

CODE OF OPERATION
North Carolina Gerontology Consortium

Approved by the Coordinating Committee
April 4, 2003

PREAMBLE

This Code describes participation in and the internal procedures of the North Carolina Gerontology Consortium (Consortium), formed under the auspices of the Office of the President of the University of North Carolina (UNC). Organizations eligible for membership include campuses of the University of North Carolina system, private universities and colleges, community colleges, and governmental agencies and organizations providing services to older adults.

The purpose of the Consortium is to enhance education and training in gerontology for undergraduate and graduate students and the workforce serving older adults in North Carolina. Consortium goals are to:

- 1) expand the range of courses available to students;
- 2) improve access to courses, continuing education, certificate and degree programs in aging among students and those in the aging services workforce;
- 3) expand the network of scholars in gerontology and geriatrics throughout North Carolina;
- 4) provide an organizational structure to coordinate curricula and to improve teaching skills using distance education technologies; and
- 5) use resources more cost-effectively through inter-institutional faculty collaboration.

The Consortium does not offer educational credentials, which are the responsibility and function of academic units of the participating institutions.

1. Organization

A. Membership

1. A University of North Carolina institution may join the Consortium by submitting a signed request for authorization to participate in an inter-institutional arrangement to the UNC Office of the President.
2. Private universities/colleges, community colleges, governmental agencies, or other organizations providing services to older adults may join the consortium through a letter of application to the Consortium Coordinating Committee signed by the chief administrative officer.
3. Consortium members shall:
 - a. select an organizational representative;
 - b. express their intent to ensure and protect the integrity of gerontology education in North Carolina.
4. In addition, four-year higher education institutions shall express their intent to:
 - a. contribute gerontology courses or educational products as needed by the Coordinating Committee;
 - b. contribute personnel qualified to teach or develop gerontology courses or other educational products deliverable via distance education technologies.
5. A member organization that fails to honor any of the above criteria will be considered to have withdrawn from the Consortium.

B. Coordinating Committee

The Coordinating Committee (Committee) is the policy and procedure body of the Consortium.

The Committee will consist of the institutional representative from each member four-year college/university, and at least one representative (unless there is no willing representative) from each of the following: community colleges, government agencies, public organizations serving older adults, and private organizations serving older adults. The total number of representatives from these latter four categories shall not comprise more than 40% of the Committee.

Committee members will serve three-year renewable terms. Upon implementation of the Consortium, initial appointments will be staggered by random assignment.

The Committee can conduct business only in the presence of a quorum. For duly called meetings and conference calls, a quorum shall be a majority of Committee members. If votes are cast via email or fax, all Committee members shall be notified via email and/or fax, said notification *per se* constituting a quorum. Decisions shall be made through verbal or roll call majority vote of members present at a duly called Committee meeting or conference call, or by the majority of email or fax ballots received. In the event of an email or fax ballot, Committee members will be given not less than five (5) nor more than seven (7) business days to submit their vote.

The Committee will:

1. analyze and identify the need for courses or other educational products to be offered through the Consortium;
2. solicit proposals from member organizations for the development or scheduling of courses or other educational products;

3. facilitate cross-organizational promotion, listing, and scheduling of courses or educational products;
4. develop Consortium-specific instruments to evaluate the content and delivery of educational products;
5. seek opportunities to develop or enhance teaching using distance education media;
6. constitute Consortium committees or task forces as needed; and
7. keep minutes or other documentation of its activities.

The Committee will meet as a group at least twice annually, with additional meetings convened on an as-needed basis. Pending the availability of funds, Consortium meeting expenses, including reasonable travel, shall be paid/reimbursed by the UNC Institute on Aging (IOA).

C. Coordinating Committee Chair

The members of the Committee will elect one of themselves to be Committee Chair for a one-year term. The Chair shall be the representative of a four-year higher education institution. No Chair shall serve more than two consecutive terms. The Chair shall convene and preside over meetings of the Committee.

D. Consortium Coordinator

With funding, a search committee including Consortium Coordinating Committee members and the IOA Director and Associate Director for Educational Development will be convened to recommend to the IOA Director a permanent Consortium Coordinator (Coordinator), a position to be housed within the IOA. Working with the Committee Chair and the IOA Director and Associate Director for Educational Development, the Coordinator will facilitate all activities of the Consortium, including preparation and submission of reports

and other documents as requested by the UNC Office of the President, with copies circulated to the chief executive officers of college/university Consortium member organizations.

The Coordinator will maintain records including reviews, media evaluation summaries, course syllabi, correspondence, educational product media, correspondence, and meeting minutes. Through the Coordinator, the Consortium will develop and maintain a web site that will serve as an entry portal for course information, contact personnel, library access, and other Consortium-related activities.

E. Consortium Administrative Oversight

The IOA Director and the Associate Director for Educational Development and the Chair of the Coordinating Committee shall be responsible for evaluating the performance of the Coordinator annually in accordance with the personnel procedures of the University of North Carolina at Chapel Hill.

F. Consortium Evaluation

The Coordinating Committee will develop instruments and procedures to evaluate the content and delivery of semester-long academic courses and of other educational products. Results will be shared with the instructor of record. Such evaluations will supplement, but not substitute for, evaluations administered by a college or university academic unit in accordance with its existing procedures. Consortium-collected evaluation results will be used to improve methods of information presentation and to analyze the perceived utility of educational product content.

The Consortium will conduct biennial reviews of its operations by soliciting information from the administrative officials to whom participating instructors report directly, from instructors, and through the analysis of Consortium-generated evaluation information. The reviews will be forwarded to the UNC Office of the President and to the chief administrative officers of the member organizations.

G. Amendments

This Code may be amended according to the voting procedures specified in section I, B.