



Conference on
College Composition
& Communication

Executive Committee Handbook

*Prepared for the Executive Committee and Officers of the Conference on College Composition and Communication a Conference of The National Council of Teachers of English
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Preface

Welcome to the Conference on College Composition and Communication Executive Committee. This handbook is designed to provide you with information you might need during your term as a CCCC Officer or Executive Committee member. In it, you will find information about the history of NCTE and CCCC, CCCC publications, awards, committee members, and meetings, as well as rosters of current members of committees, election and nomination procedures, CCCC Annual Convention information, and miscellaneous things such as where to direct phone calls at NCTE headquarters.

We encourage you to look through the table of contents and browse through the handbook so you have an idea of what information is provided here. Seeing where CCCC has been in the past will spark ideas about future planning and give you a context for those decisions.

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Welcome to the CCCC Executive Committee

Congratulations! Welcome to the CCCC Executive Committee. As a steward and trustee of CCCC, you will play a key role in helping the organization realize its mission. This handbook, together with an orientation for new Executive Committee members, is intended to help you hit the ground running. It draws on numerous resources, most notably the CCCC Constitution, policy statements developed over the years for various areas of your work, and a reference book for board members, *The Will to Govern Well* (2002). This introduction attempts to present basic information you will need to serve as an effective leader of our organization. The rest of the Handbook elaborates on governance structures and processes briefly described here.

What Is CCCC? Legal Status and Structural Relationships

CCCC is one of several “conferences” of NCTE. **The NCTE Executive Committee has the constitutional authority to organize conferences “for specific or indefinite terms with the principal responsibility for holding meetings for exchange of views on specific professional topics”** (NCTE Constitution, Article VIII. C). CCCC was established as a conference of NCTE in 1950 and held its first convention in Chicago. Other conferences of NCTE include the Conference on English Leadership, English Language Arts Teacher Educators, and Literacies and Languages for All. **Understanding the relationship between CCCC and NCTE is important because CCCC benefits from its close professional and legal connection to NCTE.** The CCCC Chair and Associate Chair, for example, are members of the NCTE Executive Committee, and NCTE’s Executive Director serves as the Executive Secretary-Treasurer of all NCTE conferences, including CCCC.

NCTE is a not-for-profit private, voluntary, organization established in 1911 “to improve the quality of instruction in English at all levels. . . .” In 1930 NCTE was incorporated in Kansas City, MO. Consequently, NCTE and, by extension, CCCC, are bound by Missouri statutes. This is so even though NCTE’s headquarters office has been located in Illinois for more than 90 years (originally, the headquarters were in Chicago but were relocated to Champaign-Urbana in 1954). **The Internal Revenue Service recognizes NCTE as a non-profit organization under code 501, c, 3**, which means that NCTE (and CCCC) is a charitable organization exempt from paying income tax. The IRS classification prohibits us from endorsing candidates for electoral office but permits us to offer expertise and advice to policy makers on issues of concern to our members.

CCCC does not employ staff and consequently is truly a volunteer organization. This means that, when there is work to be done, it must be supported by CCCC members, either through their volunteer labor or by means of their dues. Their dues, for example, contribute to the salary of the CCCC Administrative Liaison, an employee of NCTE, but who has other responsibilities in addition to working with CCCC. Likewise, other NCTE staff members assist CCCC in managing our annual convention, keeping track of our members, maintaining our website, handling our finances, and publishing our journal and books. These employees are hired and supervised by NCTE’s Executive Director. NCTE’s Executive Director (who is also CCCC’s Executive Secretary-Treasurer), in turn, is hired by the NCTE Executive Committee, which is also charged with reviewing the Executive Director’s performance.

As a conference of NCTE, then, according to the CCCC Constitution, the organization “supports and promotes the teaching and study of college composition and communication by 1) sponsoring meetings and publishing scholarly materials for the exchange of knowledge about composition, composition pedagogy, and rhetoric; 2) supporting a wide range of research on composition, communication, and rhetoric; 3) working to enhance the conditions for learning and teaching college composition and to promote professional development; and 4) acting as an advocate for language and literacy education nationally and internationally.” **The Executive Committee’s primary job is to establish policies for the general operation of the organization and to steer CCCC towards goals that advance its mission.** We do this through decisions taken at two meetings a year and through research and exchange between these meetings. More precise information about the governance of CCCC and the roles of various

leaders is found throughout this handbook, but the CCCC Constitution serves as the basis for answering the essential questions you may have:

The Executive Committee

The CCCC Constitution, especially Article IV, Section 1 describes the Executive Committee:

Section 1. The Executive Committee

A. Responsibilities and Duties

1. Within the rules of NCTE and the limits set by this Constitution, the Executive Committee oversees the operations of CCCC, including its budget and policies.
2. Executive Committee policies and procedures are spelled out in the CCCC Bylaws.

B. Membership¹

1. Six members of the Officers' Committee will be ex officio, voting members (the Assistant Chair, Associate Chair, Chair, Immediate Past Chair, Secretary, and Executive Secretary-Treasurer).
2. The Two-Year College English Association Chair, Associate/Past Chair, and Secretary will be ex officio voting members.
3. Four editors will be ex officio, nonvoting members:
 - a) *College Composition and Communication*
 - b) *Studies in Writing and Rhetoric*
 - c) *Teaching English in the Two-Year College*
 - d) *Forum: Issues about Part-Time and Contingent Faculty*
4. Parliamentarian (ex officio, nonvoting; appointed as spelled out in the Bylaws)
5. Five members put forward by the following Cultural Identity Caucuses to be elected and appointed in a manner determined by governing documents of that Caucus will be voting members:
 - a) American Indian Caucus
 - b) Asian/Asian American Caucus
 - c) Black Caucus
 - d) Latinx Caucus
 - e) Queer Caucus
6. One member of the current Committee on Disability Issues in College Composition (CDICC) will be a voting member as determined by the Committee.
7. One member of the current DEI Committee will be a voting member as determined by the Committee.
8. Two graduate student representatives will be voting members as determined by the Graduate Student Standing Group.
9. Six members put forward by any CCCC Standing Group in good standing with the organization will be voting members, following the nomination and election processes spelled out in the Bylaws.
10. Six at-large seats to be selected from a pool of at-large nominations in accordance with the processes outlined in Article IV.2.A.3.b, two of which must be CCCC members holding non-tenure-track positions at the time of election, will be voting members.

C. Terms of Office

1. The term of all Executive Committee members will commence thirty days after the NCTE Annual Convention next following the election, except those that officers

¹ Changes to any member group or administrative committee name will be automatically updated in the Constitution and do not require a full vote of the membership as spelled out in Article X.

- appointed to fill a vacancy (Article IX, Sections 3 and 4) will take office upon their acceptance.
- 2. No member may serve more than two consecutive terms on the EC or serve in the same consecutive role on the EC.
- 3. Any Executive Committee member may be removed from office for sufficient cause upon unanimous recommendation of the other officers and two-thirds vote of a quorum of the Executive Committee members present at any scheduled meeting.
- 4. Nomination, election, and filling of vacancies will be specified in Article IX.

D. Meetings

- 1. Regular meetings of the Executive Committee will be held at least twice annually, generally in conjunction with the Conventions of CCCC and NCTE. Additional meetings may be held at other points throughout the year.

Fifteen members of the Executive Committee, exclusive of ex officio nonvoting members, present at any regularly authorized meeting of the Executive Committee will constitute a quorum.

The Officers' Committee

An organization as large and complex as CCCC depends upon an officers committee and professional staff to help make policy decisions and transact business between semi-annual governance meetings. The Officers' Committee is defined by the CCCC Constitution, Article III, Section 1:

A. Responsibilities and Duties

- 1. The responsibilities and duties of all officers will be those set forth in the Bylaws.

B. Membership

- 1. Chair
- 2. Associate Chair
- 3. Assistant Chair
- 4. Immediate Past Chair
- 5. Secretary
- 6. Executive Director of NCTE is the Executive Secretary-Treasurer of CCCC and serves as an ex officio officer of CCCC.

C. Terms of Office

- 1. Officers will be elected as stipulated in Article IX.
- 2. The term of all officers will commence thirty days after the NCTE Annual Convention next following the election, except that officers appointed to fill a vacancy (Article IX, Sections 3 and 4) will take office upon their acceptance.
- 3. The Chair, the Associate Chair, the Assistant Chair, and the Immediate Past Chair will each hold office for one year.
- 4. The Secretary will hold office for four years.
- 5. At the end of the term, the Assistant Chair will become Associate Chair, the Associate Chair will become Chair, and the Chair will become Immediate Past Chair.
- 6. Any elected officer may be removed from office for sufficient cause upon unanimous recommendation of the other officers and a two-thirds vote of a quorum of Executive Committee members present at any scheduled meeting.

It is the function of Officers' Committee to transact routine CCCC business, to prepare recommendations for the Executive Committee, and to act for the Executive Committee between scheduled meetings, when necessary. A more extensive list of officers' duties is found in the

CCCC Bylaws, Section III. In practice, the officers meet before and after each Executive Committee meeting to prepare for and follow-up on actions coming before the Executive Committee. They meet virtually every four to six weeks to “check in” and confer about issues or governance/policy questions that may have arisen. Once a year they convene for three days at a planning retreat, to explore deeply matters of ongoing or emerging concern and to prepare for the year ahead.

The Parliamentarian

Many organizations have a parliamentarian. **The role of a parliamentarian is to help facilitate the procedures whereby an organization transacts its business, to protect the rights of members, and to ensure that decision-making proceeds by democratic principles. The CCCC Parliamentarian is not an officer, does not vote, and is not elected.** Rather, the CCCC Chair may exercise the prerogative of appointing a parliamentarian to advise him or her during meetings of the Officers’ and Executive Committees and during the Annual Business Meeting. At the Chair’s request, the parliamentarian also may advise the Resolutions Committee as it prepares resolutions to bring to the floor of the Annual Business Meeting. Other duties may include interpreting the CCCC Constitution and Bylaws, helping newly elected leaders understand parliamentary procedure, and assisting other groups within CCCC in understanding their rights, privileges, and obligations.

CCCC Committees

The CCCC Constitution establishes five “administrative committees.” **These committees and their duties are defined by the CCCC Constitution or Bylaws, and their work tends to be closely concerned with the governance of the organization.** The Executive Committee, discussed above, is the sole policy-making body of CCCC and has fiscal authority over the budget. The Officers’ Committee, whose members also serve on the Executive Committee, has a further administrative role in managing the organization, especially between Executive Committee meetings. The Nominating Committee, elected by the membership, helps insure the future of the organization by preparing a slate of nominees for possible office in CCCC. The Diversity, Equity, and Inclusion Committee and the Committee on Disability Issues in College Composition are also outlined in the Constitution.

In addition to five administrative committees, the CCCC Constitution, Article V, provides an overview of Standing Committees and Article VI, Special Committees.

Standing Committees are proposed by the CCCC officers, typically on the recommendation of Special Committees as articulated in Article IV.E, and are constituted by a vote of the Executive Committee, on a motion from the Officers’ Committee. Standing Committees engage in tasks with specific, ongoing annual charges. They are required to work directly with CCCC Officers to identify charges and deliverables and create regular reports for review by the Executive Committee.

Special committees are given specific written charges, language that directs the committee's work over a three-year period. Special committees also must submit semi-annual written reports on their activities to the Executive Committee. Notice how the authority for the establishing, funding, and reviewing the work of committees is shared. The CCCC Chair has the power to appoint and charge committees; the CCCC officers may fund their work; and the Executive Committee establishes general procedures for committees, reviews their work, and if warranted, renews them.

The work of CCCC standing and special committees is crucial to advancing the organization's mission, and an important responsibility of CCCC's elected leaders is to attend to and support the important work of its committees.

CCCC Member Groups

Unlike committees, which are authorized by the CCCC Constitution and Bylaws, Member Groups (including Special Interest Groups and Standing Groups) are not. Though they serve CCCC members in important ways, their structure is less formal. As of August 2022, the CCCC Constitution does provide for Standing Groups to have representation on the CCCC Executive Committee, outlined in Article IV, Section 1.B.9.

In the case of Special Interest Groups, they do not submit reports to the Executive Committee, and the Executive Committee has no role in overseeing their activities, except for requesting that these groups provide the name of a contact person and avoid misusing the name of CCCC or its logo/marks in association with their activities. SIGs, or Special Interest Groups, permit people who share common interests to meet during the CCCC Annual Convention and to organize themselves in ways that best enable them to function. SIGs vary considerably in size, range of activities, and internal organization. Some are relatively permanent; others have little or no governing structure; still others are substantially identified with other organizations but meet at the CCCC Annual Convention as a convenience to their members. SIGs wishing to meet during the CCCC Annual Convention must submit proposals to the same peer-review procedures established for all CCCC members.

Cultural Identity Caucuses are a type of Special Interest Group. They serve professionals who share a common interest in issues of race, ethnicity, and gender. Historically, they have been allied with NCTE, but they also meet during the CCCC Annual Convention. They may elect officers, publish newsletters, collect dues, and promote activities advancing their interests. While they are not subject to oversight by the CCCC Executive Committee, as of the August 2022 revisions to the CCCC Constitution, the Cultural Identity Caucuses provide one representative each to the Executive Committee, outlined in Article VI, Section 1.B.5.

The CCCC officers and Executive Committee members are pleased to support SIGs and caucuses because they offer members opportunities for social interaction and professional growth. Though we respect their independence, we also encourage them to grow, providing time, space, and appropriate publicity to foster their activities.

In 2012, the CCCC Executive Committee approved the creation of Standing Groups. Existing member groups may take on a more formal, long-standing relationship to CCCC by applying for Standing Group status. **A Standing Group begins as a Special Interest Group (SIG) or other group with sustained organization and membership. After a period of five years, such a group may apply for Standing Group status.** To achieve this status, the group must submit an application to the CCCC Officers; that application consists of a description of the organization, a set of bylaws indicating how officers are elected, and a list of members, who must also be members of CCCC (more detailed guidelines and criteria appear in the section on CCCC Member Groups). Once recognized, Standing Groups are expected

to submit a brief annual report of their activities (with recommendations for future action) no later than 30 days after the conclusion of the CCCC Convention. Standing Groups are formally reviewed by the CCCC Officers every three years. Standing Groups that act in a way that is detrimental to the mission and reputation of CCCC, or that fall below an acceptable number of members or level of activity and engagement, can be dissolved by the CCCC Officers. In recognition for this level of responsibility to CCCC, each Standing Group is allotted one designated panel in addition to a business meeting at the CCCC Annual Convention, subject to the Program Chair's approval. Standing Group panels are vetted in consultation with the Program Chair. Standing Group business meetings will be held during the regular slots made available for such meetings by the Program Chair. **NOTE:** The Black Caucus, the Latinx Caucus, the American Indian Caucus, the Asian/Asian American Caucus, and the Jewish Caucus are NCTE Caucuses that meet at the CCCC Convention. These Caucuses as well as the Queer Caucus and Arab/Muslim Caucus are automatically considered to be Standing Groups of CCCC and retain their "Caucus" titles. These Caucuses are exempt from the application, reporting, and review parameters required for Standing Groups. ***There is no requirement for current SIGs to apply for "Standing Group" status if they do not wish to formalize their relationship to CCCC in this way.***

Roles and Responsibilities

According to the CCCC Bylaws, Section IV, the Executive Committee has the following duties:

- A. It sets policies for the general operation of the organization.
- B. It approves the budget and authorizes additional expenditures.
- C. It chooses the convention site at least four years in advance.
- D. It may authorize committees and give them specific direction and instructions.
- E. It may authorize publication of monographs and special publications, and it reviews the actions of the publication committee.
- F. It sets dues for various classes of membership.
- G. It may propose amendments to the Bylaws of the Two-Year College English Association.
- H. It receives reports from officers and committees

While the verbs in this list provide a formal answer to what the Executive Committee does, they don't address the complex questions about group identity and leadership that lie just below the surface. This section attempts to unpack some of the attitudes and behaviors that may be of particular interest as you assume leadership roles in a non-profit organization as vital and complex as CCCC.

Occasionally, board members struggle to understand whether they should be representing a constituency or particular group or, rather, striving to serve the whole membership equally. Because it would be impossible for you to ignore your background, experience, and areas of expertise, no one expects you to give up your particular interests in order to serve the whole organization. Instead, you now have a responsibility to all of the interests and constituencies represented by those who elected you to the Executive Committee. You even have a responsibility to those who voted against you because, in a democracy, while the will of the majority decides elections, the views of members who are in a minority nevertheless are entitled to fair consideration and respect. Most ethicists studying board behavior come to the same conclusion: **the duty of the board member is to focus on making the best decisions that serve the general interest of the organization.** Beyond what is stated in the CCCC Bylaws, then, board members of non-profit organizations have additional responsibilities:

1. To determine the organization's mission and purpose. It is the board's responsibility to create and review a statement of mission and purpose that articulates the organization's goals, means, and primary constituents served.
2. To provide proper financial oversight. The board must assist in developing the annual budget and ensuring that proper financial controls are in place.

3. To ensure adequate resources. One of the board's foremost responsibilities is to provide adequate resources for the organization to fulfill its mission.
4. To ensure legal and ethical integrity and maintain accountability. The board is ultimately responsible for ensuring adherence to legal standards and ethical norms.
5. To ensure effective organizational planning.
6. To orient new board members and assess board performance. In our case, this principle involves supporting colleagues on the board, sharing information freely, helping the presiding officer conduct meetings, and providing constructive suggestions for working together efficiently and effectively.
7. To enhance the organization's public standing. The board should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community.
8. To determine, monitor, and strengthen the organization's programs and services. The board's responsibility is to determine which programs are consistent with the organization's mission and to monitor their effectiveness.
9. To support the CCCC officers and NCTE's Executive Director by ensuring that they have the moral and professional support needed to further the goals of the organization.

Consistent with these responsibilities, this handbook contains considerable information about how CCCC functions and the programs and activities in which it currently is engaged. Please familiarize yourself with this material so that you can speak knowledgeably to people about what CCCC is doing. The Handbook also includes policies and guidelines concerning conflicts of interest, reimbursement for expenses, partnerships with for-profit entities, and other matters that pertain to the ethical conduct of board members. **Practically speaking, all board members have a responsibility to prepare for, attend, and actively participate in all Executive Committee meetings and functions and to represent Executive Committee decisions in a professional manner, even if you personally voted against a measure.**

Understood broadly, the Executive Committee leads the organization in three realms:

- Leadership Oversight involves selecting strategic directions that give CCCC its greatest chance to make a positive difference and developing organizational or public policies that advance us in the chosen direction. It also means helping members embrace and advance these goals through available or new leadership structures such as convention programming, committees, and publications.
- Operational Oversight involves monitoring reports, budgets, and data provided by staff and committees or other work groups to ensure that the organization's resources are being used efficaciously in pursuit of the strategic directions the board has chosen.
- Cultural Oversight involves making explicit our beliefs and values, modeling behaviors we endorse in our professional community, and nurturing a climate of trust and open exchange of information.

Leading the organization, then, very much depends on the mission, goals, and directions that the Executive Committee sets for CCCC. How does it do that?

What Is Knowledge-Based or Strategic Governance?

Not long after the NCTE Executive Committee successfully adopted a model of knowledge-based governance in 2003, CCCC officers recognized that CCCC, like many membership associations, faced new challenges in the twenty-first century. Nowadays, members expect tangible value from their experiences with CCCC; fewer join or remain as members simply from a sense of duty to their professional community. Moreover, few are willing to "earn their way" to positions of national prominence through committee roles; if they volunteer for a service role, they want to make a meaningful contribution, without making an unreasonable time commitment. Information, meetings, and services formerly supplied only by groups like ours are now readily available from for-profit competitors, or through free, searchable databases online. And, finally, the political environment has been sometimes hostile,

requiring either sustained, consistent efforts to educate the public about issues of concern to CCCC members or calling for prompt, effective responses to opportunities that arise with little warning.

In 2005 the officers appointed a Task Force on CCCC Executive Committee Effectiveness to examine how the CCCC Executive Committee might work together differently to better serve the membership and advance the organization. The Task Force conducted a survey of current and former Executive Committee members, considered trends observed in other non-profit organizations, and researched various models of effective governance in comparable subject-matter organizations. Eventually, the Task Force turned to a study authored by Glenn H. Tecker, Jean S. Frankel, and Paul D. Meyer and published in 2002 by the American Society of Association Executives (ASAE), *The Will to Govern Well*. The study proposed a model of leadership and decision-making known as knowledge-based governance. **While the CCCC Executive Committee no longer formally follows this process, the principles are still useful to consider as you are asked to work in subcommittees throughout your term on the EC.**

Knowledge-based governance is founded on some key observations about how effective associations work:

- Decision-making must proceed from a shared pursuit of knowledge about critical issues, in order to produce an informed consensus about how best to proceed. Discussions of professional issues that involve only a few voices around a table, albeit intelligent voices, is insufficient. The role of leaders is also limited if it consists of micromanaging committees or launching initiatives because they seem like a good idea at the time.
- To promote and sustain knowledge-based governance, leaders need to focus on three things:
 - Making decisions based on **knowledge**, on research, rather than on the expertise and experiences of those few Executive Committee members present when issues are discussed;
 - Creating a climate of **trust** among staff, Executive Committee leadership, and CCCC members, so that all parties have a shared view of what will define success;
 - Building a **nimble infrastructure** in which decision-making and implementation remain in sync and respond efficiently to a rapidly changing environment.
- This process helps the Executive Committee focus on mega-issues and engage in on-going strategic thinking and goal-setting, rather than becoming preoccupied with transient details during or between meetings.

