Northeastern University

Mills College at Northeastern University, School of Education

Advisory Committee

Statement of Work

CCTC Accreditation
Advisory Board Roles and Responsibilities

Contact	**Email**
Sponsor: Tom Sheahan	t.sheahan@northeastern.edu
Owner: Mike Jackson	m.jackson@northeastern.edu
Team Members: Carianna Arredondo Tomas Galguera Gaby Powell-Cervantes	 c.arredondo@northeastern.edu t.galguera@northeastern.edu g.powellcervantes@northeastern.edu

Background
Agreement between Mills College at Northeastern University, School of Education, and the Advisory Board for CTC Accreditation.

Purpose
Outline the Responsibilities of Members and the roles of Members in Contribution to Program Design. Please sign and return this document ***no later than May 19, 2023****.*

Schedule
Please note that the Advisory Committee will meet on a ***bi-annual basis****. Board members will be provided with all relevant information for review in advance of each meeting. Our meeting schedule is outlined in the following Phases section under the second column.*

Phases	Meeting Date	Start	Finish
1. Outlining Responsibilities to Committee	December 7th, 2022	December 7th, 2022	February 7th, 2023
2. Providing Program Design Feedback	TBD *between May 8 - May 19, 2023	April 24th, 2023	May 19th, 2023
3. Recruitment of Additional Committee Members	April 18th, 2023	April 24th, 2023	April 24th, 2023
4. Preparing for First Mills at Northeastern Student Cohort	October 28th, 2023 *tentative date	October 28th, 2023 *tentative date	December 31st, 2023

Responsibilities	Duration
1. The MEMBER shall provide guidance and input on the COLLEGE's curriculum, course offerings, and other academic matters.	one year minimum commitment
2. The MEMBER shall review and evaluate the COLLEGE's effectiveness and make recommendations for improvements.	one year minimum commitment
3. The MEMBER shall assist with the development and implementation of COLLEGE policies and procedures.	one year minimum commitment
4. The MEMBER shall advise on the selection and hiring of faculty and other staff members.	one year minimum commitment
5. The MEMBER shall serve as a resource for current and prospective students, providing them with information about the COLLEGE and assisting with their academic and professional development.	one year minimum commitment
6. The MEMBER shall collaborate with other education stakeholders, such as local school districts and professional organizations, to ensure that the COLLEGE is meeting the needs of the education community.	one year minimum commitment

Role of Member in Contributing to Program Design	**Duration**
1. The MEMBER shall participate in the development of the COLLEGE's strategic plan and goals.	one year minimum commitment
2. The MEMBER shall provide input on the design and content of the COLLEGE's curriculum and course offerings.	one year minimum commitment
3. The MEMBER shall contribute to the development of program policies and procedures.	one year minimum commitment
4. The MEMBER shall assist with the identification of faculty and staff development needs and opportunities.	one year minimum commitment
5. The MEMBER shall provide recommendations on the selection and hiring of faculty and staff members.	one year minimum commitment

MEMBER Information

Name: **Title:** **Address:** **City, State, Zip:** **Telephone Number:** **Email Address:**

MILLS COLLEGE AT NORTHEASTERN UNIVERSITY
Program Issues: Dr. Tomás Galguera
Interim School of Education Leader and Department Chair of Teacher Preparation Program
Mills College at Northeastern University, School of Education
5000 MacArthur Blvd, Oakland, CA 94613
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MILLS COLLEGE AT NORTHEASTERN UNIVERSITY agrees to the terms and conditions described in this document:

_____

Dr. Mike Jackson | Unit Head, Vice Provost of Curriculum & Programs

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Date

MEMBER agrees to the terms and conditions described in this document by signing and returning this document no later than May 19th, 2023:

_____

Signature, Advisory Committee Member

_____

Printed Name and Title

_____

Date