborative.

35 The Chair shall be responsible to:

- Ensure the committee maintains sufficient members to complete the work.
- Coordinate communication with the Scholarship Collaborative (with the Teaching Collaborative Coordinator).
- Organize the production of reports.
- 40 • Call committee meetings.

Calendar

- **May – June**
 - Develop and finalize call for submissions.
 - Call for submissions included with call for submissions to annual national IDEC conference.
- **September – November**
 - Review Teaching and Learning in the Round abstract submissions.
 - Send invitations to accepted presenters.
- **December – February**
 - One month prior to conference, send reminder email to TL in the Round presenters regarding format and checking for understanding.
 - Check appearance of event in the conference schedule.
- **March**
 - Annual conference.
- **Biannual** conference call with Teaching Collaborative