The Four Core Questions

As the EC attempts to build a knowledge base to inform strategic decision-making, it's helpful to consider four basic perspectives on each issue:

Question 1: What do we know about our stakeholders' needs, wants, and preferences that is relevant to this issue?

- Answering this question often involves surveying or interviewing members and other key players to make sure that we understand how the issue is influencing the professional work of those in our community.

Question 2: What do we know about trends—demographic, economic, policy, and cultural—that are relevant to this issue?

- Often this question entails a literature review and considerable discussion of what is most significant in predicting how the issue will play out in the future. It involves making an “environmental scan” of the factors we need to consider in any decisions we might make.

Question 3: What do we know about the “capacity” and “strategic position” of our organization that is relevant to this issue?

- This may be the most difficult inquiry of all. It requires us to take stock of what we can realistically hope to achieve with the resources we can bring to bear on the issue.

Question 4: What are the ethical implications of our choices?

- Here, we begin to consider how various options that we might pursue may influence the reputation of our organization and the interests of our members and stakeholders.

A Time to Act (or Not)

As we explore these core questions, we attempt to facilitate the free exchange of knowledge between EC subcommittees, staff, various “experts” within the membership, and key advisers from outside the organization. There is a place in these discussions for informed intuition, and we typically engage in open dialogue as we discuss findings. The EC goes back into parliamentary session only when it is prepared to deliberate about formal motions that will describe our goals and vision for the issues at hand. Knowledge-based governance motions describe outcomes that CCCC will work to achieve over a two- to three-year period. Motions are sufficiently detailed to describe what success will look like, including appropriate metrics or descriptions of changes we expect to see. However, they do not prescribe the means of achieving these ends because staff and volunteer work groups need the flexibility to explore options for achieving the outcomes that the motion establishes. The Executive Committee may choose to identify “executive limitations” about methods that should not be undertaken to achieve the specified outcome, especially if there is a strong sense that an otherwise viable course of action would nevertheless undercut the reputation or effectiveness of the organization. Although many kinds of motions are possible, the following options represent realms of action in which the Executive Committee may choose to establish outcome:

- Principles—have we clearly and completely stated our principles or beliefs about the issue? If our investigation reveals that our principles are unclear, outdated, or nonexistent, a motion calling for a document that makes them public is a useful first step.
- Public policy advocacy—what public policy changes can we work to enact in three years that reflect our values and advance our principles relative to this issue?
- Program/publications/professional development—what characteristics should products or learning experiences that CCCC and/or NCTE might develop show in advancing our principles on this issue? How widely should they be used, what vital audiences will they serve, and how will we measure their effectiveness?
- Public relations/communication—what will key audiences inside or outside CCCC understand about this issue in three years that they don’t know today?
- Research—what research needs to be conducted within three years to illuminate aspects of this issue or provide evidence to document our principles?
- Alliances—what agreements or collaborations should be in place within three years to advance our principles about this issue? What outcomes will have been produced by these collaborations?
- Fundraising—how much money do we need to raise within three years to sustain our work on this issue or to support the outcomes we desire? How much will be raised from outside sources versus internal funding? Is fundraising a pre-condition for other outcomes?

Other realms of action are possible too, but again, motions focusing on outcomes, rather than specific tactics, can help us determine whether or not we’ve been successful in reaching our goals. It also is a tenant of knowledge-based governance that these motions are not cast in stone. Revising or revoking a motion is an appropriate choice if conditions in the organization or in our professional environment make pursuing an outcome ill-advised.

How Are Motions Put Into Practice?

Depending on what outcomes have been identified in the motions, different groups of staff or CCCC members need to be mobilized. Generally, the Executive Director will manage the work of staff in pursuit of our strategic goals. The CCCC Chair will appoint any needed volunteer work groups or task forces, and they will generally be supported by a staff liaison appointed by the Executive Director.

To achieve ambitious strategic goals will also require mobilizing many CCCC groups and resources such as the convention program, CCCC publications, and our website. Coordinating committees and other groups across CCCC that have long functioned independently and issuing “strategic invitations” to act will become vital skills for today’s CCCC leaders. We welcome you to this exciting work and look forward to working with you. Most of all, we appreciate the time, energy, and expertise you are willing to offer to the colleagues and students served by CCCC. Thank you for the significant contributions you will make during your term on the Executive Committee.

1 Constitution and Policies

[CCCC Constitution \(updated August 2022\) and Bylaws \(updated August 2018\)](#)

[CCCC Mission Statement \(March 2018\) and Strategic Governance Vision Statement \(November 2012\)](#)

[CCCC Position Statements](#)

Retired Statements:

- Guidelines for on the Ethical Treatment of Students and Student Writing in Composition Research (November 2000; Retired in January 2011)
- Position Statement on Teaching, Learning, and Assessing Writing in Digital Environments (February 2004, Retired March 2017)
- Statement on the Multiple Uses of Writing (November 2007, Retired March 2017)
- A Position Statement of Principles and Example Effective Practices for Online Writing Instruction (OWI) (March 2013, Retired March 2018)
- Statement on Language, Power, and Action (November 2016, Retired April 2021)

[CCCC Position Statement Guidelines](#)

[Policy Forms for NCTE Executive Committee and NCTE Conference and Association Executive Committee Members](#)

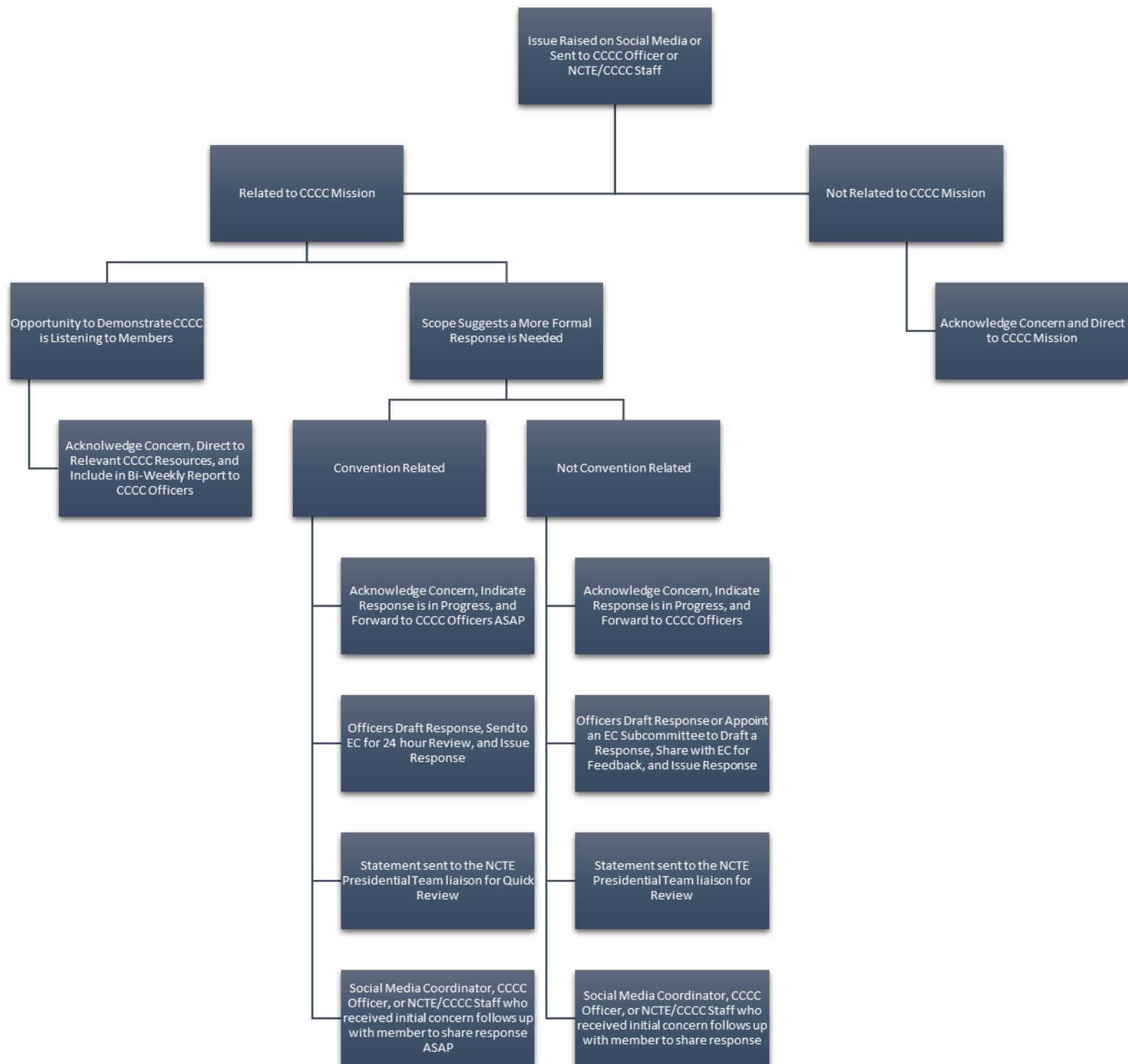
[NCTE Policy on Multiple Roles of Council Leaders](#)

[NCTE Policy on Involvement of People of Color](#)

[NCTE Election Policy on Involvement of People of Color](#)

[NCTE Policy on Campaigning](#)

CCCC Response Decision Tree



Reimbursement and Expense Policy

This is a general guide to reimbursements, expenses, and coordinating these expenditures with Headquarters for all Executive Committee members, including officers. If you have specific questions that you cannot answer with the information provided here, please contact Headquarters for further clarification.

This section is divided by role, with sections explaining special rules and policies for all CCCC members, CCCC Executive Committee Members, and CCCC Officers.

1. All CCCC Members
2. CCCC Executive Committee Members
3. CCCC Officers
4. CCCC Parliamentarian and CCC Editor

All CCCC Members

CCCC Honoraria and Per Diem Policy for CCCC Convention

The Conference on College Composition and Communication, a not-for-profit educational organization, relies on the volunteer services of members for performing professional activities. As a volunteer organization, CCCC does not pay honoraria to members for performing professional work of the organization. Nor does it pay honoraria to its officers or members of the Executive Committee for carrying out the responsibilities for which they were elected.

The giving of honoraria for special roles at the annual convention is at the discretion of the Program Chair.

A per diem of \$60.00 is paid only to CCCC members who must attend meetings that fall outside the regular CCCC Convention (excluding pre- and post-convention workshops). This applies, for example, to members of the Executive Committee who meet before the convention begins or to members of standing committees or ad hoc committees which might meet pre- or post-convention.

No multiple per diem will be paid for meetings that occur on the same day.

Effective, 1 July 1998

(Motion E98.10, CARRIED, Wednesday, April 1, 1998, CCCC Executive Committee Meeting)

Executive Committee Members

Conference Registration

All Executive Committee members are responsible for registering for the CCCC and NCTE Annual Conventions and paying the appropriate registration fees.

Travel Expenses

CCCC is generally not able to underwrite travel expenses for members of the Executive Committee to attend the NCTE and CCCC Annual Conventions (please see exception “CCCC Executive Committee Funding Plan” below). Executive Committee members make their own hotel and airline reservations.

Per Diem

A per diem of \$60 for each day when there is a scheduled Executive Committee meeting is paid to each Executive Committee member who is in attendance.

CCCC Executive Committee Funding Plan

In November 2006, a plan was approved by the CCCC Executive Committee to provide funding for elected leaders of the Executive Committee to attend the CCCC EC meetings held annually at the NCTE Annual Convention and at the CCCC Convention. *We ask that all elected members seek funding from their institutions for travel support to attend the meetings.* If an institutional support request is denied, EC members may apply for up to \$500 in travel reimbursement funds. An application form should be requested from the CCCC administrative liaison and returned via email no later than six weeks before the governance meeting. Applicants should receive a response within a week and then should proceed to make travel/lodging arrangements. At or immediately after the meeting (within a week), EC members may submit their expenses on a form provided by the administrative liaison, and will receive reimbursement for up to \$500 in actual expenses incurred. [Note: All receipts must be itemized, particularly for food expenses, credit card slips do not provide enough detail. Reimbursable expenses include travel (airfare, taxi, parking, mileage), lodging (up to two nights), and meals (for up to two days, excluding alcoholic beverages).]

Officers

Convention Registration

The CCCC Assistant Chair, Associate Chair, Chair, and Past Chair receive a complimentary registration for the CCCC Annual Convention. The CCCC Secretary is responsible for registering for the Convention and paying the appropriate registration fee.

Travel Expenses

CCCC Officers will receive reimbursement for travel, lodging, and meal expenses at the CCCC and NCTE conventions beginning with the first day of official duties and ending with the last day of official duties at each.

According to NCTE reimbursement policy, CCCC Officers (Associate Chair and Chair) serving dual roles as CCCC Officers and members (voting or non-voting) of the NCTE Executive Committee will also be reimbursed for all airfare, hotel room, ground transportation, and meals for meetings in relation to the NCTE Executive Committee (the February, April, and July/August meetings). When an officer leaves the NCTE Executive Committee, their expenses in connection with the NCTE and CCCC Annual Conventions are reimbursed as above.

All officers make their own airline reservations for all meetings. If necessary, officers may request a

travel advance in lieu of receiving reimbursement later, to cover the amount of the airfare if they contact Headquarters at least three weeks in advance.

NCTE Headquarters makes officers' hotel reservations for all meetings. At the CCCC Convention, the Chair and Associate Chair will stay in suites; NCTE will bill the officers for incidental charges to the room (other than room and tax) after the Convention (*Motion 01E.9, CARRIED, March 14, 2001 CCCC Executive Committee Meeting*).

Discretionary Funds

CCCC Officers discretionary funds as follows:

CCCC Chair:	\$1,500 per calendar year
By Majority of the CCCC Officers	\$500

(*Motion CARRIED, January 17, 2004, CCCC Officers' Meeting*)

Parliamentarian

The CCCC Parliamentarian (who is appointed by the CCCC Chair) receives reimbursement for travel, and both a per diem and reimbursement for lodging on days when services are requested to participate in official CCCC business (*Motion 01O.5, CARRIED, January 12, 2001*).

Incoming CCC Editor

In order to support the transition between the incoming and current (outgoing) editor, the CCCC Officers approved funds (in November 1999) to cover travel cost to CCCC Executive Committee meetings. Funds, up to \$5,000.00, for this transitional period, are available to offset travel costs for the incoming Editor. Expenses will be reimbursed in accordance with CCCC Policy.

2 CCCC Officers

The CCCC Constitution states that the Officers of CCCC are the Chair, the Associate Chair, the Assistant Chair, the Immediate Past Chair, and the Secretary. The Executive Secretary-Treasurer (the NCTE Executive Director) serves as a non-voting officer. The following section outlines the responsibilities and activities of each of the CCCC Officers chronologically; please note, however, that the Constitution and Bylaws carry final authority as to the duties of CCCC Officers. All Officers should consult Chapter 1 regarding Reimbursements and Expenses. Chapter 9 details Convention planning. Sample Officers' Meeting Agendas can be found at the end of this chapter.

Officers assume their new offices 30 days after the NCTE Convention, although the CCCC Associate Chair acts as Chair for CCCC at the NCTE Executive Committee Meeting on the Sunday during the NCTE Convention.

Officers' Meeting Schedule

This list is not inclusive of all of the meetings that Officers' may be called on to attend – both at the NCTE and at the CCCC Annual Convention – but does outline standing commitments that recur on an annual basis. The CCCC Liaison will inform Officers of additional commitments at both Conventions.

	Meeting	Chair	Associate Chair	Assistant Chair	Past Chair	Secretary
July/August	NCTE EC Meeting Thursday to Sunday	✓	✓			
	NCTE EC Orientation Conference Calls Mid to late Summer			✓		
October/November	CCCC New EC Member Orientation Online (* will attend in the year when elected/appointed)			✓*		✓*
November (at the NCTE Annual Convention)	NCTE Annual Convention	✓	✓	✓	✓	✓
	NCTE EC Orientation Tuesday afternoon before Convention			✓		
	NCTE EC Meeting Wednesday before Convention	✓	✓	✓		
	CCCC Officers' Meeting Saturday afternoon					
	CCCC EC Retreat Sunday afternoon	✓	✓	✓	✓	✓
	CCCC EC Meeting Monday					

	Meeting	Chair	Associate Chair	Assistant Chair	Past Chair	Secretary
	NCTE EC Meeting Sunday after General Session		✓	✓		
January	Officers' Meeting Friday evening to Sunday afternoon at a site chosen by the Chair	✓	✓	✓	✓	✓
Late February/Early March	NCTE EC Meeting Wednesday to Saturday	✓	✓			
	NCTE Convention Planning Meeting Following the NCTE-EC Meeting – Saturday to Sunday (* Upon invitation of the NCTE Program Chair)	✓*	✓*			
March or April – cont'd (at the CCCC Annual Convention)	CCCC Annual Convention	✓	✓	✓	✓	✓

	Meeting	Chair	Associate Chair	Assistant Chair	Past Chair	Secretary
	Officers' Meeting Tuesday afternoon					
	CCCC EC Meeting Wednesday					
	New EC Members and Local Chairs Reception Wednesday evening					
	Newcomers' Coffee Hour Thursday morning					
	Opening General Session Thursday morning	✓	✓	✓	✓	✓
	Scholars for the Dream Reception Thursday evening					
	Awards Session Friday evening					
	Annual Business /Town Meeting Saturday morning					
	Officers Meeting Conference call following the convention					
March or April – cont' d	CCCC Convention Concerns Meeting Check Program for Time	✓		✓	✓	

	Meeting	Chair	Associate Chair	Assistant Chair	Past Chair	Secretary
	CCCC Nominating Committee Meetings (* Immediate Past Chair and Senior Past Chair both serve on the CCCC Nominating Committee)				✓*	
May	NCTE EC Budget Approval Online Meeting	✓	✓			

Assistant Chair/Incoming Program Chair

The Assistant Chair should read Chapter 6 of this handbook, consult the CCCC Convention Manager at NCTE Headquarters, and discuss Convention planning arrangements with other CCCC Officers. This timeline highlights the major activities of the Assistant Chair/Program Chair in his or her capacity as an officer and convention planner, but it is not fully inclusive. (Refer to the “Officers’ Meeting Schedule” for Meeting and Convention information.)

October

- ☐ Any changes to clusters due for discussion at the November Officers meeting and to be finalized by December 1st.
- ☐ Participate in the online orientation for new CCCC Executive Committee members.

November

- ☐ The incoming Assistant Chair is invited to attend the Officers' Meeting, the Executive Committee Retreat, and the Executive Committee Meeting as a non-voting discussant.

December

- ☐ Budget and Call for Proposals due at NCTE in time for the Winter CCCC Officers’ Meeting.

January

- ☐ Recruitment of Local Arrangement Chair begins

February

- ☐ Recruitment of Reviewers begins.
- ☐ Recruitment of featured speakers begins.

March

- ☐ Program proposal form access emailed to CCCC members.
- ☐ Meeting with NCTE Convention Director.
- ☐ Open meeting at convention to solicit program ideas.
- ☐ Attend the CCCC Meetings at the Convention.

April

- ☐ Determine Stage I and II reviewers; send names to NCTE. Instructions to reviewers prepared and distributed.
- ☐ Program proposals submitted to NCTE.
- ☐ Late in the month - program proposal deadline.

May

- ☐ Proposals sent to Stage I reviewers via online system.
- ☐ Ratings due from Stage I reviewers via online system.

June

- ☐ June/July: Stage II reviewers in Urbana to complete review process and begin session selection.
- ☐ Meeting with Convention Director in Urbana

July

- ☐ Invitation emailing attachments produced.
- ☐ Wrap up recruitment of featured speakers.

August

- ☐ Set program (via CCCC database) and forward to NCTE. Provide session packet for each session.
- ☐ Invitations prepped for emailing at NCTE.
- ☐ NCTE EC new member orientation conference calls in mid to late summer.
- ☐ Round I invitations emailed from NCTE.

September

- ☐ Work to find replacements for those who decline invitations.

- ☐ Information for Preview due.

October

- ☐ Early: Round I reminder email from NCTE.
- ☐ Mid: Round I Invitations expire. Make replacements.
- ☐ Obtain info on featured speakers and Associate Chair's keynote and bio for Preview.
- ☐ Late: Round II invitations emailed from NCTE.

November

- ☐ Round II reminder email from NCTE.
- ☐ Attend the NCTE EC orientation on Tuesday before the NCTE Convention.
- ☐ Attend the NCTE EC meetings on Wednesday and Sunday after the General Session at the NCTE Convention.
- ☐ Meet with Local Arrangements Chair and/or NCTE staffers at Convention.
- ☐ Attend the CCCC meetings at the NCTE Convention.
- ☐ December Preview emailing prepped at NCTE.

December

- ☐ Review front matter and program copy and send to NCTE. Prepare and review cover design.
- ☐ Become Associate Chair 30 days after convention.
- ☐ Receive list of meeting rooms.
- ☐ Mid: Round II Invitations expire. Make final replacements.
- ☐ December emailing to CCCC members and confirmed participants.

Associate Chair

(Refer to "Officers' Meeting Schedule" for Meeting and Convention information.)

December

- ☐ The Assistant Chair become the Associate Chair 30 days after the NCTE Convention

January

- ☐ Decide where and when to hold winter Officers' meeting the following year and inform Headquarters.

- ❑ Travel to Officers' Meeting.
- ❑ Meetings assigned to meeting rooms.
- ❑ Early: Make final replacements on program.
- ❑ Receive program copy for final review.
- ❑ Mid: Final program revisions due at NCTE.
- ❑ Work with CCCC AL to finalize invitations and memos for various events at Convention.

