

## **Operating Procedure 21 – Teaching Workshop Committee**

**Purpose:** To establish policy and procedures for the Teaching Workshop Committee.

**Reference** Article VII, Section 1, of the ASC bylaws:

The committee shall develop projects and programs consistent with the Association’s purpose and shall operate in accordance with the Association policy and procedures.

Committee membership is open to the faculty of all Association members.

The committee members shall elect the committee chair for a three-year term at an annual conference meeting of the committee. In the absence of a committee chair, the regional director with assigned oversight responsibility shall appoint an interim chair or serve as the chair. Only individuals associated with Institutional Members are eligible for election to committee chairs.

Educational committees shall produce written reports of activities pertinent to their committee. These reports shall be provided to the ASC Secretary electronically within 30 days following the annual conference for inclusion on the Association web page and in the Annual Report.

Each educational committee shall be assigned a Board member with oversight responsibility for that committee.

### **Purpose:**

The Teaching Workshop Committee shall:

1. Provide an opportunity for a short intensive course on construction topics with good takeaway materials that could be used in a typical basic class(es) in undergraduate construction management programs.
2. Develop an alliance of academic institutions, associations, contractors, foundations, and manufacturers to create a quality pool of instructors and support to foster outstanding career development workshops.
3. Provide a forum for the improvement of construction course content through the exchange of ideas among teachers, and through texts, reference lists, audiovisual aids, and case studies.
4. Provide a forum for the exchange of specific topical curriculum and course information among schools.

### **Procedures:**

The Director assigned oversight shall serve as the chairperson or appoint a chairperson. The appointed committee chairperson shall:

1. Maintain an active committee membership list with contact information.
2. Organize the committee meeting at the annual conference.

3. If the Committee meets at the Annual International Conference, send the meeting minutes to the ASC Secretary 30 days after the Conference.
4. Submit Teaching Workshop Committee activities report to the ASC Secretary by September 1.