February

- ❑ Attend NCTE EC Meeting.
- ❑ Addendum to the Program developed.
- ❑ Arrange for amenities to be given at the Convention. Small gifts or flowers have traditionally been given to the Local Arrangements Chair, staff members who have worked directly with Convention arrangements, and any assistants from their own institutions.

March/April

- ❑ Activities at the CCCC Convention vary.
- ❑ Preside over Opening General Session (Thursday morning).
- ❑ Write letters of thanks to the Local Arrangements Chair and to all chairs of subcommittees.
- ❑ After reviewing the Convention report from Headquarters, forward the report and survey information to the Assistant Chair (who will be in the process of planning the next Convention).

May

- ❑ Participate in NCTE EC budget approval online meeting.
- ❑ Confirm dates and location of the Winter Officers' meeting for the following year with Headquarters.
- ❑ Begin thinking of nominees to the Braddock Committee & Resolutions Committee. Names of award committee members are kept confidential until the award selection process is completed. In nominating committee members, keep in mind distribution of two-and four-year institution representation, people of color representation, geographical representation, and gender balance. Headquarters will then issue invitations and monitor the acceptances.

June

- ❑ Start composing personal bio for Preview and draft keynote for next CCCC Convention.

August

- ❑ Attend NCTE EC Meeting in Urbana, Illinois.

- ❑ Invite Parliamentarian.
- ❑ Begin working with CCCC AL on agenda for November EC Retreat.

October

- ❑ Submit biographical sketch for Convention Preview and title of keynote for CCCC Convention.
- ❑ Begin working with CCCC AL on agenda for January Officers' meeting

November

- ❑ Attend NCTE EC Meetings; Wednesday before NCTE Convention and Sunday after the General Session at the NCTE Convention.
- ❑ Attend the CCCC Meetings at the NCTE Convention.

December

- ❑ Become Chair 30 days after the NCTE Convention.
- ❑ Work with outgoing chair and NCTE staff to effect a smooth transition of duties.
- ❑ Continue reviewing agenda drafts and prepare any necessary reports for Winter Officers' Meeting.

Chair

(Refer to "Officers' Meeting Schedule" for Meeting and Convention information.)

December

- ☐ Become the Chair 30 days after the NCTE Annual Convention.
- ☐ Continue reviewing agenda drafts and prepare any necessary reports for Winter Officers' Meeting.
- ☐ Mid: Program Chair sends Chair's portion of program copy to Headquarters.
- ☐ Monthly Talk with NCTE Executive Director.

January

- ☐ Preside over Winter Officers' meeting.
- ☐ Seek ideas about the CCCC session at the MLA Convention at the Winter Officers' meeting. Choose delegate to organize this session (or the Chair may do it him/her self). Chair or delegate to work with CCCC AL on proposal submission.
- ☐ With Headquarters staff, update program book copy for the Annual Business Meeting. Staff will notify people who are to sit on the dais of the seating arrangements, time and location for the ABM.
- ☐ Finish address to give at the Opening General Session of the Convention.
- ☐ Monthly Talk with NCTE Executive Director.

February

- ☐ Review/edit agendas for March's Executive Committee Meeting, the two Officers' meetings (the second will likely be amended to account for resolutions and sense-of-the-house motions passed at the ABM), and the Annual Business Meeting.
- ☐ Invite new Executive Committee members, Local Arrangements Chairs, and others to a reception – usually held in the Chair's suite. Invitations are issued from Headquarters on behalf of the Chair.
- ☐ Attend the NCTE EC Meeting.
- ☐ Monthly Talk with NCTE Executive Director.

March/April

- ☐ Preside over Second General Session (Awards Session), Annual Business Meeting, and the CCCC-EC and Officers' Meetings held at the CCCC Annual Convention.
- ☐ Attend Convention Concerns Committee meeting.
- ☐ Monthly Talk with NCTE Executive Director.

April

- ☐ Appoint, as needed, new members to administrative and special committees (except Resolutions). The Chair should suggest names for all CCCC award selection committees except the Braddock Award. Names of award committee members are kept confidential until the award selection process is completed. In nominating committee members, keep in mind distribution of two- and four-year institution representation, people of color representation, geographical representation, and gender balance. Headquarters will then issue invitations and monitor the acceptances.

- ☐ Monthly Talk with NCTE Executive Director

May

- ☐ Participate in NCTE EC budget approval online meeting.

June

- ☐ Send CCCC Annual Report to Headquarters (NCTE AL will remind you).
- ☐ Monthly Talk with NCTE Executive Director

July

- ☐ Complete the Chair's letter to CCCC membership by mid-July. The letter will be published in CCC and posted to the website.
- ☐ Monthly Talk with NCTE Executive Director.

August

- ☐ Attend the NCTE EC Meeting in Urbana, Illinois.

September

- ☐ Review/edit agendas for November CCCC Officers' Committee meeting, the CCCC-EC retreat, and CCCC-EC meeting at the NCTE Convention.
- ☐ Write letters of thanks according to the CCCC Graciousness Plan.
- ☐ Monthly Talk with NCTE Executive Director.

November

- ☐ The Chair attends the pre-convention NCTE EC meeting, not the post-convention EC meeting.
- ☐ Attend the CCCC meetings at the NCTE Convention.
- ☐ Monthly Talk with NCTE Executive Director.

December

- ☐ Become the Immediate Past Chair 30 days after the NCTE Annual Convention.

Immediate Past Chair

(Refer to "Officers' Meeting Schedule" for Meeting and Convention information.)

December

- ☐ Become the Immediate Past Chair 30 days after the NCTE Annual Convention.
- ☐ Write letters of thanks (see Graciousness Plan).

January

- ☐ Begin thinking of nominations to replace outgoing members of the CCCC Executive Committee, Nominating Committee, and Officers. The Immediate Past Chair and the Senior Past Chair (the chair

who immediately preceded the Immediate Past Chair) both serve as members of the CCCC Nominating Committee.

March/April

- ☐ Attend the CCCC meetings at the Convention.
- ☐ Attend Convention Concerns and Nominating Committee meetings, in addition to other convention obligations.

December

- ☐ Leave position of Immediate Past Chair 30 days after the NCTE Annual Convention.

As Needed

- ☐ Write letters of thanks to retiring CCCC editor(s).

Secretary

The Secretary serves a four-year term. According to the CCCC Constitution, the Secretary is responsible for preparing appropriate minutes for all meetings, certifying the correctness of these minutes, and distributing these minutes to the CCCC Chair and NCTE. A draft of the minutes, or at least a list of motions and action items, should be prepared within 30 days. The completed minutes should be prepared for distribution within 60 days. (Refer to “Officers’ Meeting Schedule” for Meeting and Convention information.)

October/November

- ☐ Attend the online orientation for new CCCC Executive Committee members.

November

- ☐ The incoming Secretary (in an election year) is invited to attend the Officers' Meeting, the Executive Committee Retreat, and the Executive Committee Meeting as a nonvoting discussant.

December

- ☐ Secretary takes office 30 days after the NCTE Annual Convention and serves a four-year term.
- ☐ Send copies of completed minutes from the November Officers’ meeting and CCCC-EC meeting to the CCCC Chair and NCTE staff within 30 days so that the January Officers’ Meeting can be planned.

January

- ☐ Take minutes at winter CCCC Officers Meeting. Complete minutes from the November meetings will be distributed with the agenda (mailed out by staff to the Officers).
- ☐ Leave a rough draft of the minutes with the CCCC Chair before leaving the Officers’ Meeting or meet with the Chair to discuss action items prior to leaving the meeting site.

February

- ☐ Send Headquarters minutes of the January Officers Committee Meeting within 30 days of the meeting. Complete minutes are required in time for distribution with the agenda materials (mailed by staff to the Officers and Executive Committee members) well before the Officers’ and CCCC-EC meetings at the CCCC Convention.

March/April

- ❑ Attend Officers Committee Meeting, CCCC-EC Meeting, Annual Business Meeting, Second Officers Meeting (conference call the week after convention) and prepare minutes for each, sending these to Headquarters and the CCCC Chair within 30 days of the meetings.

April/May

- ❑ Send CCCC chairs and Headquarters certified minutes for CCCC Convention Meetings (within 60 days of the meetings).

June/July

- ❑ Send CCC Editor the list of motions from approved minutes for the two CCCC Executive Committee Meetings and the CCCC Annual Business Meeting from the preceding year, to be included in the December issue of CCC.

SAMPLE OFFICERS' MEETING AGENDA

**CCCC Officers Agenda
April 22, 2022**

1. CCCC Emergent Researcher Award mentor selections
2. Updates to 2022 CCCC Research Calls
3. Next Steps with Research Committee—setting meeting
4. Steven Alvarez Award Proposal
5. Revising the Guidelines for Ethical Conduct of Research in Composition Studies and/or other resource that identifies priorities for addressing writing assessment (see attached email thread with Mya Poe)
6. Committee for Change report and follow up from ABM (see attached report)
7. CCCC membership, defining membership, and data gathering
8. Reorganizing the CCCC position statements page for greater clarity and focus
9. Other Business

CCCC "Graciousness Plan"

The following plan was adopted March 1981.

A. Announcing Annual Elections Results

CCCC will announce the annual election results as follows:

1. in the next feasible issue of *CCC*
2. at the CCCC/College Section Luncheon at the NCTE annual Convention
3. in the chair's letter to the membership

B. Writing Letters of Thanks and/or of Congratulations

Whenever possible, a letter of thanks and/or congratulations should be written to people who have served CCCC. Letters should come from the CCCC Officer listed below, at the approximate times given in each case. As much as possible, the content and tone of the letter should be personal. Also, when appropriate, the writer might include a cover note offering to send a copy of the letter to the person's Department Chair, Dean, or other supervisor.

Immediate Past Chair

- < in December, immediately after becoming Past Chair, to each retiring Executive Committee member
- < in December, immediately after becoming Past Chair, to a retiring CCCC Liaison to the NCTE College Section Committee (once every four years)
- < As needed: to a retiring Editor of *CCC*, Editor of the *SWR Series*, and the *CCC On-line* Editor

Chair

- < in October, to all the unsuccessful candidates in the annual CCCC election
- < in October, to all the successful candidates in the annual CCCC election with special encouragement to come to the November CCCC Executive Committee meeting at the NCTE Convention
- < as needed, to a newly appointed Editor *CCC*, Editor of the *SWR Series*, and the *CCC On-line* Editor
- < as needed, to any retiring CCCC Committee Chair
- < as needed, to a newly elected CCCC Liaison to the NCTE College Section Committee

Associate Chair

- < after the CCCC Convention at which the Associate Chair served as Program Chair, to the Local Arrangements Chair and to all Chairs of the subcommittees that handled aspects of the local arrangements

CCC Editor

- < as needed, to any retiring Editorial Board member
- < Editor of *SWR Series*
- < Editor of *CCC On-line*

C. Optional

- < The CCCC Chair usually holds a reception for newly elected CCCC Executive Committee members and for the local arrangements chair and volunteers. It is usually scheduled for Wednesday evening in the Chair's suite; all Executive Committee members are invited.
- < A gift of a rare book is usually given to the outgoing Past Chair

- < Sometimes thank you cards are passed around and signed for retiring members and a sign of public thanks to outgoing Executive Committee members at the November Executive Committee meeting.
- < The outgoing CCC Editor usually receives bound volumes of the CCC issues that s/he edited as well as a plaque. (This is arranged by the NCTE Journals staff.)

3 CCCC Executive Committee

CCCC Executive Committee Activities and Responsibilities

Members of the Executive Committee make a three-year commitment to serving CCCC unless otherwise stipulated in the [CCCC Constitution](#). The Executive Committee meets for a full day immediately prior to the CCCC Annual Convention in the spring as well as for two days at the NCTE Annual Convention in the fall. In addition, each new member will attend an online orientation prior to the start of their term. The Executive Committee also conducts business, on occasion, virtually and via email, including email ballots. Sub-committee and strategic governance work, review of documents and other materials, responses to various queries, and votes will be requested throughout the year.

Executive Committee members take office 30 days after NCTE Annual Convention in November. The term of office is three years unless otherwise noted in the CCCC Constitution. All newly elected Executive Committee members are required to attend an online orientation and are also urged to attend the November Executive Committee Retreat and Executive Committee Meeting as guests the year they are elected. All newly elected Executive Committee Members will be emailed orientation information from NCTE Headquarters in August/September.

Ex officio CCCC Executive Committee Members (e.g., TYCA Officers) who leave office during the NCTE Annual Convention nevertheless retain membership on the CCCC Executive Committee for 30 days following the NCTE Annual Convention.

CCCC Executive Committee 2022–2023

<p>Staci Perryman-Clark (2020-2024) Chair</p> <p><i>Preferred Contact Information:</i> 7746 La Jessica Circle Kalamazoo, MI 49009-7542 (419) 490-0288 staci.perryman-clark@wmich.edu</p> <p><i>Institution:</i> Western Michigan University, Kalamazoo</p>	<p>Frankie Condon (2021-2025) Associate Chair</p> <p><i>Preferred Contact Information:</i> 200 University Avenue West, U of Waterloo English Dept., Hagey Hall 147 Waterloo, Ontario N2L 3G1 (402) 470-7700 fcondon@uwaterloo.ca</p> <p><i>Institution:</i> University of Waterloo, Ontario</p>
<p>Jennifer Sano-Franchini (2022-2026) Assistant Chair</p> <p><i>Preferred Contact Information:</i> 15 Dartmouth St. Morgantown, WV 26505-3616 (808) 358-1538 jennifer.sano-franchini@mail.wvu.edu</p> <p><i>Institution:</i> West Virginia University, Morgantown</p>	<p>Holly Hassel (2019-2023) Past Chair</p> <p><i>Preferred Contact Information:</i> North Dakota State University, Dept. 2320 P.O. Box 6050 Fargo, ND 58102 (715) 301-8699 holly.hassel@ndsu.edu</p> <p><i>Institution:</i> North Dakota State University, Fargo</p>
<p>David F. Green (2019-2023) Secretary</p> <p><i>Preferred Contact Information:</i> 14818 Melfordshire Way Silver Spring, MD 20906-5746 (202) 806-5030 david.f.green@howard.edu</p> <p><i>Institution:</i> Howard University, Washington, DC</p>	<p>Antonio Byrd (2021-2024)</p> <p><i>Preferred Contact Information:</i> 8573 Holmes Rd Apt 50 Kansas City, MO 64131 (334) 430-8671 antoniobyrd@umkc.edu</p> <p><i>Institution:</i> University of Missouri-Kansas City</p>
<p>Elvira Carrizal-Dukes (2022-2025) NTT Faculty Representative</p> <p><i>Preferred Contact Information:</i> 529 Paloma Blanca Dr. Chaparral, NM 88081 ecarrizaldukes@utep.edu</p> <p><i>Institution:</i> The University of Texas at El Paso</p>	<p>Chen Chen (2021-2024)</p> <p><i>Preferred Contact Information:</i> 1520 Colony Road Rock Hill, SC 29730 chenchen328@gmail.com</p> <p><i>Institution:</i> Utah State University, Logan</p>

<p>José Manuel Cortez (2021-2024)</p> <p><i>Preferred Contact Information:</i> 1415 Kincaid St Eugene, OR 97403 (360) 338-1500 subjmc@gmail.com</p> <p><i>Institution:</i> University of Oregon, Eugene</p>	<p>Tiane Donahue (2022-2025)</p> <p><i>Preferred Contact Information:</i> HB 6220 - 214 Anonymous Hall Dartmouth College Hanover, NH 03755 (603) 646-9749 christiane.k.donahue@dartmouth.edu</p> <p><i>Institution:</i> Dartmouth College, NH</p>
<p>Mara Lee Grayson (2022-2025)</p> <p><i>Preferred Contact Information:</i> 1000 E. Victoria Street English Department, LCH B326 Carson, CA 90747 maragrayson@gmail.com</p> <p><i>Institution:</i> California State University, Dominguez Hills</p>	<p>Jamila M. Kareem (2022-2025)</p> <p><i>Preferred Contact Information:</i> 10239 Dwell Ct., Apt. 302 Orlando, FL 32832-6067 jamila.kareem@ucf.edu</p> <p><i>Institution:</i> University of Central Florida, Orlando</p>
<p>Amy Lueck (2022-2025)</p> <p><i>Preferred Contact Information:</i> 500 El Camino Real 317 St. Joseph Santa Clara, CA 95050 (952) 807-7108 alueck@scu.edu</p> <p><i>Institution:</i> Santa Clara University, CA</p>	<p>Travis Margoni (2020-2023)</p> <p><i>Preferred Contact Information:</i> 7202 Summitview Ave. #12 Yakima, WA 98908 (541) 602-4703 tmargoni@yvcc.edu</p> <p><i>Institution:</i> Yakima Valley Community College, WA</p>
<p>Annie Mendenhall (2020-2023)</p> <p><i>Preferred Contact Information:</i> Department of Writing and Linguistics - Gamble Hall 11935 Abercorn Street Savannah, GA 31405 (770) 846-8375 amendenhall@georgiasouthern.edu</p> <p><i>Institution:</i> Georgia Southern University, Statesboro</p>	<p>Kendra L. Mitchell (2021-2024)</p> <p><i>Preferred Contact Information:</i> 240 Briley Court Tallahassee, FL 32305 (850) 544-3053 kendra.mitchell@famu.edu</p> <p><i>Institution:</i> Florida A&M University, Tallahassee</p>

<p>Andrea Riley Mukavetz (2021-2024)</p> <p><i>Preferred Contact Information:</i> 5547 Fieldstone Dr SW Wyoming, MI 49418 (248) 259-1331 rileymua@gvsu.edu</p> <p><i>Institution:</i> Grand Valley State University, Allendale, MI</p>	<p>Maria Novotny (2020-2023)</p> <p><i>Preferred Contact Information:</i> 4246 N. Woodburn Street Shorewood, WI 53211 (414) 530-1517 novotnmt@uwm.edu</p> <p><i>Institution:</i> University of Wisconsin-Milwaukee</p>
<p>Timothy Oleksiak (2020-2023)</p> <p><i>Preferred Contact Information:</i> 38 King Street Boston, MA 02122 (850) 485-0752 Timothy.Oleksiak@umb.edu</p> <p><i>Institution:</i> University of Massachusetts Boston</p>	<p>Ruth Osorio (2022-2025)</p> <p><i>Preferred Contact Information:</i> 5220 Powhatan Ave. Norfolk, VA 23508-1752 rosorio@odu.edu</p> <p><i>Institution:</i> Old Dominion University, VA</p>
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<p>Shui-Yin Sharon Yam (2021-2024)</p> <p><i>Preferred Contact Information:</i> University of Kentucky 1333 Patterson Office Tower Lexington, KY 40507 (412) 721-6526 s.yam@uky.edu</p> <p><i>Institution:</i> University of Kentucky, Lexington</p>	
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<p>Darin Jensen (2020-2026) TETYC Editor</p> <p><i>Preferred Contact Information:</i> 5029 Raintree Drive West Des Moines, IA 50265 (402) 216-1796 darin.l.jensen@gmail.com</p> <p><i>Institution:</i> Des Moines Community College, IA</p>	<p>Sarah Z. Johnson (2019-2023) TYCA Past Chair (2022-2023)</p> <p><i>Preferred Contact Information:</i> 505 Echo Valley Rd Brooklyn, WI 53521-9448 (608) 246-6595 szjohnson@madisoncollege.edu</p> <p><i>Institution:</i> Madison Area Technical College, WI</p>
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PARLIAMENTARIAN: TBD <i>Preferred Contact Information:</i> <i>Institution:</i>	NCTE STAFF: Kristen Ritchie CCCC Liaison NCTE Director of Affiliated Groups <i>Preferred Contact Information:</i> NCTE 340 N. Neil St., #104 Champaign, IL 61820 (217) 278-3602 kritchie@ncte.org cccc@ncte.org

CCCC Executive Committee 2021-2022

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NOTE: Most section/conference business is transacted through electronic communication, which requires individual committee member contact information to be shared within the committee. Dates in parenthesis after member name indicate elected term.

Ex Officio and Other CCCC Executive Committee Members

TYCA Officers

TYCA Officers are ex officio voting members of the CCCC Executive Committee.

CCCC Parliamentarian

The CCCC Parliamentarian is an ex officio nonvoting member of the CCCC Executive Committee.

TETYC Editor

The TETYC Editor serves as an ex officio nonvoting member of the CCCC Executive Committee.

CCCC Editors

All CCCC editors serve as ex officio nonvoting members of the CCCC Executive Committee.

Other Appointments

The CCCC Chair, Officers, and Executive Committee can make other appointments as stipulated or permitted in the CCCC Constitution and Bylaws.

CCCC Executive Committee Members' Meeting Schedule

	Meeting	Attendance Required	Attendance Strongly Encouraged	Attendance Optional
October/ November	CCCC New Executive Committee Member Orientation Online *only new EC members*	✓		
November (at the NCTE Annual Convention)	NCTE Annual Convention	✓		
	CCCC Executive Committee Retreat Sunday afternoon	✓		
	CCCC Executive Committee Meeting Monday			
	College Conversations Friday afternoon			✓
	College Celebration Friday evening			✓
	CCCC/College Section Luncheon: Saturday		✓	
March or April (at the CCCC Convention)	CCCC Annual Convention	✓		
	CCCC EC Meeting Wednesday	✓		

March or April (at the CCCC Convention)	New Executive Committee and Local Arrangements Committee Reception Wednesday evening			✓
	Opening General Session Thursday morning		✓	
	One Session presented by winners of the Chairs' Memorial Scholarship Schedule session with CCCC Administrative Liaison	✓		
	Two Sessions presented by winners of the Scholars for the Dream Award Schedule sessions with CCCC Administrative Liaison	✓		
	Scholars for the Dream Reception Thursday evening		✓	
	Awards Session Friday Evening	✓		
	Annual Business Meeting Saturday morning	✓		
	CCCC Convention Concerns Meeting Check Program for Time			✓

SAMPLE AGENDA

Conference on College Composition and Communication Executive Committee Online Meeting

Monday, April 5, 2021

2:00–5:00 p.m. EDT

and

Tuesday, April 6, 2021

2:00–5:00 p.m. EDT

Below is a copy of the agenda for the Executive Committee online meeting. You will find corresponding documentation in the Google Folder for the meeting. Please read all materials carefully. Many items are based on the background material provided in the agenda and there will not be time to read each item at the Executive Committee meeting.

AGENDA

Required Attendees: Julie Lindquist, Vershawn Ashanti Young, Holly Hassel, Staci Perryman-Clark, David F. Green, Steven Alvarez, Sonia Arellano, Chris Blankenship, Ronisha Browdy, Cristyn Elder, Candace Epps-Robertson, Heidi Estrem, Sarah Z. Johnson, Leigh Jonaitis, Travis Margoni, Annie Mendenhall, Casie Moreland, Maria Novotny, Timothy Oleksiak, Mya Poe, Jennifer Sano-Franchini, Shyam Sharma, Cheryl Hogue Smith, Trixie Smith, Zhaozhe Wang, Jennifer Wingard, Tara Wood, Xiaoye You, Emily Kirkpatrick, Frankie Condon
Optional Attendees: Darin Jensen, Steve Parks, and Malea Powell

The agenda below outlines the formal items that will be discussed in parliamentary procedure during this meeting as well as times allotted for open discussion. Please note that Action Items that require a CCCC EC vote are identified in bold.

1. Welcome and CCCC Chair's Remarks (Julie Lindquist)
2. **Adoption of the Agenda**
3. Executive Committee Procedures
 - A. "Discussing" vs. "Being in Parliamentary Session"
 - B. [How to Make a Motion](#)
 - C. [Principal Rules Governing Motions](#)
 - D. [Conflict of Interest Disclaimer](#)
 - E. [Code of Ethics for CCCC Leaders](#)
 - F. [Online Reputation Preservation Guidelines](#)

NOTE: Every new and continuing EC member needs to complete the three forms noted above for 2020-21. Kristen Ritchie sent these via Adobe Sign in December to collect these. If you haven't completed yours or you need to make updates, please email Kristen ASAP.

4. Approval of the CCCC EC Minutes, November 6, 2020

5. Adoption of Consent Agenda Items

[CONSENT AGENDA: Organizations having a large number of routine matters to approve often save time by use of a consent agenda. This is a portion of the printed agenda listing matters that are expected to be non-controversial and on which there are likely to be no questions. Before taking a vote, the chair allows time for the members to read the list to determine if it includes any matters on which they may have a question, or which they would like to discuss or oppose. Any member has a right to remove any item from the consent agenda, in which case it is transferred to the regular agenda so that it may be considered and voted on separately. The remaining items are then unanimously approved en bloc, without discussion, saving the time that would be required for individual votes.

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The Standard Code of Parliamentary Procedure
By Alice Sturgis]

A. Committee and Task Force Reports

1. [Newcomers' Orientation Committee](#) (Leslie Werden)
2. [nextGEN Special Committee for CCCC](#) (Sherita V. Roundtree and Genesis Barco-Medina)
3. [Task Force on Assessing Whiteness for Equity, Understanding, and Change](#) (Frankie Condon)
4. [Committee on Undergraduate Research](#) (Jessie L. Moore and Michael Neal)

B. Eballot Confirmations

1. [Approval of the Position Statement on the Role of Reading in College Writing Classrooms](#)

C. Other Items

1. [CCCC Regional Conference at University of Southern California, December 2020](#) (Eric Rawson and David Tomkins)
2. [Northeast 2021 CCCC Summer Conference](#) (Ellen Carillo)

6. NCTE Executive Director Report (oral) and [CCCC FY22 Budget Approval](#) (Emily Kirkpatrick)

7. CCCC Annual Convention Reports

- A. 2021 (Holly Hassel - oral)
- B. 2022 (Staci Perryman-Clark - oral)

8. CCCC Reports with Recommendations/Requests

- A. [Social Justice at the Convention \(SJAC\) Committee](#) (Michael Pemberton)
 - B. [Webinar Committee](#) (Trixie Smith)
 - C. [Wikipedia Initiative Committee](#) (Melanie Kill)
 - D. [Phase II Website Redesign Task Force](#) (Melissa Helquist)
 - E. [Studies in Writing and Rhetoric \(SWR\)](#) (Steve Parks)
9. [CCCC EC Working Groups](#) Work Time and Reports (breakout groups for 50 mins and oral reports for 10 mins - 60 mins total)
 1. Member Needs and Advocacy
 2. Communications and Outreach
 3. CCCC Structures and Processes
 4. Planning for the Organization's Future/Sustainable Futures
 10. 2021 CCCC Position Statement Review and Recommendations (breakout groups for 20 mins and recommendations for 15 mins - 35 mins total)
[Process Document](#)
[Initial Review Results](#) and Breakout Groups
 11. Other Business
 - A. [Proposal for Revisions to Lavender Rhetorics for Excellence in Queer Scholarship](#) (Timothy Oleksiak)
 12. Announcements and Thanks
 13. Adjournment

APPENDIX: Items for Reference

- A. [CCCC Mission and Constitution and Bylaws](#)
- B. [2021 CCCC Committee Members and Charges](#)
- C. [CCCC Executive Committee Roster](#) (2020-2021)—please notify Kristen of any changes or Corrections

SAMPLE MINUTES

**Conference on College Composition and Communication
Executive Committee Online Meeting**

Monday, April 5, 2021

2:00–5:00 p.m. EDT

and

Tuesday, April 6, 2021

2:00–5:00 p.m. EDT

In attendance: Julie Lindquist, Vershawn Ashanti Young, Holly Hassel, Staci Perryman-Clark, Sonia Arellano, Chris Blankenship, Ronisha Browdy, Cristyn Elder, Candace Epps-Robertson, Heidi Estrem, Sarah Z. Johnson, Leigh Jonaitis, Travis Margoni, Annie Mendenhall, , Maria Novotny, Timothy Oleksiak, Mya Poe, Jennifer Sano-Franchini, Shyam Sharma, Cheryl Hogue Smith, Trixie Smith, Zhaozhe Wang, Jennifer Wingard, Tara Wood, Xiaoye You, Darin Jensen, Emily Kirkpatrick, Frankie Condon, Kristen Ritchie

The meeting was called to order at 2:00 p.m. EDT by Julie Lindquist.

1. Welcome and CCCC Chair's Remarks (Julie Lindquist)

Lindquist updated on the Assessment TF and the LAC TF that are now moving forward with their charges.

2. Adoption of the Agenda

Motion 21E.1 (Oleksiak/Hassel) – Carried: To adopt the agenda.

3. Executive Committee Procedures

Frankie Condon provided an overview of parliamentary procedure and organization of the meeting.

4. Approval of the CCCC EC Minutes, November 6, 2020

The minutes are unavailable at this time and will be approved at a future meeting.

5. Adoption of Consent Agenda Items

Motion 21E.2 (Hogue Smith/Jensen) – Carried: To approve the consent agenda.

Kristen Ritchie noted that the availability of CCCC Annual Convention student registration for nonmembers outlined in the Committee for Undergraduate Research report is already in practice.

6. NCTE Executive Director Report (oral) and CCCC FY22 Budget Approval (Emily Kirkpatrick)

Emily Kirkpatrick gave a financial report for fiscal year 2021, which runs from July 1, 2020, to June 30, 2021. Most of CCCC expenses occur during the month of the CCCC Annual Convention and after CCCC holds the convention. CCCC is currently operating at a loss without inclusion of investment income. Use of contingency reserves needs to be stewarded carefully and with thought toward strategic investment. NCTE successfully negotiated on behalf of CCCC to avoid penalties in Spokane. Convention attendance is currently at 2,088 which is 588 registrants over budget for the virtual convention. Membership dues revenue is struggling. In more positive news, book sales are significantly ahead of budget. In looking at the FY22 budget, budgeted income includes 3.875% in investment income; a planned reduction in CCCC Annual Convention attendance, which is budgeted at approximately 27% less than in Pittsburgh; a nominal increase in convention registration fees; a 20% decrease in exhibitor, sponsor, and advertising income; and a 1% increase in membership dues revenue over the current fiscal year. On the expense side, the FY22 budget accommodates two CCCC summer conferences as well as raising programmatic expenses back to pre-pandemic levels.

Timothy Oleksiak asked for the rationale behind raising convention registration fees 3%. In FY18, CCCC charged itself with implementing a balanced budget. A startling finding during this process was that the CCCC convention registration fee had not increased over a number of years. This forced CCCC into a position to increase the fee drastically and rapidly. Increasing the fee nominally over time is less of a shock to members than large increases with long stretches of time in between rate increases.

Motion 21E.3 (Sharma/Perryman-Clark) – Carried: To approve the fiscal year 2022 CCCC budget.

7. CCCC Annual Convention Reports

A. 2021 (Holly Hassel - oral)

Holly Hassel reported on the 2021 CCCC Virtual Annual Convention. CCCC has successfully migrated the convention to a virtual event. Hassel noted that the last three months have been incredibly busy. The convention kicks off on Wednesday with workshops and RNF. Hassel has been thinking about how this event will look and feel. She discussed the platform format and where to find content. During conversation, EC members asked about accessing statistics on what is visited in On-Demand content, how often, and when, and how many people attend live sessions. Tara Wood also noted that the file types for file upload were restrictive for some speakers (mp4 and PDF being the only two accepted file types).

B. 2022 (Staci Perryman-Clark - oral)

Staci Perryman-Clark previewed the 2022 call for proposals, which will be live on Saturday, April 10. The call will ask attendees to really think about why they are here and what the discipline should look like and how we live and survive in a post-covid world. The call broadens beyond something so disciplinarily-specific, asking members to think more broadly about what higher education should look like—CCCC members have the capacity to shape this. Higher education enrollments are on a decline (both in numbers enrolled as well as in lower birthrates) but not for Black or Latinx students—the demographics of the student body have been and are continuing to change. What are the perils and consequences if we don't start making change and doing this work now? Perryman-Clark added an antiracist teaching cluster but hopes that this is interwoven throughout all of the clusters, as it should be. She will be bringing back the Documentarian role and issuing a public request for Stage I reviewers. She is also solicited the CCCC EC on recommendations for local committee volunteers in the Chicagoland area.

8. CCCC Reports with Recommendations/Requests

A. Social Justice at the Convention (SJAC) Committee (Michael Pemberton)

The CCCC officers discussed during their meeting that this committee should probably be reconstituted for another cycle until the Local Arrangements Committee Task Force can complete its work. Additionally, there will be a consideration after the next committee cycle on whether or not this committee should become a Special Committee.

Motion 21E.4 (Margoni/Wood) – Carried: To approve the CCCC Social Justice at the Convention Committee for another three-year term.

B. Webinar Committee (Trixie Smith)

Trixie Smith notes that this committee was recently charged as a three-year committee and was previously a Special Projects EC subcommittee. The committee discussed extending the conversation of the CCCC Annual Convention and making the webinars open access with calls to membership. The committee has built more mentoring into the process. Smith noted that with the mentoring piece, this has been about building a professional outlet for presenters that might not otherwise be able to share their work in this sort of venue. The committee is proposing 5 webinars a year that would all connect to or extend the Annual Convention theme throughout the year. Conversation ensued about why this does or does not need to be institutionalized, and the current committee could decide to do this if they want to. Additional conversation discussed the merits of open access versus member-only webinars and the possibility of making one or more open access a year rather than all of them.

Smith, as committee chair, requests to take the feedback provided back to the committee members that are not here.

C. Wikipedia Initiative Committee (Melanie Kill)

Motion 21E.5 (Elder/Estrem) – Carried: To support the Wikipedia Initiative Committee award proposal.

Motion 21E.6 (Oleksiak/Hassel) – Carried: To table a discussion of recommendation A until the November 2021 CCCC EC meeting and let the Wikipedia Committee know that the EC will discuss possibilities for smaller compensation.

CCCC does not currently have the financial resources to fund the Wikipedian-in-Residence position. Timothy Oleksiak requested a conversation at a future meeting about potentially pursuing a smaller amount of funding for the WiR position if the Committee's proposal with the Wikimedia Foundation is not funded. Lindquist notes that the committee will be given this feedback.

D. Phase II Website Redesign Task Force (Melissa Helquist)

The chair will order this report filed and requests that NCTE come back with an estimate on what the website redesign recommendations from the Committee cost. Lindquist will communicate this back to the committee. NCTE should be able to have an estimate ready for the CCCC EC's consideration by November 2021.

E. Studies in Writing and Rhetoric (SWR) (Steve Parks)

Motion 21E.7 (Margoni/Hogue Smith) – Carried: To approve the SWR editor's recommendations for the SWR editorial board.

The CCCC EC is encouraged by the SWR antiracist submission practices statement and they are also very enthusiastic about the additions of two-year college faculty to the editorial board.

Agenda items 9 and 10 held until Tuesday, April 6, 2021, meeting.

9. CCCC EC Working Groups Work Time and Reports (breakout groups for 50 mins and oral reports for 10 mins - 60 mins total)

10. 2021 CCCC Position Statement Review and Recommendations (breakout groups for 20 mins and recommendations for 15 mins - 35 mins total)

11. Other Business

A. Proposal for Revisions to Lavender Rhetorics for Excellence in Queer Scholarship (Timothy Oleksiak)

Motion 21E.8 (Smith/Poe) – Carried: To approve the revisions to the CCCC Lavender Rhetorics for Excellence in Queer Scholarship award.

Oleksiak noted that the 2021 selection committee wanted to include particular criteria that committee members could use when determining the award recipients and offer a new category for non-traditional scholarship. The Queer Caucus agreed with these points.

Motion 21E.9 (Hassel/Oleksiak) – Carried: To approve the funding for award recipients of the non-traditional category of the Lavender Rhetorics award to receive plaques and in the case of edited collections, certificates for the editors and the contributors.

Motion 21.E.10 (Hogue Smith/Johnson) – Carried: To adjourn the Monday, April 5, 2021, meeting at 4:23 p.m. EDT.

Lindquist reconvened the meeting on Tuesday, April 6, 2021, at 2:00 p.m. EDT.

In attendance: Julie Lindquist, Holly Hassel, Staci Perryman-Clark, Sonia Arellano, Chris Blankenship, Ronisha Browdy, Cristyn Elder, Candace Epps-Robertson, Heidi Estrem, Sarah Z. Johnson, Leigh Jonaitis, Travis Margoni, Annie Mendenhall, Maria Novotny, Timothy Oleksiak, Mya Poe, Jennifer Sano-Franchini, Shyam Sharma, Cheryl Hogue Smith, Trixie Smith, Zhaozhe Wang, Jennifer Wingard, Tara Wood, Xiaoye You, Darin Jensen, Frankie Condon, Kristen Ritchie

CCCC EC members moved into working groups at 2:10 p.m. EDT.

9. CCCC EC Working Groups Work Time and Reports (breakout groups for 50 mins and oral reports for 10 mins - 60 mins total)

Group 1: Member Needs and Advocacy

Mendenhall, Browdy, Johnson

The group talked through how position statement and resolutions can be made more useful. They would like to survey members to get an understanding of how members are using them. This will aid in creating resources that are supportive of members' needs.

Group 2: Communications and Outreach

Lindquist, Elder, Arellano, Epps-Robertson, Jensen

The group is working on finding appropriate ways: to make CCCC EC members more visible beyond the Annual Convention; to communicate EC decisions with the membership; and to make CCCC EC meetings could be more human and inviting.

Group 3: CCCC Structures and Processes

Hassel, Wingard, Oleksiak, Hogue Smith

This group will be proposing a constitutional revision to the composition of the Executive Committee—how it's structured—which will affect elections and other operations of the organization. This group has been meeting with the Committee for Change leadership as well to think about how the organizations goals can be achieved more effectively. A conversation ensued about what a reimagined CCCC EC composition and election process could look like. It's possible this working group will have their rationale ready for review by the CCCC EC this summer.

Group 4: Planning for the Organization's Future/Sustainable Futures

Perryman-Clark reports that this group is discussing several items that would need to be included in eventual recommendations to the CCCC EC. In the near-term, they are thinking about shifts in the Annual Convention related to sustainability, hybridity, and access and labor issues. This also includes thinking about regional conferences and webinars as points of access.

10. 2021 CCCC Position Statement Review and Recommendations (breakout groups for 20 mins and recommendations for 15 mins - 35 mins total)

Statement of Professional Guidance for New Faculty Members: The group recommends major revisions and added some clarifying comments to the documentation.

Statement on Preparing Teachers of College Writing: The group recommends that the statement revised and updated.

Promotion and Tenure Guidelines for Work with Technology: The group recommends that this statement be revised with specific suggestions they outlined and that the CCCC Committee on Computers in College Composition and Communication (7Cs) would be an appropriate group to do the revisions.

Statement on Community-Engaged Projects in Rhetoric and Composition: The group recommends revision of this statement and provided specific suggestions. Smith and Novotny offered to help with organizing a revision group.

Working Conditions for Non-Tenure-Track Writing Faculty: The group recommends revision of the statement to include additional implications for two-year college faculty. They note the references are outdated. A representative from two-year college faculty should be on the revision committee.

Statement of Best Practices in Faculty Hiring for Tenure-Track and Non-Tenure-Track Positions in Rhetoric and Composition/Writing Studies: The group recommends revision of this statement to include additional implications for two-year college faculty. They note the references are outdated. A representative from two-year college faculty should be on the revision committee. Language on online interviewing and national searches for contingent positions should be included in the statement.

Statement on Ebonics: The group notes that this is an important historical CCCC statement. The group suggests asking if the task force that wrote the DEMAND statement would be willing to revise this statement to update its content.

Statement on Language, Power, and Action: The group notes that this statement would need major revision to create a statement about disinformation. They also note the need for a statement that talks about teaching with the media. Conversation ensued about whether or not this statement should be retired and have a group start anew with a different type of statement.

Motion 21.E.10 (Johnson/Sharma) – Carried: To sunset the CCCC Statement on Language, Power, and Action.

Lindquist will charge a task force to write a new statement that addresses the current concerns discussed during this meeting.

Motion 21.E.11 (Hassel/Mendenhall) – Carried: To draw from the ideas in the CCCC Statement on Language, Power, and Action and the CCCC EC discussion to create a new statement(s) that addresses teaching, hate speech, and media literacy.

12. Announcements and Thanks

13. Adjournment

Motion 21.E.12 (Hogue Smith/Jensen) – Carried: To adjourn at 4:56 p.m. EDT.

What to Look For in a Budget Report?

Your Role: Fiduciary Responsibility for the Organization as a Whole

- Solvency
- Trends in Major Areas: Membership, Meetings, Investments, Publications, Executive Committee/Administrative Spending
- Protection of Tax-Exempt Status
- Fraud or abuse

When you will receive information:

- Fall: independent auditors report, financial status report through Sept., review of prior year outcomes
- Spring: financial report for first half of year; proposed budget for next year

The Layered Elements of the Report:

- The Overview: Expense Items Review
- The Narrative: CCCC Financial Report—commentary, rationale for major trends
- The Details: Financial Report Spreadsheet: includes current year budget, expense and income to date, comparison to same point in time previous year, % variance, last year's final outcomes, and (in March) proposed next year budget
- Reference: Glossary of terms describing what goes into each line item.
- The Presentation: discussion at the meeting—your chance to ask broad questions about trends or detailed questions about line items

Membership Report: describes current trends in each membership category, overview of enrollment patterns, promotional activities, and renewals.

How to Make a Motion

“A motion is the formal statement of a proposal or question to an assembly for consideration and action” (Sturgis 11). Also called a “question” or “proposition,” a motion permits a decision-making body to discuss and act on a specific proposal rather than on a general topic. Some routine motions are short and conventionally worded:

- I move that we adopt the agenda (as revised).
- I move that we approve the minutes of the November 2000 Executive Committee meeting (as corrected).
- I move that we accept the financial report.
- I move that we adopt the proposed budget for Fiscal Year 2001.
- I move that we adjourn.

Other motions are more substantive and generally call for greater deliberation. Unless they are carefully worded, they also can be potentially confusing. Effective motions should

- Begin with “I move”
- Express an action
- State the action affirmatively
- Elaborate on the action with complete information about who, what, when, where, how, and if relevant, how much money
- Be concise and clear

Examples:

1. I move that the CCCC Chair appoint a five-member ad hoc committee to review the current per diem policy and report its finding to the Executive Committee at its November 2001 meeting.
2. I move that the CCCC Chair constitute a committee to investigate ways to support teachers offering writing courses in distance education programs and give it the following charge:
3. I move that the CCCC Executive Committee authorize up to \$2000 to enable Jane Smith and John Brown to attend the July 2001 Conference on Literacy, with the understanding that they will submit a written report on the Conference for the November 2001 CCCC Executive Committee meeting.
4. I move that the CCCC Executive Committee decline to send representatives to the July 2001 Conference on Literacy.
5. I move that the Ad Hoc Committee on Happy Meetings, in consultation with the Grumpy Members Committee, explore options for improving the efficiency of CCCC Executive Committee meetings and report its recommendations at the November 2001 Executive Committee meeting.
6. I move that we accept (or adopt) the report of the Ad Hoc Committee on Happy Meetings. [Accepting or adopting a report means that the assembly also agrees to any recommendations contained in the report. The assembly also can dispense with a committee report in other ways, by moving to refer it back to the committee, by postponing its consideration (definitely or indefinitely), or by moving that the report be filed.]

7. I move that we dissolve the Grumpy Members Committee, with thanks for its service to an important constituency within CCCC.

Useful Verbs

Accept, Adopt, Appoint, Approve, Authorize, Close/End Discussion, Constitute (a committee), Decline (to do something), Designate, Dissolve (a committee), Develop, Endorse, Establish, Postpone Temporarily (to table or kill a motion), Postpone Definitely (to a particular later time), Reconsider (an action), Refer (to a committee or person), Rescind (an action), Thank, Withdraw (a motion).

PRINCIPAL RULES GOVERNING MOTIONS

You Want To—	You Say—	Interrupt Speaker?	Needs Second?	Open to Debate?	Can be Amended?	Vote Needed
Privileged Motions						
End the meeting	I move to adjourn	No	Yes	Limited	Limited	Majority
Take a break	I move to recess until...	No	Yes	Limited	Limited	Majority
Address a concern about safety, convenience of assembly/yourself	I rise to a question of privilege	Yes	No	No	No	None
Subsidiary Motions						
Kill a motion	I move to postpone the motion temporarily/indefinitely	No	Yes	No	No	Depends
End discussion	I move to end debate/vote immediately	No	Yes	No	No	2/3
Limit or extend discussion	I move to limit/extend debate by x minutes	No	Yes	Limited	Limited	2/3
Postpone motion/vote to certain time	I move to postpone the motion until...	No	Yes	Limited	Limited	Majority
Refer motion to a committee/group	I move to refer the motion to...	No	Yes	Limited	Limited	Majority
Modify the wording of a motion	I move to amend the motion by...	No	Yes	Yes	Yes	Majority
Main Motions						
Bring business before the assembly	I move that (or “to”)...	No	Yes	Yes	Yes	Majority
Amend a motion previously approved	I move to amend Motion (number)	No	Yes	Yes	Yes	Majority
Confirm an action taken in emergency	I move to ratify the motion that...	No	Yes	Yes	Yes	Majority
Reconsider a motion	I move to reconsider the vote on Motion (number)	Yes	Yes	Limited	No	Majority
Undo an action	I move to rescind Motion (number)	No	Yes	Yes	No	Majority
Come back to a tabled motion	I move to resume reconsideration of the tabled motion	No	Yes	No	No	Majority
Incidental Motions						
Appeal the chair’s decision	I appeal from the decision of the chair	Yes	Yes	Yes	No	Majority
Suspend procedural rules	I move to suspend the rule requiring that...	No	Yes	No	No	2/3
Consider an issue informally	I move to consider this issue informally	No	Yes	No	No	Majority
Requests of the Chair						
Call attention to a procedural error	Point of Order!	Yes	No	No	No	None
Ask question about parliamentary rules	Parliamentary inquiry! or, I’m having a Sturgis moment	Yes	No	No	No	None
Withdraw a motion you made	I wish to withdraw my motion	Yes	No	No	No	None
Discuss separately parts of a motion	I request that the motion be divided into x motions...	No	No	No	No	None
Call for a vote count	Division! or, I call for a division of the assembly	Yes	No	No	No	None

Sources: Alice Sturgis, *The Standard Code of Parliamentary Procedure* (2001); Jim Slaughter, "Parliamentary Procedure Made Simple," *Associations Now* (January 2007): 84–85.

4 CCCC Elections

CCCC elects its leaders through a ballot mailed to the entire CCCC membership. The CCCC Nominating Committee is elected annually through this process and serves for one year. The elected Nominating Committee members (as well as the CCCC Immediate Past Chair and the TYCA Immediate Past Chair, who also serve on the nominating committee) select a slate of candidates from nominations, which may be made by any CCCC member. This slate of candidates is contacted, their consent to run obtained, and an election held in the summer to determine who will replace the Assistant Chair (for a four-year term, ascending to Associate Chair, Chair, and Past Chair), the outgoing members of the CCCC Executive Committee, the CCCC Nominating Committee, the Diversity, Equity, and Inclusion Committee, the Committee on Disability Issues in College Composition, and the Secretary (every four years).

This chapter contains the guidelines used during the election process. The instructions are intended, primarily, for the use of the CCCC Nominating Committee.

CCCC Nominating Committee

Makeup

- The makeup of the nominating committee is specified in the [CCCC Constitution](#), Article IV, Section 3.

Guidelines

- See NCTE's Policy on Multiple Roles of Council Leaders.
- See NCTE's Policy on Involvement of People of Color.
- The [CCCC Constitution](#), Article IX specifies selection guidelines for candidates and election procedures.

Suggestions

- Persons nominated should be active in CCCC and NCTE.
- The makeup of the current CCCC Executive Committee should be considered in balancing the representation (geography, race, ethnicity, gender, type of institution, tenure and nontenure track) of constituencies. The officers and Executive Committee are committed to increased recruitment, representation, and participation of members of historically underrepresented groups in every aspect of its committee work as well as throughout its activities.
- Nominees to the CCCC Executive Committee and the CCCC Nominating Committee should be fully informed of their potential responsibilities. A "Calling Script" is provided for the chair with this information.
- The Chair of the CCCC Nominating Committee needs to contact the past elected chair of the CCCC Nominating Committee as soon as the election results are known to get suggestions, observations, and background.

Procedures and Deadlines

- Since the committee has only six months to complete its work, care must be taken to start early.

- Upon election, copies of the following documents are sent from headquarters:
 1. a copy of the CCCC Constitution
 2. a list of current members of the CCCC Executive Committee
 3. a list of members of the past four CCCC Nominating Committees
 4. a list of members of the CCCC Executive Committee for the past four years
 5. a copy of the "Guidelines for CCCC Nominating Committee"; NCTE's Policy on Multiple Roles of Council Leaders; NCTE's Policy on Involvement of People of Color.
- Not later than December 15, the Chair (via the AL) should request names of nominees from CCCC members, the CCCC Homepage, and a CCC journal announcement. It is appropriate for nominating committee members to recommend names themselves.
- The committee holds an open meeting during the CCCC convention. The time and place of this meeting is in the printed program for the convention. This meeting is followed by a closed meeting, to be held before the ABM, at which the committee decides on a final slate of candidates and alternates. It is appropriate for Nominating Committee members to make nominations at this meeting as necessary.
- These meetings of the committee should be viewed as the final step in the work of the committee, as it will take the next couple of weeks following the convention to determine the candidates eligibility, get confirmations, and contact alternates in case those in the first round decline to run. Committee policy decisions need to be settled as much as possible before the meeting at the CCCC convention.
- It should not be necessary to select more than two or three alternates for each slate.
- If, following the open meeting of the committee, the chair anticipates difficulties, the CCCC Chair and the CCCC Secretary should be notified at once so that they might assist the committee in meeting its obligations.
- The eligibility clearance should be completed immediately after the convention by the CCCC Administrative Liaison.
- Not later than May 1, the chair must submit the final confirmed slates to the CCCC Administrative Liaison. Candidates' names are printed in the next issue of CCC.

Information for Potential Nominees

- [Assistant Chair](#) (to serve through the CCCC Chairs' Rotation)
- [CCCC Executive Committee](#)
- [CCCC Nominating Committee](#)
- [CCCC Secretary](#)

- [CCCC Diversity, Equity, and Inclusion Committee](#)
- [CCCC Committee on Disability Issues in College Composition](#)

Available Help

- The NCTE staff stands ready to assist the CCCC Nominating Committee. In addition, the Chair of CCCC and members of the CCCC Executive Committee will assist if called upon to do so.
- The CCCC Executive Committee has authorized the expenditure of up to \$50 for essential work of the committee (e.g., postage, telephone).
- CCCC does not provide funds for Committee members to attend the convention.

Timeline for 2023 Election Process

September	Administrative Liaison (AL) and Nominating Committee (NC) Chair begin correspondence, working together on (1) drafting/submitting calls for nominations – e.g., CCCC Homepage, newsletters, etc., and (2) drafting letters of invitation, follow-up letters, reviewing calling scripts, etc.
October	Nominations begin coming in. AL issues invitations to potential nominees on behalf of the NC Chair, including calling scripts and requests for max 1-page bio/statement of interest and max 1-page vita. Determine time of Nominating Committee meeting in Chicago. Call for nominations published in February issue of CCC.
February	Deadline for nominations in time to be included in materials sent to the NC before the convention (although nominations may continue to be made). If possible, NC begins deliberations before meeting at the CCCC Convention.
February	At Convention: <ol style="list-style-type: none"> 1) Receive suggestions from members at open meeting (time and place to be determined) 2) Finalize slate of candidates at closed meeting of NC in Chicago (time and place to be determined) 3) Chair of NC reports to membership at the Annual Business Meeting
Late February	AL follows up with all candidates on behalf of the CCCC Nominating Committee to get final consent (in writing, via email), replacing with alternates as needed. Once all candidates have accepted, AL sends emails to nominees not selected for the ballot. AL confirms final acceptances with the Nominating Committee.
Late February	Email letter requesting official written consent, ballot information, position statements, photos, etc.
Late March/April	Deadline for receipt of ballot information.
Early May	Ballot goes into production
Early June	Email ballot sent to entire CCCC membership (mail ballot to those without emails).
August 1	Deadline for receipt of ballots at Headquarters.
Mid-August	Announce election results.

5 CCCC Committees and Member Groups

Within CCCC, there are a number of ways in which members may engage in the work of the organization, meet other members with similar interests, or otherwise become involved. Committees and Member Groups are ways for members to participate in the organization.

CCCC Administrative Committees, Standing Committees, and Special Committees

According to Articles IV, V, and VI of the [CCCC Constitution](#) outline the specific details for CCCC Administrative Committees, Standing Committees, and Special Committees.

[Current CCCC Standing and Special Committees and Task Forces](#)

[Current CCCC Nominating Committee](#)

Resolutions Committee

The Resolutions Committee recommends resolutions for consideration by CCCC members at the Annual Business Meeting. The Resolutions Committee consists of five members appointed by the Associate Chair. They serve a one-year term.

Committee on Convention Concerns

This committee provides both a forum for the discussion of concerns regarding CCCC convention site selection, convention scheduling, the proposal review process, and so on, and a platform for addressing those concerns. In addition to holding regular meetings and/or conducting business on-line, the Committee on Convention Concerns will host an open meeting at the CCCC Annual Convention, at a published time and place. This meeting is open to any CCCC member to attend to express his/her views regarding site selection, proposal review process, convention scheduling, etc. The committee is co-chaired by the CCCC Past Chair and the CCCC Chair; members will include but are not be limited to the CCCC Assistant Chair, and the Chairs of the Asian/Asian-American Caucus, the Black Caucus, the American Indian Caucus, the Queer Caucus, the Latinx Caucus, the Jewish Caucus, and the Arab/Muslim Caucus.

Committee Management Guidelines

Much of the work of CCCC is done by administrative committees, special committees, and task forces. This document recommends effective ways to organize and conduct the work of these groups. It is intended for the chairs of committees and task forces, and also describes the roles of CCCC Chair and NCTE staff as related to the work of committees and task forces. If you have any questions or concerns about these guidelines or any matters not addressed by the guidelines, please contact the CCCC Chair. If you need copies of committee charges, committee report forms, or other materials, please contact the CCCC Liaison at cccc@ncte.org.

TYPES OF COMMITTEES

An **Administrative Committee**, such as the Nominating Committee, has routine functions which are described in the CCCC Constitution and Bylaws.

A **Special Committee**, according to Article IV, Section 5 of the CCCC Constitution, “may be appointed by the chair for a period not to exceed three years; they may be renewed by action of the Executive Committee.” Special committees are not permanent. In cases that a committee decides it is necessary to continue its work beyond three years, it should submit a written request and rationale in its final report. That request will be considered by the Executive Committee and, if approved, the committee will be reconstituted with revised charges.

A **Task Force** is similar to a special committee, but works on more specific projects outside those of current committees, and under a one-year timeline.

CCCC COMMITTEE CHAIRS

CCCC Committee Chairs carry the core responsibility of seeing committee work through and communicating with the CCCC Leadership. The CCCC Officers and Executive Committee strive to support these objectives without micro-managing the process. Here are ways committee chairs can lead a committee and seek support when needed:

The CCCC Bylaws provide general instructions about committee operations in Section VII, which reads:

- A. Except where otherwise provided by the Constitution and Bylaws, committee members are appointed by the CCCC Chair after consultation with the officers and the Executive Committee.
- B. Committee budgets are adopted by the Officers' Committee after discussion with the Executive Committee.
- C. General plans for committees are approved by the officers.
- D. Committees report their actions orally or in writing to the Executive Committee at each of its regular scheduled meetings, and in writing at the end of their tenure.

Communication, Meetings, and Support

Most of a committee's work will likely take place via email, with occasional face-to-face meetings at the CCCC or NCTE Conventions. NCTE staff will provide a listserv if desired, to facilitate communication among committee members.

Part of the responsibility as Committee Chair is to engage committee members by encouraging and facilitating conversation. In most cases, doing so will be easy - committee members will be responsive and work will progress smoothly. But the experience and service of chairing a committee promises to be very rewarding even if a committee requires a little more encouragement to get underway. Past experience with such situations leads us to offer the following support, advice, and suggestions: Don't become discouraged if committee members are not immediately responsive. Sometimes they will need repeated nudging to join in the conversation or to undertake the work of the committee. It is very natural, and not a negative reflection on the leadership, if committee members are initially reluctant to correspond. Keep trying.

Experience with committee communications reveals that chairs should:

- initiate correspondence with committee members as soon as possible after they are welcomed to the committee. Members generally feel heightened enthusiasm just after accepting positions on committees.
- be goal-oriented and encourage members to accept specific responsibilities on the committee. Gear conversation toward the charges and specific projects the committee will undertake to meet them. Gear individuals toward specific goals within each project – engage members in specific work with specific timeframes/deadlines. Be positive in tone.
- write to individual members that are non-responsive or ask the CCCC Administrative Liaison to do so just to be sure they are receiving committee communications.
- recognize that in general, most committee work will be done close to committee reporting time – either close to the convention or close to when web reports are due (see the “Reporting” section below for further information).

Sometimes, despite all efforts, committee communication will stall. Two factors that seem to help are:

- Planning a face-to-face meeting at a convention (generally the CCCC Convention).
- Encouraging committee feedback on drafts of web reports or reports to the CCCC Executive Committee.

If these ideas don't work, or if the timeframe for a committee's work does not accommodate these time-locked ideas, there are additional resources:

- Contact the CCCC Administrative Liaison to ensure there are no communication problems.
- Share concerns/experiences with other CCCC committee chairs to get feedback/ideas (*every* committee chair has had this experience at some point).
- Contact the CCCC Chair directly if there are concerns about the ability of the committee to see goals through and for options about re-organizing or disbanding the committee.
- Do not be afraid to seek support from the CCCC Executive Committee in reports.

The CCCC Leadership and Staff will be responsive to requests for support. If there are questions about anything from charges to budget requests, the CCCC Administrative Liaison or the CCCC Chair directly should be asked for help. In general, the CCCC leadership and staff will assume that committee work is

going fine unless they are contacted and they will not seek communication or updates unless there is a specific reason to do so.

Additional information about means/methods of communication and support are presented below:

1. CCCC Committees will utilize a web-based forum for committee work using executive software. Committees will have areas for non-public committee discussions and to post public informational reports. The CCCC Chair and Administrative Liaison will have access to all discussions. This web forum will also be used by CCCC Committee Chairs to exchange information. CCCC Executive Committee members will be encouraged to read and respond to public areas of the web.
2. Each CCCC Committee is invited to submit content for a committee website, published and updated by the CCCC Administrative Liaison. Website content is the responsibility of the sponsoring committee.
3. Committee Chairs will be afforded the opportunity to meet with the CCCC Chair in person once annually as time allows. This meeting may take place as a part of another meeting, such as during the Executive Committee meeting or an Officers' meeting.
4. Three months prior to the CCCC Convention and the NCTE Conventions, the CCCC Administrative Liaison will contact Committee Chairs to make arrangements for space for your committee meeting and/or announcements to be printed in the program. All requests must be made in writing as early as possible to ensure space for a meeting.
5. Policies on Per Diems: Committees will only receive one day's per diem for meetings held outside the time frame of the CCCC Convention (Wednesday through Sunday) and this must be pre-approved by the CCCC leadership. CCCC policy does not allow reimbursement for expenses related to travel or accommodations.

Membership, Responsibilities, and Charges

1. The CCCC Chair has the ultimate responsibility of seating and charging CCCC Committees. Note: the CCCC Chair's guidelines are included in this document for your reference.
2. Committee chair and members should be familiar with the committee's charge, which serves as a statement of the committee's functions. The chair is particularly responsible for guiding the group to work within the charge toward reaching the stated goals.
3. If the committee feels it necessary to change or revise its charge, the committee should recommend such changes to the CCCC Chair, who will consult with the Executive Committee and inform the committee of any changes. Otherwise, progress toward stated charges is assumed.
4. All CCCC Committees are "charged" with demonstrating effort and progress toward completion of their charges in a timely fashion. Dysfunctional or non-functioning committees will be re-organized or disbanded.
5. Assuming either a leadership or membership position on a CCCC committee is a substantial responsibility. The voluntary contribution made to both the committee and to CCCC is appreciated. If the decision is made that an individual can no longer serve on the committee, the CCCC Chair or the CCCC Administrative Liaison should be notified so that someone else may be appointed. While Committee Chairs themselves cannot appoint new members, they can ask

individuals to help the committee in an outside consulting role without prior approval needed; however, it is good practice to inform the CCCC Chair (and the EC in bi-annual reports).

6. Committee members should plan to attend as many committee meetings as possible and arrange any absences with the committee chair. Often, committees are able to conduct much of their business on-line, via conference calls, or through a combination of these means, and members who are unable to attend every meeting are still able to participate. The input and participation of members are valuable and vital to the committee's work.

Reporting

All committee chairs should prepare a semiannual written report, which will be given to Executive Committee members for discussion and approval at its meetings during the CCCC Annual Convention and the NCTE Annual Convention. The reports should be filed via e-mail to the CCCC Administrative Liaison. Committee chairs will receive a request to make a report for distribution in the Executive Committee Agenda. The semiannual reports are a good way to keep the Executive Committee abreast of committees' activities.

The narrative of a committee report should speak directly to the work of the committee on committee charges. It should be specific, if possible including examples of work completed or specifics about planned approaches. If the committee has encountered setbacks, the report is an appropriate place to present them, as well as suggesting alternative approaches or charges if desired.

The report form provides space to request the Executive Committee's approval for action on a committee's projects. **Please make requests as specific as possible, including deadline dates, rationales, etc. It also allows for committees to request funds over and above the \$50.00 that will be routinely provided for expenses such as postage, phone expenses, photocopying, etc.**

If a report includes requests/recommendations for the Executive Committee to consider, the Executive Committee will discuss and if necessary vote on committee requests when they meet. Following the convention, the CCCC Chair and/or Administrative Liaison will be in touch to explain the Executive Committee's responses to committee requests.

If a committee report does not include any requests/recommendations, the committee will not be contacted following the convention unless the Executive Committee has questions or recommendations for the committee. The Executive Committee is likely to consider only the work of reporting committees at any one meeting, so if a report is not submitted to the Executive Committee, there will not be any post-convention follow up.

Special Requests and Projects

1. Budgets for special projects to be undertaken by a committee should be prepared and forwarded to Headquarters at least six weeks before the November or March Executive Committee meetings so that requests can be included in the agenda and, if necessary, so that the Executive Committee can consider monetary requests beforehand.
2. Early assistance from the CCCC officers and/or NCTE Headquarters should be sought if a committee is contemplating a survey of CCCC members, NCTE members, or others. The officers must approve all questionnaires in order to be sure that legal and technical requirements of such instruments are met and that the studies are consistent with the functions of the committee. The officers and staff may be able to help by providing mailing lists, suggesting

sampling techniques and offering other technical assistance.

As with any project requiring funding, the CCCC Executive Committee must authorize any expenditures for surveys. Committees could consider submitting a proposal to the NCTE Research Foundation for funds (in lieu of or in addition to what the CCCC Executive Committee might approve). Surveys tend to be complicated and expensive undertakings. In some cases, information a committee wishes to collect may be available from other sources, or the committee may wish to collaborate with other committees on a survey (to reduce the cost and the inconvenience to members who participate in surveys).

3. If an official CCCC sanction of a report/paper/guidelines, etc. intended for publication is needed, a copy of the publication and a budget request should be sent to the CCCC Chair and to Headquarters at least six weeks before one of the Executive Committee's scheduled meetings (mid-November and mid-March). Shortly after the meeting, the committee chair will be notified of the Executive Committee's decision on clearing the material for publication.
4. If a committee plans to publish a book or monograph via CCCC or NCTE, the NCTE Senior Editor or the SWR Editor should be contacted for assistance in developing a prospectus. The prospectus will be judged, in most cases, by the NCTE Editorial Board, and the writers will be either encouraged to develop or discouraged from developing a full manuscript, depending on a variety of factors.
5. CCCC officers should be consulted before seeking grants outside CCCC for the work of a committee. Grants often create legal obligations in which the Conference and NCTE have an understandable interest.
6. CCCC officers should also be consulted before soliciting sponsorship from publishers independently of CCCC. Headquarters provides publishers with a list of options to support the convention activities.
7. When printing material intended to foster exchange of information (for example, in newsletters), a disclaimer, which might read something like this: "The opinions expressed are those of the writers (editors) and do not necessarily reflect the view of CCCC or its Executive Committee," should be included.
8. Executive Committee approval should be sought before giving or implying a committee's endorsement of material (e.g., a journal or book) that lies within the committee's concerns. This guideline does not preclude praise for material in the course of an article, book, report, or bibliography the committee prepares.
9. Committees can recommend awards to the Executive Committee. No official CCCC awards can be given by a committee itself. However, a committee can give commendations (honoring a retiring committee chair, for example).
10. Contact the CCCC Chair to discuss collaborative efforts your committee would like to undertake with another committee. Such collaborations may require the approval of the Executive Committee and coordination with NCTE headquarters staff.

11. Committees are invited to submit proposals for CCCC and NCTE convention sessions and workshops. Such proposals will be evaluated by the Program Chair for the convention on the same basis as all other proposals.
12. After its three years of work, a committee can recommend its reconstitution to the CCCC Chair and Executive Committee. Such recommendations should contain a detailed rationale.

CCCC CHAIR

CCCC committees perform much of the work of the organization. As such, careful attention must be paid to the functionality of committees, size/makeup of committees, and scope of committee charges. Most of these elements ultimately fall to the CCCC Chair to balance and maintain, and the quality of committee function can be greatly influenced by a few key decisions on the part of the Chair:

A. Committee Rationale: Creating/Reconstituting and Disbanding Committees

1. The CCCC Chair will not permit the existence of more committees than can reasonably be overseen and managed by the CCCC Leadership and Staff, considering direct as well as time-costs.
2. Before seating a new committee or reconstituting an existing committee, the CCCC Chair will undertake a process of global committee review to ensure (a) managerial space for a new committee, and (b) need, including impossibility of addressing "new" charges with existing committees (see "Charges" below for additional information).
3. The output of committees and progress with committee charges/goals will undergo regular review via annual reports. "Consent Agenda" reports to the Executive Committee will nonetheless undergo careful review by the CCCC Officers with respect to progress and committee accomplishments. The CCCC Chair will follow-up with any questions/redirection for committee chairs.
4. Even if they request renewal, committees may be disbanded by a majority vote of the CCCC Executive Committee or by the Chair in consultation with the Executive Committee for a demonstrated failure to progress toward goals or inability to align the committee's function behind stated charges. The CCCC leadership recognizes that effort may not always translate to accomplishment or to timely progress. All reasonable effort will be taken to support committee work; still, dysfunctional committees will be disbanded rather than "worked around." The CCCC Executive Committee may disband committees that fail to request renewal/reconstitution by a stated deadline.
5. The CCCC Chair will exercise considerable selectivity in constituting new committees and reconstituting existing committees, utilizing the following criteria:(a) Has the proposed committee been requested by two or more individuals or units (e.g. the Executive Committee, a group that wishes a committee, Officers' group etc.) and has that request been accompanied by a preliminary rationale, language for a charge, and suggested name for the committee?; (b) Does the proposal address a service not already provided by another committee or constituent group?; (c) Could any current committee take on the suggested charge or functions without over-burdening that group?; and (d) Is the proposal better suited to another entity within NCTE?

B. Membership

1. The size of new or reconstituted CCCC committees **should not exceed nine members**, including the committee chair.
2. Committees will include representation of membership in line with general CCCC policies (e.g., representation by people of color, two-year-college members etc.). Special considerations of representation may be required under specific circumstances at the CCCC Chair's discretion (e.g., ensure an Executive Committee member is on the committee to create a needed link etc.).
3. The CCCC Chair will consider lists of suggested committee members from interested parties and will consult with the officers and Executive Committee in appointing members to committees.
4. There will be some turnover of membership each time a committee is reconstituted.

C. Committee Naming and Charges

1. The CCCC Chair will name new committees, carefully evaluating existing committee names and seeking to discern their functions at this level. Naming can be done in consultation with others as needed.
2. The CCCC Chair will consider suggested charges from interested parties and may work closely with potential committee chairs and/or others to shape charges.
3. The CCCC Chair may request recommended language and/or sample charges. In charging committees, the CCCC Chair should note that charges should be:
 - (a) Specific and goal-oriented
 - (b) Attainable during the current term of the committee
 - (c) Not in conflict with any CCCC policies or formal procedures
 - (d) Not threatening to CCCC/NCTE's status as a 501c3/charitable entity
 - (e) Not overlapping with charges or requests of existing CCCC committees
 - (f) Not in conflict with charges or requests of existing CCCC committees
4. CCCC Committees may request to collaborate on projects/charges or may be assigned to do so by the CCCC Chair.
5. The CCCC Chair may modify existing committee charges to better align them with standards presented here.

D. Communication

1. The CCCC Chair will be available to support committee work as needed, including responding to requests from committee Chairs, via the Administrative Liaison, although committee work always continues at the Chair's discretion and under the Chair's direction.
2. The CCCC Chair will announce an annual meeting time with CCCC Committee Chairs as a group. This time may be during another meeting of the CCCC Officers or Executive Committee, or may be held online.
3. The CCCC Chair will stay current with the work of the CCCC Committees by reviewing the CCCC website committee communication area and responding as needed.

HEADQUARTERS SUPPORT

Committee chairs and committee members can depend on the following kinds of support from the CCCC Administrative Liaison:

1. Handle all administrative committee work, including inviting/thanking members, requesting, collecting and reformatting committee reports, and follow-up communications from the Officers' and Executive Committees.
2. Update (with submitted content) and publish webpages for CCCC Committees as requested.
3. Keep Committee Chairs apprised of projects and opportunities that may be of interest.
4. Make available on the CCCC website a current list of CCCC Committees, Committee Chairs and members, and committee charges. S/he will specifically make this information available to the CCCC Chair as needed in referencing materials/members for new/reconstituted committees.
5. Stay apprised of the work of committees and draw the CCCC Chair's attention to relevant or timely items that arise.
6. Act as liaison between CCCC committees, committee chairs, and the CCCC Chair as needed

A Sturgis Moment

Committee Reports

1. Helpful committee reports include the following information:
 - a. A statement of the charge, or work, assigned to the committee and any special instructions given to it;
 - b. A brief statement of how the committee carried out its work;
 - c. A description of the work that the committee performed together with the committee's findings and conclusions;
 - d. Motions or recommendations that should be taken by the organization. These should be attached to the report but should not be included in it.
2. The reports should be approved by a majority vote of the committee and signed by those committee members who agree with it. Those who dissent may write a separate report (multiple minority reports are possible), or they may sign the report but indicate in the margins the portions with which they disagree.
3. Committee reports cannot be amended except by the committee, because no one can make the committee say anything it does not wish to say.
4. Motions submitted by a committee do not require a second. They can be taken up separately after the report is presented, or under New Business, or at some other time. Like all motions, they are discussed and may be amended before they are voted on.
5. Committee reports can be handled in any of the following ways:
 - a. The report may be filed, the usual method of disposing of reports. The presiding officer may order the report filed or may invite a motion to do so. Filing a report makes it available for information and future consideration but does not bind the organization to the report's findings or recommendations.
 - b. The subject matter and report may be referred back to the committee (or to a different committee) if further study, modifications, or recommendations are needed.
 - c. Consideration of the report may be postponed to a more convenient time.
 - d. The report may be "adopted" or "accepted," as a whole, in part, or with exceptions/reservations. However, adopting or accepting a report commits the assembly to all the findings, opinions, and recommendations contained in the report (but not to any recommendations submitted separately or attached to the report). Consequently, organizations are wise to "file" reports instead of adopting/accepting them.
 - e. A motion to "receive" a report is meaningless, because an organization cannot refuse to receive and hear the report of a committee it has authorized.

CCCC Committee Reports

Chairs of CCCC committees should prepare biannual written reports for the CCCC Executive Committee to discuss at the CCCC Annual Convention and the NCTE Annual Convention. The reports should be returned to Headquarters, usually about six weeks prior to the next Executive Committee Meeting. The committee chair should receive a request to report the committee's activities from Headquarters about a month prior to the deadline for submissions.

To the report author: Please fill out the committee report form below. When completed, please include this form as an email attachment to kritchie@ncte.org.

Committee/Task Force Reporting:

To: CCCC Executive Committee

Report Author:

Date of This Report:

NOTE: If your committee/task force does not have specific action items or recommendations for this report, you may instead provide a VERY brief, 100 words or less, synopsis of your current work.

What are the recommendations/actions that your committee would like the CCCC Executive Committee to consider?

Please explain why your committee is making the recommendations/actions. Provide a brief rationale and narrative for each recommendation and/or action stated above and how it relates to and advances the committee/task force's charges.

What has your committee done that the membership in general should know? Please compose a brief post for the CCCC web site that highlights your ongoing work. NCTE staff will see that your text is posted on your committee's behalf.

Please give a very brief historical overview of this Committee:

Members on the Committee:

Members Active in On-Line Discussion:

Committee Charge(s):

Charge 1:

Charge 2:

Charge 3:

CCCC Member Groups

The Conference on College Composition and Communication (CCCC) has a number of Member Groups that hold meetings, sponsor panels and workshops at the Annual Convention, publish newsletters, and carry out other activities within the framework of the organization. CCCC is pleased to recognize such groups, encourages their existence and growth, and provides time, space, and appropriate publicity to foster their effective operation.

Member Groups vary considerably in their size, connection with CCCC, and range of activities. Some are relatively permanent groups governed by leaders and members of CCCC; others are substantially identified with other organizations and choose to meet at the CCCC Convention as a convenience to their members; still others are relatively casual groupings of persons drawn together by interests in common but having little or no governing structure.

CCCC provides the following framework to enable its members to form groups that best meet their specific needs:

Special Interest Groups (SIGs): CCCC continues to support interest groups within existing policies that allow individuals/organizations to request space “as available” at the CCCC Convention to discuss issues related to the profession.

Standing Groups: Standing Groups are membership-driven groups focused around a common interest that supports directly CCCC’s mission and bedrock beliefs. Standing Groups may start as SIGs and apply for Standing Group status. Chairs or co-chairs are elected from the membership rather than appointed. They have organizational status as an ongoing group, provide necessary annual updates to the CCCC leadership and abide by their bylaws. NOTE: The following caucuses, which meet at the CCCC convention, are exempt from the application, reporting, and review parameters required for Standing Groups: Black Caucus, Latinx Caucus, American Indian Caucus, Asian/Asian American Caucus, Queer Caucus, Jewish Caucus, and the Arab/Muslim Caucus.

There is no requirement for current SIGs to apply for “Standing Group” status if they do not wish to formalize their relationship to CCCC in this way. They will retain their designation as SIGs.

[CCCC Member Group Information and Guidelines](#)

6 Awards

[CCCC Guidelines for Submitting Proposals for New Awards](#)

[CCCC Process and Criteria for Assessing Award Continuation](#)

[CCCC Guidelines for Multiple Award Winners](#)

[Braddock Award](#)

The Braddock Award Committee consists of five members appointed for a one-year term by the CCCC Associate Chair to select the best article in CCC for the given calendar year. This award is presented at the CCCC Convention.

Exemplar Award

This award will be presented, as occasion demands, to a person who has served or serves as an exemplar for our organization, representing the highest ideals of scholarship, teaching, and service to the entire profession. Because the Exemplar Award seeks to recognize individuals who set the very best examples for the rest of us, representing what the ideal teacher/scholar/colleague can be at his or her best, service should be national or international in scope or whose record is local and regional with national implications. The winner will be recognized at the General Session of the CCCC Annual Convention and is invited to address the membership during this session.

The Exemplar Award Committee consists of five members appointed for staggered two-year terms by the CCCC Chair. All persons previously nominated for this award remain in consideration until they receive the award or for three years from the nomination's original submission, whichever occurs first.

Outstanding Book Award

The CCCC Outstanding Book Award is presented annually for work in the field of composition and rhetoric. Each year two awards will be given: one award for a single-authored or multi-authored work and one award for an edited collection of scholarly work. Both categories will be evaluated for scholarship and research in the areas of pedagogy, practice, history, and theory. To be eligible for the award, a nominee must be a member of CCCC and/or NCTE at the time of nomination. To nominate a volume for the award, the author, editor, publisher, or reader must be a CCCC and/or NCTE member. The CCCC Chair appoints five people to serve a one-year term on this Outstanding Book Award Committee.

Outstanding Dissertation Award in Technical Communication

This award is given annually at the CCCC Convention. Dissertations are evaluated by the following five criteria: originality of research, contribution the research makes to the field, methodological soundness of the approach used, awareness of the existing research in the area studied, and overall quality of the writing. The CCCC Chair appoints five people to serve a one-year term on this Outstanding Dissertation Award in Technical Communication Committee.

James Berlin Memorial Outstanding Dissertation Award

This award is given annually to a graduate student whose dissertation improves the educational process in composition studies, or adds to the field's body of knowledge, through research or scholarly inquiry. The CCCC Chair appoints five people to serve a one-year term on this committee.

Scholars for the Dream Travel Award

CCCC sponsors this award to encourage scholarship by historically underrepresented groups. These groups include African Americans, Asian Americans, Mexican Americans, Puerto Ricans and other Latinx Americans, and American Indians – persons whose presence and whose contributions are central to the full realization of CCCC's professional goals. Emerging scholars are eligible to apply. CCCC offers selected Scholars for the Dream Travel Award winners travel awards of \$1,000 each and sponsors a reception for all award winners. Ten Scholars for the Dream Travel Awards will be first-time presenters at CCCC. Up to ten additional awardees may be selected from CCCC members whose proposals have been accepted to the convention, who have presented at no more than three previous CCCC conventions, and who have not previously received a Scholars for the Dream Travel Award. The CCCC Chair appoints at least five people to serve a one-year term on the selection committee. The Award's Selection Committee

considers originality of research, significance of pedagogical or theoretical contributions to the field, and potential for larger, subsequent projects.

Professional Equity Project (PEP)

CCCC sponsors this grant to attend the CCCC Convention for the purpose of encouraging professional development for teachers of writing with part-time or adjunct status at two-year colleges, four-year colleges, and universities. The grant includes a check for \$150 to help cover expenses, a paid registration for the conference, and a one-year membership in CCCC. CCCC seeks nominees exhibiting a sustained interest in the teaching of writing—both faculty early in their career and more experienced faculty. Preference is given to nominees who have never attended a CCCC Convention and live in close proximity to the convention site. The CCCC Liaison selects the recipients.

Tribal College Faculty Fellowship

The Tribal College Faculty Fellowship offers financial aid to selected faculty members currently working at tribally controlled community colleges to attend the CCCC Convention. The two grants are in the amount of \$1,250 each. CCCC asks nominees to identify who they are as a teacher and what they teach at their tribal college; what their research interests are; and what they hope to gain from the experience of attending CCCC (how it could help them in their teaching or research). The CCCC Chair appoints five people to serve a one-year term on the selection committee.

Writing Program Certificate of Excellence

This award honors up to 20 writing programs a year. The award is announced in CCC, on the CCCC website, and in social media and online communications. Winners are recognized at the annual Awards Session at CCCC. At that time, the program is presented with a certificate, as well as a letter of commendation. The CCCC Chair appoints five people to serve a one-year term on the selection committee.

Chairs' Memorial Scholarship

To remember and honor the Chairs of CCCC who have passed away, the CCCC Executive Committee has created scholarships of \$750 each to help cover the costs of four, full-time graduate students who are presenting at the annual convention. The winners are presented with certificates at the Opening Session at CCCC. The CCCC Chair appoints five people to serve staggered two-year terms on the selection committee. The Award's Selection Committee considers the applicants articulation of their plan for a career in rhetoric and composition studies as well as the quality of their CCCC program proposal.

Research Initiative

The CCCC Research Initiative "Composition, Rhetoric, and Literacy—What We Know, What We Need to Know" was approved in early 2004 and was awarded three consecutive years (2004-2005, 2005-2006, and 2006-2007). This effort was largely focused on supporting new meta-analytical research by providing funding and an opportunity for researchers from all participating institutions to gather to share ideas and receive advice. The program aimed to create an opportunity for researchers to bring together what the profession has already learned, through a variety of methodologies, regarding the teaching and study of composition, rhetoric, and literacy. While each award year had a slightly different focus, in general the proposed research addressed questions such as: What do we know? What do we still need to know? What research approaches seem fruitful?

The Research Initiative was indefinitely put on hold by the CCCC Executive Committee in March of 2007. In April 2008, the CCCC Executive Committee approved committing 5% of the contingency reserve in FY09 to establish a core descriptive database that can serve as a resource for future CCCC-

funded research projects. The CCCC annual budget includes funding for the CCCC Research Initiative and the Emergent Researcher Awards (see below). The current call for proposals and information on the projects funded by the CCCC Research Initiative can be found at <http://www.ncte.org/cccc/awards/researchinitiative>.

Technical and Scientific Communication Awards

This award accepts nominations for outstanding books and articles in technical and scientific communication in six categories: Best Book; Best Original Collection of Essays; Best Article Reporting Qualitative or Quantitative Research; Best Article Reporting Historical Research or Textual Studies; Best Article on Philosophy or Theory; and Best Article on Pedagogy or Curriculum. To be eligible for the awards, a nominee must be a member of CCCC and/or NCTE at the time of nomination. To nominate a work for the awards, the author, editor, publisher, or reader must be a CCCC and/or NCTE member. The winners are presented with certificates at the Awards Session at CCCC. The CCCC Chair appoints five people to serve a one-year term on the selection committee.

Luiz Antonio Marcuschi Travel Awards

Two \$1,000 travel reimbursement awards are available to scholars from Mexico, Central, or South America who have papers accepted for presentation at the CCCC Convention. The winners are presented with certificates at the Awards Session at CCCC. The CCCC Program Chair and appointees from the Stage II review process select the winners. The selection committee considers the applicants application letter as well as the quality of their CCCC program proposal. This award is provided for through an endowment funded by CCCC Past Chair Charles Bazerman.

Advancement of Knowledge Award

This award is presented annually for the empirical research publication in the previous two years that most advances writing studies. To be eligible for the award, a nominee must be a member of CCCC and/or NCTE at the time of nomination. To nominate a publication for the award, the author, editor, publisher, or reader must be a CCCC and/or NCTE member. The selection committee considers the nominated work as well as a brief statement of the work's contribution to the profession. The winners are presented with a plaque at the Awards Session at CCCC. The CCCC Chair appoints three people to serve a one-year term on the selection committee. This award is provided for through an endowment funded by CCCC Past Chair Charles Bazerman.

Research Impact Award

This award is presented annually for the empirical research publication in the previous two years that most advances the mission of the organization or the needs of the profession. To be eligible for the award, a nominee must be a member of CCCC and/or NCTE at the time of nomination. To nominate a publication for the award, the author, editor, publisher, or reader must be a CCCC and/or NCTE member. The selection committee considers the nominated work as well as a brief statement of the work's contribution to the profession. The winners are presented with a plaque at the Awards Session at CCCC. The CCCC Chair appoints three people to serve a one-year term on the selection committee. This award is provided for through an endowment funded by CCCC Past Chair Charles Bazerman.

Assistance Fund for Contingent Faculty

The CCCC Assistance Fund for Contingent Faculty, established in 2012, supports annual awards in the amount of \$500 each for contingent faculty at two-year colleges and four-year colleges and universities to travel to the CCCC Annual Convention. Applicants must reside more than 300 miles from the convention site. The number of available awards each year will be dependent on the donations raised

each year from the CCCC membership. Recipients are chosen at random in early January. CCCC member contributions for this fund are solicited during November and December each year, however, contributions are accepted throughout the year. Contributions collected throughout a given calendar year are applied to the awards in the subsequent calendar year.

Gloria Anzaldúa Rhetorician Award

This award is presented annually to support scholars whose work participates in the making of meaning out of sexual and gender minority experiences. Applicants must be accepted to the CCCC Annual Convention program and should currently be enrolled in graduate school or be first time presenters at the Convention. All candidates should show potential as scholars of rhetoric and composition. We encourage sexual and gender minority applicants, who may (or may not) identify as lesbian, gay, bisexual, transgender, queer, two-spirit, questioning, intersex, asexual, ally, or pansexual (LGBTQ2QIAAP), though applicants who do not see themselves reflected in these categories are also encouraged to apply. Up to three awards are given at \$750 for travel-related expenses to the CCCC Convention and a one-year membership in CCCC/NCTE. To honor the recipients, CCCC hosts a reception during the CCCC Annual Convention. The Awards Selection Committee choose up to three winners based on the following criteria: originality of research; critical engagement with and contribution to current scholarship in queer studies and rhetoric/composition; and potential for lasting projects. Winners are notified in December.

Lavender Rhetorics Award for Excellence in Queer Scholarship

This award is presented annually to three works (one book, one article, and one dissertation) published within the past two years that best make queer interventions into the study of composition and rhetoric. Works should rise to a high level of excellence in their originality, the significance of their pedagogical or theoretical contributions to the field, and their existing or potential influence. The Selection Committee will consider the nature of the problem(s) addressed, the contribution's timeliness, how effectively the work utilizes research or scholarship to fill voids in our existing knowledge, how well the work demonstrates potential for application (pedagogically or in other contexts), and what promise the work holds for future exploration and investigation. To be eligible for an award, both the author of the work and the individual making the nomination must be members of CCCC and/or NCTE at the time of nomination. Recipients of this award are recognized and receive a plaque during the CCCC Awards Session. The winners are notified by mid February.

Stonewall Service Award

This award is presented annually to recognize members of CCCC/NCTE who have consistently worked to improve the experiences of sexual and gender minorities within the organization and the profession. Recipients of this award are recognized and receive a plaque during the CCCC Awards Session. The winner will be notified in December.

Disability in College Composition Travel Awards

These six awards (three for graduate students and three for faculty and staff) are presented annually to support scholarship dedicated to improving knowledge about the intersections of disability with composition and rhetoric, the value of disability as a source of diversity, inclusive practices and the promotion of access, and the value of disability as a critical lens. These awards encourage new scholars who investigate issues relating to disability and to the field of composition and rhetoric to present their work at the conference; we hope to recognize the efforts of individuals dedicated to improving the experiences of people with disabilities in the field; and we believe it is important to support scholars with disabilities to travel to share their work. The awards (\$750 each) are to be used for travel

assistance, based on review of accepted CCCC Annual Convention program proposals. Clear preference will be given to first-time conference attendees and/or untenured faculty. In addition to the \$750 award, winners are presented with a certificate during the CCCC Awards Session. The winners are notified by the first week in January.

Emergent Researcher Awards

These awards are intended to invest in our organization's members by rewarding and supporting: early career researchers; writing faculty/instructors who have not had the opportunity to engage in funded research; and/or writing faculty/instructors who do not have support for research within their institutions. In addition to research funding (up to \$10,000 per project), the Emergent Researcher Awards also provide research support.

Outstanding Teaching Award

Honors the discipline's practitioners and makes visible the best teaching practices of the field. The intent of this award is to honor teaching and CCCC members who do their primary work in the classroom every day. CCCC offers two awards each year—one for an Emergent Outstanding Teacher (first 10 years of teaching first-year writing) and a Sustained Outstanding Teacher (11 or more years of teaching first-year writing). Award recipients receive a plaque and \$500 for travel, classroom, or other educational funding.

7 CCCC Publications

All current CCCC publications (listed below) are supported jointly by NCTE/CCCC and the editor's home institution. Typically, the home institution provides release time from teaching and secretarial assistance, while NCTE/CCCC covers production costs. In addition, the CCCC online communities are maintained by the CCCC Coordinator of Online Communities.

The four current CCCC editors comprise an Editor's Team convened by the CCCC Chair. The purpose of this team is to provide a point of contact and coordination for all CCCC publications. The Team meets at the CCCC convention and, when needed, communicates via email. The editors are also non-voting members of the CCCC Executive Committee, and, as the occasion warrants, may attend their meetings in November and March.

College Composition and Communication (CCC)

CCC provides a forum for critical work on the study and teaching of reading and writing at the college level. Contributors approach this central concern from a number of perspectives: Some articles focus directly on teaching practices, others locate those practices in their historical and institutional contexts, still others connect current work in composition studies to that going on elsewhere in English and related fields—among them literacy studies, critical theory, cultural studies, education, ethnography, communication, philosophy of language, and rhetoric. Many articles in CCC attempt to blur genres and mix discourses, to cut across and make connections among a range of intellectual and professional issues.

The editor of CCC is responsible for soliciting and reviewing submissions to the journal, preparing hard and disk copy of accepted articles for the typesetter, and supervising the proofreading of each issue.

NCTE staff takes care of almost all non-editorial duties: advertising, printing, distribution, etc. Each new editor is appointed a year before his or her first issue is published, and this first year is usually spent redesigning the format of the journal and establishing new editorial procedures and contacts.

In practice, the bulk of the editor's time is spent in the review and development of submissions to the journal. CCC currently receives about 200 articles for review per year (excluding reviews, interchange responses, and revisions of previous submissions). Since 1988, a large percentage of these submissions have been sent out for blind review by the editorial board and other consulting readers.

In September 1998, CCC adjusted the numbering of its volumes and began to follow a new production cycle. The months that CCC appears are September – December – February – June. (The previous publication schedule had been October – December – February – May.)

The current editor of CCC is Malea Powell, Michigan State University. Her term began with the February 2020 issue and will end with the December 2024 issue.

CCCC Support:

- Incoming CCC Editor: See the *Reimbursement and Expense Policy* under “Constitution & Policies”
- Current CCC Editor: The budget and terms for each CCC editor are agreed upon prior to the start of the editor’s term.

[CCC Editor Search Procedures](#)

CCC Online (no longer published)

In 1998, CCC developed an online site. The current CCC Online site can be found at <http://www.ncte.org/cccc/ccconline>. Collaborating with the Editor of CCC, the Online Editor of CCC has primary responsibility for helping develop and edit CCC Online. The CCC Online Editor's term is five years (non-renewable).

Housed inside the CCCC website, CCC Online may include:

- peer-reviewed articles,
- the Revisions series linked to earlier articles,
- Symposia articles,
- review essays and book reviews linked to books under review and to other contextual materials
- data supporting research articles, and
- multi-media texts composed by students and faculty.

CCCC Support: CCCC membership and conference registration.

NOTE: In 2014, a task force was charged to study the continuation of CCC Online. The CCCC Executive Committee took no action on the task force’s recommendations in November 2015. As of fiscal year 2017, the CCCC is no longer funding CCC Online.

CCCC Bibliography (no longer published)

CCCC published an annotated, annual bibliography on composition and rhetoric from 1984 to 1999. The last editor, Todd Taylor, University of North Carolina, Chapel Hill, oversaw the *Bibliography* during its transition from a print-only publication to a print publication published in collaboration with MLA and an online publication produced by CCCC. The 1996 *Bibliography*, edited by Gail Stygall of the University of Washington, will be the last to have been published in print by CCCC.

In November 2000, the CCCC Executive Committee permitted Todd Taylor, the then editor of *CCC On-line*, to place the comprehensive *CCCC Bibliography* 1984-1999 in the form of a searchable online database as part of *IBIBLIO*. This can be found at <http://www.ibiblio.org/cccc/>.

Studies in Writing and Rhetoric (SWR)

The *Studies in Writing and Rhetoric (SWR)* series, supported by the Conference on College Composition and Communication, publishes arguments or presentations longer than journal articles but shorter than books (80-180 double-spaced manuscript pages). *SWR* publications are intended for general compositionists: professionals interested in emerging intellectual trends and pedagogies, facing time constraints from high teaching and service loads, and engaged in some research of their own. *SWR* encourages extended essays or research reports addressing any issue in composition/rhetoric from any theoretical/research perspective, as long as the general significance of the project is clear. *SWR* is especially interested in work from authors of color.

In 1996 the CCCC Executive Committee voted to establish and support a Series Editor for *SWR* (until that point, the *SWR* had been administered by a volunteer committee). The aim of series is to issue 4-6 monograph-length studies, in paperback, per year. Stephanie Kerschbaum, University of Washington, Seattle, is the current editor of the *SWR* Series. Stephanie's term ends June 30, 2027.

CCCC Support: The budget and terms for each *SWR* editor are agreed upon prior to the start of the editor's term.

SWR Editor Search Procedures

FORUM: Issues about Part-Time and Contingent Faculty

FORUM is published twice a year by CCCC. *FORUM* accepts submissions of news items, book reviews, editorials, and/or articles related to non-tenure-track faculty in college English or composition courses. The Newsletter was established by the CCCC Committee on Contingent, Adjunct, and Part-Time Faculty (CAP) and debuted in the February 1998 issue of *CCC* and continues to be published in *CCC*. When the production schedule allows, *FORUM* will also be published in *Teaching English in the Two-Year College* (a journal of NCTE). Currently, *FORUM* is published twice a year, once in the fall in *CCC* and once in the spring in *TETYC*. Issues of *FORUM* are currently housed in electronic format on the CCCC website at <http://www.ncte.org/cccc/forum>. The current Editor of *FORUM* is Trace Daniels-Lerberg, University of Utah. Trace's term ends in Spring 2024.

CCCC Support: Travel expenses (including travel, hotel, and meals) to attend the CCCC Convention.

8 CCCC Annual Convention (Planning)

CCCC sponsors an Annual Convention in the spring of each year in March or April.

Following the listing of past CCCC Convention Sites and Themes is a chronological description of assembling the CCCC convention program, as well as a narrative of what other persons may do to enhance the work of the Program Chair.

For clarity, since the Assistant Chair will become the Associate Chair before his or her Convention Planning duties are complete, for this chapter the assembler of the convention will always be referred to as the Program Chair—the individual who coordinates convention planning from beginning to end.

[Past CCCC Programs](#)

[Dates, Sites, and Themes for Past CCCC Conventions](#)

Overall Convention Planning Timeline

This listing of dates and tasks is intended to suggest the sequence of duties. NCTE will prepare a similar schedule (with the appropriate year's dates) in the spring of the Program Chair's tenure. The timeline below begins with the first CCCC Executive Committee meeting attended by the Program Chair, at the NCTE Convention in November (about 16 months prior to the CCCC Convention for which he/she is Program Chair).

October/November

- ❑ Program Chair attends online new CCCC EC member orientation.

November

- ❑ Program Chair attends CCCC Officers' meeting, CCCC EC Retreat, and CCCC EC meeting. Program Chair brings ideas for convention theme and, if possible, a draft of the theme rationale that will eventually be published in the proposal submission form. These are shared with the CCCC officers who provide input.

December

- ❑ Program Chair prepares budget, using past CCCC budgets and budget predictions provided by NCTE staff, and Program Proposal Form for presentation at the January CCCC Officers meeting.

- ❑ CCCC Convention Manager should be consulted about the convention structure and the proposal form.

- ❑ The Program Chair begins identifying potential Featured Speakers. Letters of invitation and negotiations can happen after budget is approved at January Officers' Meeting.

January

- ❑ Program Chair attends CCCC Officers meeting. Budget is approved. Program Proposal Form is reviewed.
- ❑ Recruitment of Local Arrangement Chair begins. Invitations to featured speakers and negotiations begin.

February

- ❑ Recruitment of Stage I and II Reviewers begins (early February).

March

- ❑ Program Proposal Form published online.
- ❑ CCCC Convention held and Proposal Form available to attendees.
- ❑ Program Chair meets with CCCC Convention Manager working on convention processes during the Convention.
- ❑ The Program Chair sets up an open meeting on Friday during the convention for individual CCCC members to come and discuss program ideas for the following year's convention.

April

- ❑ Procedures for processing proposals should already be established (see above).
- ❑ Program Chair determines Stage I and Stage II Reviewers early April. Forwards names and addresses to NCTE.
- ❑ Instructions for Reviewers prepared and distributed.
- ❑ Program Proposals begin to arrive at NCTE for processing via the online system and mail.
- ❑ Deadline for receipt of program proposals (late April/early May).

May

- ❑ Proposals are sent to Stage I Reviewers via the online system.
- ❑ Acknowledgments are emailed to submitter.
- ❑ Ratings due back from Stage I Reviewers via the online system.

June

- ❑ Finalize negotiations with Featured Speakers (mid June).

June-July

- ❑ Program Chair and Stage II Reviewers arrive at NCTE to complete review process and begin selection of sessions.
- ❑ Program Chair and designated assistant receive onsite training for the manipulation of data and generation of reports using the CCCC database. Convention Planning Meeting may be held at this time.

August

- ❑ Program Chair provides CCCC Convention Manager with session schedule. Program Chair arranges the sessions in timetable order, by session number/day. Final revisions are made to the scheduled sessions and entered into the database (early August).
- ❑ Invitations are prepared for emailing at NCTE (early August).
- ❑ Program Chair attends the NCTE EC Orientation and EC meetings in Urbana, IL.

September

- ❑ Round I of invitations emailed from NCTE with a two-week deadline for reply (early September).
- ❑ Chair's portion of the copy for the Convention Preview is due at NCTE (late September).
- ❑ Program Chair works to find replacements for persons who decline their invitations to be on the program, which must be done promptly and

thoughtfully if a coherent, cohesive program is to result (late September).

October

- ❑ Round I reminder email sent from NCTE. List of individuals sent to Program Chair (early October).
- ❑ Round I of invitations expires. Replacements made by Program Chair (mid October).
- ❑ Program Chair gets information (e.g., pictures, bios, titles) on Featured speakers and Associate Chair's keynote and biography for Preview along with a welcome portion from the Local Chair (mid October).
- ❑ Round II of invitations emailed from NCTE (late October).

November

- ❑ Round II reminder email sent from NCTE.
- ❑ Program Chair attends NCTE Convention, NCTE EC Meetings, CCCC Officer's meeting, CCCC EC Retreat, and CCCC EC meeting.

December

- ❑ CCCC Convention Manager sends list of meeting rooms.
- ❑ Thirty days after the NCTE Convention, Assistant Chair become Associate Chair; he or she continues with convention planning duties.
- ❑ Round II of invitations expires. Final replacements made (mid December).
- ❑ December emailing (data sheets, A-V info, etc.) sent to CCCC members and confirmed participants (mid December).

- ❑ Front matter and program copy reviewed by Program Chair and due at NCTE. Cover design prepared and reviewed by Program Chair (late December).

January

- ❑ Final replacements confirmed.
- ❑ Convention Program dropped from CCCC database to Word document.
- ❑ Program copy to Program Chair (for final review), CCCC Administrative Liaison, Convention Director, and to Editorial.
- ❑ Final program revisions due at NCTE.
- ❑ Program Chair attends CCCC Officers' Retreat.

February

- ❑ Addendum to the Program developed.
- ❑ Report and Evaluation Form developed and printed for distribution at the Convention.
- ❑ Program Chair attends February NCTE EC meetings.

March

- ❑ Addendum to the Program printed.
- ❑ Program Chair attends Convention. Presides over Opening General Session (Thursday morning).
- ❑ Attends meetings as required of CCCC Officers.

Timeline for 2024 CCCC Annual Convention, April 3–6, Spokane, WA

November 2022	Any changes to the main program clusters/tags, etc., due for discussion at CCCC Officers meeting – finalize by December 1 st
January 2023	Call for Proposals theme for 2024 due to NCTE staff and for review at CCCC Officers Retreat.
January 2023	Discuss 2024 convention budget and sponsorship opportunities with NCTE Executive Director and Liaison during CCCC Officers Retreat.
By end February 2023	Names and emails of Stage I Reviewers due to NCTE staff. Names and emails of Coaches due to NCTE staff.
By April 1, 2023	Select Local Committee Chair and notify NCTE staff.
April 15, 2023	Names and emails of Stage II Reviewers due to NCTE staff.
May 2023	Online ratings of proposals due from Stage I Reviewers. NCTE staff reminds Reviewers who are late submitting their ratings.
Late Spring/Early Summer	Site visit with NCTE Events Director, Local Arrangements Chair, Accessibility Auditor, etc.
June 2023	Stage II takes place, sessions are selected, and drafts of invitations and rejection letters are shared with Program Chair. Program Chair provides a list of featured speakers (if any) to NCTE staff who will issue invitations.
July 2023	NCTE staff will review accepted sessions and assign to program time slots and rooms. Staff will share schedule with Program Chair for review.
August 1, 2023	Final schedule of proposals in time slots and rooms complete. Featured speakers and session information for promotional purposes due to NCTE staff. Edits to invitations and rejection letters due to NCTE staff.
By end of August 2023	Program invitations and rejection letters emailed to all proposal submitters by NCTE staff.
By first week December 2023	Program Chair Welcome, write-ups for any featured speakers, and Local Committee Chair welcome due.
January 2024	First draft of Program is sent to Program Chair for general comment (technical editing completed by NCTE staff).

Composing the CCCC Annual Convention

The CCCC convention program is composed by the Program Chair, who selects sessions from among those proposed by CCCC members, generally, with the help of a team of reviewers. The Program Chair usually assembles the entire program from submissions by members (90% of the program) and invited up to 10% of the sessions to fill professional needs that may not otherwise be addressed in the proposals submitted. In addition, the incoming Program Chair keeps 3 hours (usually on Friday morning) at the Convention Registration Desk to receive suggestions from members about the next program.

The Program Chair will be working most directly with the CCCC Convention Manager. The responsibility for overall coordination of program, local committee operations, and hotel arrangements is that of the CCCC Convention Manager.

Although the final selection and arrangement of program sessions is the Program Chair's responsibility, s/he usually relies on a number of other persons for advice and assistance.

Reviewers

Past Program Chairs have used other members of CCCC as Reviewers to assist them in evaluating submissions in each of the area clusters. Although the Program Chair sets the final program, the practice of using Reviewers is a way of involving more CCCC members in the process. Program Chairs who have used Reviewers have benefited from their opinions.

The most recent practice has been to send out submitted proposals via an online database to reviewers with specialized knowledge for initial responses (Stage I) and then to assemble a smaller team of reviewers in Urbana, usually in June or July, to help the Program Chair assemble the final program (Stage II).

The CCCC Convention Manager has a list of reviewers available that were utilized the previous year. In addition, the Program Chair may wish to consult with the preceding Program Chair for specific individuals who would be willing and qualified to review proposals.

Traditionally, the Stage I and II Reviewers are responsible for selecting 90% of the program sessions through the blind review process. The Program Chair has the right to identify 10% of the sessions. The Program Chair uses her or his 10% to accommodate the Featured Speakers and guaranteed Standing Group sessions, to provide for special convention themes, and to balance the convention in terms of diversity (e.g., known/unknown speakers, people of color, international/national speakers, etc.).

Processing Proposals

Proposal forms are emailed to the membership prior to the convention, usually in late February or early March, and are also available in the registration area at the convention. Closing date for proposal submissions is approximately 5-6 weeks following the CCCC convention. Submitters submit their proposal using the online proposal system. Very few arrive via regular mail.

Proposals are assigned a number when they are entered into the database. This proposal number becomes the principle identification device in the Stage I Review process since this is a blind review. While proposals are being numbered, they are checked for completion of the Multiple Submission

Certification in the Forum, Roundtable, Panel, and Poster session categories. Those proposals that require but have not completed the Multiple Submission Certification will be rejected outright.

Proposals are sorted and filed as follows:

1. **Program Chair (optional)** receives one sighted set of the proposals. The sighted set is ordered numerically and is referred to as his/her sacred file. It has earned the name because Program Chairs have agreed that everything must be maintained in this file in perfect, pristine condition.
2. **Stage I Reviewers** are presented with blind copies of the whole-panel/session proposal submissions each of which they rate from 1 (low) to 4 (high). Each Reviewer receives proposals based on cluster number, according to the Reviewer's area of expertise.

Multiple Submissions Check

After the deadline for submissions is complete, a duplicate check is conducted at NCTE. This check ensures that the multiple submissions policy has been adhered to in that no person has been proposed for more than one major speaking role (i.e., participation as a speaker in a Forum, Roundtable, Panel, or Poster session). This report will show the proposal number, individual's name, role, and type of proposal.

No Multiple Submissions Policy: To insure maximum participation and a fair process for reviewing proposals, the Executive Committee of CCCC adopted a policy in 1995 of no multiple submissions for regular speaking roles. This policy is based on the Executive Committee's commitment to include as many presenters as possible in the convention program.

Under this policy, a person may be proposed for one—and only one—major speaking role (i.e., participation as a speaker in a Forum, Roundtable, Panel, or Poster session). The proposer of the session is responsible for certifying that speakers listed on the proposal are not being proposed for any other speaking role. The role of Chair or participation in Workshops, Special Interest Groups, Caucuses, and Standing Groups does not count as a speaking role.

To comply with this policy, the Program Chair will process only the first proposal received for speakers for possible program acceptance. Additional proposals listing that speaker will be rejected outright. (Previously, these proposals were returned to the proposer.)

Cluster Percentage Report

After checking for multiple submissions, a cluster percentage report is generated by NCTE for the Program Chair. This report is generated to determine the percentage of proposals received for each cluster and enables the Program Chair to lay out the convention program based on interest by cluster as determined by the number of submissions received for that particular cluster. The ratio of the number of submissions submitted in a particular cluster to the total number of sessions submitted should equal the ratio of sessions finally selected in that cluster to the number of total sessions selected for the program. In this way, the Program Chair can be sure to honor the wishes and interests of CCCC members when assembling a final program. That is, the basic use of this report is to determine the percentage of interest, by cluster, based on proposal submissions.

CCCC Member Groups (see Section 5, CCCC Member Groups, for complete information)

CCCC has a number of Member Groups (including Special Interest Groups and Standing Groups) that hold meetings, sponsor panels and workshops at the Annual Convention, publish newsletters, and carry on other activities within the framework of the organization. CCCC is pleased to recognize such groups,

encourages their existence and growth, and provides time, space, and appropriate publicity to foster their effective operation.

Special Interest Groups

CCCC supports interest groups within existing policies that allow individuals/organizations to request space “as available” at the CCCC Convention to discuss issues related to the profession. Requests for meeting space are to be submitted through the regular proposal process and are reviewed in Stage II by the Program Chair.

Standing Groups

In recognition for a higher level of responsibility to CCCC, Standing Groups are allotted one designated panel in addition to a business meeting at the CCCC Annual Convention, subject to the Program Chair’s approval. Standing Group panels will be vetted in consultation with the Program Chair during Stage II review. Standing Group business meetings will be held during the regular slots made available for such meetings by the Program Chair. The Standing Group is asked to submit both a proposal for a business meeting as well as a sponsored panel (if it wishes to hold these) through the regular proposal system (in the “Type of Session/Proposal” section on the proposal form, groups check “Special Interest Group/Business Meeting” when submitting a business meeting proposal and “Standing Group Sponsored Panel” when submitting a sponsored panel proposal). In addition, Standing Groups may request to host a sponsored workshop rather than a sponsored panel at the discretion of the Program Chair and as space permits. Standing Groups may request this exception with the understanding that proposers would need to both make the case and provide the proof of a likely audience at the sponsored workshop. Any Standing Group that requests and is granted a workshop must then document sufficient attendance to sustain that request in future years. NOTE: The Black Caucus, the Latino/a Caucus, the American Indian Caucus, and the Asian/Asian American Caucus are NCTE Caucuses that meet at the CCCC Convention. These Caucuses as well as the Queer Caucus are automatically considered to be Standing Groups of CCCC and retain their “Caucus” titles.

Two-Year College Strand

Saturday highlights the two-year-college strand and TYCA. The Saturday “Two-year-college strand” consists of the early Saturday morning TYCA Breakfast, two sessions for each of the three Saturday morning concurrent time slots (after the Business Meeting), and a Saturday afternoon workshop. The Program Chair works with the Chair of TYCA in scheduling breakfast arrangements and the two-year-college sessions selected for Saturday. This strand should not preclude other sessions that focus on two-year college issues and faculty interests throughout the program on days other than Saturday.

Reciprocity Agreement with MLA and CWPA

The CCCC has reciprocal agreements with MLA and CWPA concerning a session at each other’s convention. The proposals from MLA and CWPA go through the review process but the Program Chair will be notified to watch for these submissions. Conversely, the proposals from the CCCC to MLA and CWPA are designated for the CCCC slot. For these proposals, the CCCC Chair prepares the proposals or designates a person to be in charge of preparing them (in which case the proposer sends a copy to the CCCC Chair).

Setting the Number of Sessions Available on the Program (Early June)

Before beginning the selection process of placing whole proposals and/or constructed sessions onto the Program, the Program Chair should develop a timetable for the convention. The timetable arranges the sessions for the convention in time blocks (example: A through N), and each time block should allow for the number of breakout rooms available for the convention (example: 420 rooms for the entire convention period). For example, if the convention has 30 rooms available for concurrent sessions, 5 sets of concurrent sessions will run on Thursday, 6 on Friday, and 3 on Saturday—the total number of

sessions that are available for the Program is 420. (14 blocks of time x 30 rooms = 420 sessions) All sessions within a given time block will bear a letter that indicates the time block they fall into (all session blocks are 75 minutes long), and a number that will serve to distinguish one session in that time block from another. The A Session time block, for example, would contain 30 sessions coded A.1, A.2, and so on through A.30.

Once the official number of blocks and sessions are determined, this information is entered into the CCCC database. Later, proposals accepted for the program will be scheduled into those specific time slots.

NOTE: To allow for flexibility in accepting late-developing ideas that may come forward in the fall, the Program Chair may choose to plan only 28 sessions per time block initially, leaving room to add some sessions later from the 10% of sessions available to him/her.

Proposal Review Process (April to June or July)

Stage I

During Stage I, reviewers read and rate proposals (from 4=high to 1=low). Stage I Reviewers review complete sessions, proposals that contain a full panel (or roundtable or forum) of speakers or participants. Reviewers should include a diverse range of members (e.g., two-year college representation, people of color, new and experienced members, etc.)

Stage II

Stage II of the review process is conducted at NCTE Headquarters and involves approximately 10 Stage II Reviewers. These reviewers should also represent the broadest possible range of CCCC members. At least one of the reviewers should be the TYCA Chair, or another member of the TYCA Chairs' rotation if the Chair is not available. Two of the reviewers should be those who have been nominated for Assistant Chair so that whichever is elected will have experienced this stage of the review process. These Stage II Reviewers read and rate (from 4=high to 1=low) proposals for Panels, Workshops, and Roundtables and are asked to construct sessions from individual proposals. Stage II Reviewers rank order sessions so that the Program Chair can determine which are the most recommended. Then, based on the total number of proposals submitted in each of the area clusters, the Program Chair will be able to begin to identify the proposals that will form the CCCC Program.

By developing various queries and running reports, the Program Chair can list proposals by cluster, ordering them from highest to lowest rating. This is yet another way to determine which proposals may be included on the program.

Note: During Stage II review, the Program Chair and any Stage II reviewers the Program Chair selects to assist him/her will review applications for The Luiz Antonio Marcuschi Travel Awards (see Convention Travel Awards section) and select up to two winners. The Program Chair should notify the CCCC Administrative Liaison who the winners will be so that the Administrative Liaison can send notifications to the winners and applicants not selected to receive the award.

Constructing Sessions in the Database

During the review process, sessions are constructed by utilizing Individual Proposals. These constructed sessions now need to be assembled as one session in the CCCC database.

Note: Most constructed sessions—because they are assembled after being submitted by members—do not have a chair assigned. Chairs are assigned from those individuals who may not have been accepted to the program but are willing to chair.

Before finalizing the schedule, the Program Chair should check to make sure that individuals holding more than one role on the program (e.g., a session chair in one session *and* a presenter in another session and a workshop presenter) are not scheduled for more than one role at any given time. This situation does not violate the multiple submissions rule because only one of these roles is considered a major speaking role.

Proposals and constructed sessions are first sorted by ratings and then by area cluster. Using the Cluster Percentage Report, the highest rated proposals from each cluster are then scheduled onto the program.

Other CCCC Program Planning (June-July)

The Stage II Review is an opportunity for the Program Chair to meet with NCTE staff regarding the Convention Program and facilities. Following are items that should be discussed at this meeting:

1. Housekeeping (travel reimbursement)
2. Target dates (review/revise timeline)
3. Review worksheets/outline
4. Invitation process (review invitation process, letters of invitation and rejection)
5. Facilities (review floor plan of meeting rooms, discuss local arrangements committee and tours available at convention site)
6. Forms/materials to be developed (role description sheet, guidelines for program participants, general information)
7. Miscellaneous (Convention flier, program book design)

Laying out the Convention (July)

Once all of the sessions have been appropriately marked in the database (done by the CCCC Convention Manager), the Program Chair can then begin to assign each accepted proposal into a specific time period (A, B, C, etc.).

Letters of Invitation (September-November)

Round I of Invitations

Invitations are sent out in late August or early September. Along with the invitation, additional information is sent to the invitee. This information includes: Schedule and Role Description sheet, Guidelines for Program Participants, General Information about the CCCC Convention, Convention Registration information, and A-V information sheet. Staff members will work with the Program Chair to remind her/him to update or revise each of these items as needed.

Invitees have approximately 6 weeks to respond to their invitation. At the time of their response they should register online or by mail by obtaining a copy of the registration form from the website.

After the invitations have been out for approximately 4 weeks, a reminder email will be sent to all individuals who have not yet responded to their invitation, reminding them that the deadline is fast approaching. A printout of individuals who declined or those who received a reminder letter is sent from NCTE to the Program Chair so that he/she can begin making replacements on the program.

Invitations to those individuals who have proposed Workshops, Special Interest Groups or Caucuses, and Standing Groups are issued (with accompanying materials) at the same time as all other invitations but the procedure is somewhat different. The submitter of the proposal is initially invited and sent instructions requesting that he or she reconfirm the list of participants for the session. When this final

list is returned from the submitter, invitations will be issued to the remainder of the individuals on that particular session. These invitations generally are sent out with the Round II invitations.

Round II of Invitations

If the six-week time period lapses without a response to the invitation, those individuals will be replaced on the program. When these replacements are made, the original invitee is informed that they have been replaced. Individuals who decline their role on the program are also replaced at this time. The second round of invitations follows the same procedure as Round 1 and is emailed around the third week of October (allowing a week between the expiration of Round 1 and the email of Round 2). The Round 2 invitation expiration date is also 6 weeks, around the first week in December. The reminder letter for Round 2 is processed the third week in November.

Pre-registration Policy for Program Participants

NCTE/CCCC is a not-for-profit organization, and the financial viability of its Convention depends upon the support of everyone who attends. Therefore, before CCCC can confirm an individual's acceptance onto the program, the program participant must complete a registration form and return it with the appropriate fee at the time they accept their role on the program.

Letters of Rejection

All individuals in the database who do not receive a letter of invitation during the first round (the first week of September) will receive a letter of rejection.

Processing Invitation Responses

Throughout the fall months, NCTE will continually monitor the CCCC database by recording acceptances and declinations, changes in institutional affiliation, modifications in speech titles, address changes, etc. The Program Chair is regularly sent updates of the CCCC database tables.

Local Committee

Note: This overview of the Local Arrangements Committee speaks specifically to in-person Convention planning and does not fully address the additional unique planning components and timelines of planning for a Convention offered via other modalities (i.e., virtual or hybrid).

The Role of the Local Committee

The convenings that comprise the annual meeting of the CCCC are designed by the Program Chair and by the officers of CCCC to attend to association business purposes and to promote idea- and practice-sharing in the service of developing our field and its teacher-scholar-activist members. Current practices direct many of the logistical arrangements and much of the business procedure to the Executive Director of NCTE and to designated members of the headquarters staff (for example, contracting the Convention space, scheduling sessions, and managing membership and registration). But the Local Committee has many opportunities and responsibilities to participate in the planning and play a vital role in facilitating connections that support a welcoming, inclusive, and social justice-oriented conference environment. The work of the Local Committee is to coordinate between the CCCC; the caucuses and committees dedicated to shaping an intentional professional culture in the service of social justice; and the host city and its communities. The Local Chair serves as co-chair of the Social Justice at the Convention (SJAC), and in that role supports, mentors, cultivates, and considers opportunities to sustain activist work before, during, and after the conference.

Frequently, the Local Chair and other members of the Local Committee are consulted concerning various aspects of the program, the locale, things to do while in the city, and related matters. They attend to the details of how we convene for the annual meeting and the practices that shape attendees'

experience: staffing registration, gathering and documenting crucial accessibility information about the conference site and surrounding amenities, and creating a hospitable and welcoming conference experience. The Local Chair and other members of the Local Committee also gather information and build relationships that support meaningful engagement between attendees and the conference site. In particular, the Local Chair should consult with the American Indian Caucus in order to uphold traditions and cultural offerings, ongoing community activism, and the Indigenous peoples who steward the land and waterways of the area, and other social justice-oriented locals, such as business and/or restaurant owners, who work to build more an equitable and just city. Indeed, in the final analysis, the success of the Convention is due to Local Committee effort: ultimately, it is the responsibility of the Local Committee to attend to the communication, collective efforts, and support labor that shape a welcoming experience for attendees as members of a professional organization and a thoughtful relationship between CCCC and the communities that live in the place we're gathering. Every aspect of the CCCC Convention is geared to the accomplishment of this final purpose. The Local Committee's task is not an easy one, but it is vital to the meeting; its accomplishment is no small matter, and the responsibility for it—and the credit—belong to the members of the Local Committee.

Members of the Local Committee are asked to work a minimum of eight hours in preparation for the Convention. In appreciation of this work, Local Committee members receive free convention registration. Volunteers who provide at least 8 hours of labor will receive a formal letter from the Local Chair documenting their service. This letter can be included in the volunteer's annual review and/or promotion files.

The Program Chair should consult the Local Arrangements Chair early for ideas about engaging with the Convention site. Additionally, the Program Chair and Local Arrangements Chair should work closely with SJAC to ensure proper support in creating a local conference experience that amplifies social justice issues relevant to the host city. Regular meetings and/or communications between the Program Chair and the Local Arrangements should be expected throughout the duration of Convention planning to ensure consistent messaging and information about local events connected to the Convention are circulated.

Financing the Local Committee Operations

The CCCC Convention is financially supported by registration and exhibit fees. Because this money is sent to NCTE Headquarters, the Local Committee begins its operations without any ready money to pay for incidental expenses—and most of the expenses incurred are incidental ones—such as postage, supplies, rental fees, etc. All expenses insofar as possible should be billed to NCTE, in care of the Local Chair. After the Convention, he/she should send any remaining bills—with a covering note approving payment—to NCTE Headquarters.

For expenses that cannot be billed to NCTE (if any), the Local Chair may ask for an advance of operating capital. From this fund, they can reimburse the various members of the committee who make expenditures for the Convention. Each expenditure made in this way should be recorded and, if possible, supported by a receipt. After the Convention, the Local Chair can return the unexpended funds together with receipts for the expended funds to NCTE. The Local chair should check with the Program Chair if unexpected expenses arise.

The Local Chair should also communicate frequently with NCTE Staff and the Program Chair to learn of any honorariums available to local vendors and/or community members participating at the conference. For instance, sometimes, other subcommittees or caucuses may gain approval from the Program Chair to offset registration fees and/or offer honorariums to community members presenting at CCCCs. The Local Chair should be made aware of these arrangements to support the needs and expectations of all attending the Convention.

Local Committee Chairships

The following is a list of four subcommittees on the Local Committee that require chairs. Each is under the supervision of the Local Committee Chair.

Local Arrangements Chair Subcommittees:

1. Local Information and Hospitality Chair
2. Registration & Volunteer Chair
3. Committee on Disability Issues in College Composition (CDICC) Liaison Chair
4. Social Justice at the Convention (SJAC) Liaison Chair

Convention Mailing (November-December)

If the individual has accepted a role on the program, in addition to the Convention flier, they will receive a Program Participant Data sheet, A-V Order Form, and three additional pieces of information that were originally sent with the invitation (Guidelines for Program Participants, Schedule and Role Description Sheet, and General Information about the CCCC Convention). The Program Chair is responsible for reviewing and updating all the materials.

Guidelines have been developed by CCCC for the use of non-sexist language. Those guidelines are a part of the December mailing.

In addition to listing names, addresses, and program roles, the Program Participants Data sheet conveys the logistical details about the session (when it is meeting and also whether an LCD or other equipment has been ordered). This mailing is the Program Chair's last scheduled opportunity to relay information to program participants upon whom his/her convention program depends.

Scheduling Sessions into Meeting Rooms (December-January)

In early December (or sooner), the CCCC Convention Manager assigns each meeting into a specific meeting room. After the rooms have been assigned a list is sent to the Program Chair for their input.

Convention Program (December-January)

The listing of concurrent sessions found in the Convention Program is developed by dropping information from the CCCC database into Word in an outline format. The Index of Participants is also generated from the database. The front matter and the Chair's portion of the program copy are due from the Program Chair around mid-December. The Program Chair is also responsible for the Topic Index to Concurrent Sessions which appears in the program prior to the listing of concurrent sessions. Additional information comes from the Convention Manager (exhibit information, Committee Meetings, Opening General Session, General Session and CCCC Awards).

In January/February, the CCCC Administrative Liaison will send the Program Chair draft seating assignments, programs, notification emails, and invitations for the Opening General Session, Newcomers' Coffee, Scholars for the Dream Reception, and Awards Session. The Program Chair needs to provide any revisions and suggestions back to the Administrative Liaison who will take care of making sure the program copy is correct as well as sending out notifications and invitations.

In January, Headquarters prepares the working typescript of the program booklet. The bulk of the information is assembled through the fall months as program invitations are accepted. After the roster of program sessions and participants is completed, the sessions are assigned to meeting rooms by the NCTE Convention Manager (in consultation with the Program Chair).

During the first week in January, the Program Chair sends to NCTE Headquarters any copy for the program booklet that is not already part of the working typescript. This may include all front matter and any special annotations that are to go with the program. If possible, the staff will send copies of the program in galley stages and color copy of the program cover art for review.

The Convention Program is mailed to all convention pre-registrants who ordered a copy in the United States approximately 10-14 days before the Convention begins. Out of the country pre-registrants, and other individuals who register on-site, can pick up their copy of the program at the Registration Desk once they arrive at the Convention. The short time frame available does not allow NCTE to mail Convention Programs to out of country pre-registrants. Lost Convention Programs will be replaced at the Registration Desk for a \$20.00 fee if extra copies are available.

CCCC Exhibits (January-April)

Assignment of exhibit space at the CCCC Convention, which is generally completed by the NCTE Headquarters Staff, begins on January 15. Requests for exhibit space fall into two categories: commercial and non-commercial. The method of assigning space in each category is different. The Headquarters Staff is asked to follow the CCCC For-Profit Sponsorship policy approved in April 1998.

Commercial Exhibits

Commercial publishers and distributors whose requests for exhibit space are on hand January 15 will be assigned booths according to a point system. Those with the most points are assigned their choice of space ahead of those with fewer points. Exhibitors earn 5 points for each year they exhibit—up to a maximum of 5 years. In addition, they earn an additional point for every booth purchased in excess of one. This point system encourages continuous exhibition and the purchase of more than one booth. Firms that are not ready to open on time or that close before the scheduled closing hour forfeit the points they earn that year. This assures that the exhibits are open and operating according to the announced hours. Firms without points will be assigned space on a first-come, first-served basis.

Non-Commercial Exhibits

Non-profit organizations may purchase booths at half price as long as booths are available, and they will also earn points just as commercial firms do. They are assigned space on the same basis. If there are no booths left for assignment, non-profit organizations may purchase exhibit tables at the cost that CCCC pays for the tables.

Requests for exhibit space from CCCC committees, caucuses, and special interest groups that are on hand January 15 will be assigned exhibit tables at no cost in this order of priority: committees, caucuses, special interest groups. After January 15, tables will be assigned to these groups on a first-come, first-served basis.

The availability of exhibit tables (the number of tables) is determined by fire regulations. These tables will be located in the registration area or major traffic hallways. There is a practical limit to the number of tables that can be assigned. Once all the space that fire regulations allow has been assigned to tables in the registration area and major traffic hallways, no exhibit table in another area is likely to enjoy enough traffic to justify CCCC's expense of putting up the table and in hiring extra security guards. However, the Program Chair may approve the additional expenses.

Special Interest Groups and Caucuses and Standing Groups that have been listed in previous years' programs are clearly legitimately constituted. New groups with no record of previous existence cannot be assigned exhibit space without the approval of the Program Chair.

Note: Any time two groups are “tied” in the first-come, first served phase of space assignment, the tie may be resolved according to either the priority listing or the points accumulated.

Convention Travel Awards (Please refer to Chapter 6 for more details.)

The Luiz Antonio Marcuschi Travel Awards (June)

Two \$1,000 travel reimbursement awards are available to scholars from Mexico, Central, or South America who have papers accepted for presentation at the CCCC Convention. The winners are presented with certificates at the Awards Session at CCCC. *The CCCC Program Chair and appointees from the Stage II review process select the winners.* The selection committee considers the applicants application letter as well as the quality of their CCCC program proposal. This award is provided for through an endowment funded by CCCC Past Chair Charles Bazerman.

Scholars for the Dream Travel Awards (December)

CCCC sponsors this award to encourage scholarship by historically underrepresented groups. These groups include African Americans, Asian Americans, Mexican Americans, Puerto Ricans and other Latino and Latina Americans, and American Indians—persons whose presence and whose contributions are central to the full realization of CCCC’s professional goals.

CCCC offers to emerging scholars up to ten travel awards of \$750 each, sponsors a reception for all award winners, and gives a one-year membership in NCTE and CCCC. The Award Selection Committee considers originality of research, significance of pedagogical or theoretical contributions to the field, and potential for larger, subsequent projects.

Professional Equity Project (December)

CCCC with support from Cengage Learning sponsors this grant to attend the CCCC Convention for the purpose of encouraging professional development for teachers of writing with part-time or adjunct status at two-year colleges, four-year colleges, and universities. The \$310 grant includes a check for \$150 to help cover expenses, a paid registration for the conference, and a coupon good for a one-year membership to CCCC. CCCC seeks nominees exhibiting a sustained interest in the teaching of writing—both faculty early in their career and more experienced faculty. Individuals who have never attended a CCCC Convention and those in close proximity to the Convention site receive priority.

Gloria Anzaldúa Rhetorician Award (December)

This award is presented annually to support scholars whose work participates in the making of meaning out of sexual and gender minority experiences. Applicants must be accepted to the CCCC Annual Convention program and should currently be enrolled in graduate school or be first time presenters at the Convention. Up to three awards are given at \$750 for travel-related expenses to the CCCC Convention and a one-year membership in CCCC/NCTE. To honor the recipients, CCCC hosts a reception during the CCCC Annual Convention.

Disability in College Composition Travel Awards (December)

These six awards (three for graduate students and three for faculty and staff) are presented annually to support scholarship dedicated to improving knowledge about the intersections of disability with composition and rhetoric, the value of disability as a source of diversity, inclusive practices and the promotion of access, and the value of disability as a critical lens. The awards (\$750 each) are to be used for travel assistance, based on review of accepted CCCC Annual Convention program proposals. In addition to the \$750 award, CCCC will give a one-year membership in NCTE and CCCC to these award winners. *These awards are currently approved for 3 years (2015-2017) at which time the CCCC Executive Committee will review the program.*

Assistance Fund for Contingent Faculty (January)

The CCCC Assistance Fund for Contingent Faculty, established in 2012, supports annual awards in the amount of \$500 each for contingent faculty at two-year colleges and four-year colleges and universities to travel to the CCCC Annual Convention. Applicants must reside more than 300 miles from the convention site. The number of available awards each year will be dependent on the donations raised each year from the CCCC membership. Recipients are chosen at random in early January. CCCC member contributions for this fund are solicited during November and December each year, however, contributions are accepted throughout the year. Contributions collected throughout a given calendar year are applied to the awards in the subsequent calendar year.

Officers' Arrangements (March)

Headquarters makes all room reservations for the officers at the CCCC Convention. In the interest of helping CCCC Executive Committee members and Officers obtain financial support from their colleges for attending the CCCC Convention, and out of respect for their service to CCCC, the Program Chair invites every Executive Committee member and Officer to be on the program. (Often these people have submitted proposals for the program. The same criteria for acceptance are applied to these proposals. However, if a proposal is judged not acceptable, the proposer is invited to chair a session or serve in some other support role that likely would warrant institutional support.) As much as is practical, this should be applied to members of each year's Nominating and Resolutions Committee.

The CCCC Chair and the Program Chair will invite (Headquarters will send the invitations) those who have speaking roles during the Opening General Session, at the Award Session, and the Annual Business Meeting at the CCCC Annual Convention. These may include the CCCC Officers, the TYCA Chair, and other CCCC/NCTE leaders.

At the convention, the incoming Program Chair may want to meet with the Local Arrangements Chair for the following year's Convention (who should have already been contacted and agreed to serve) and the CCCC Convention Manager to make future plans and discuss convention procedures.

The Secretary-Treasurer of CCCC, in his/her role as Executive Director of NCTE, is invited by the Program Chair to bring greetings from NCTE in the Opening General Session of the CCCC Convention.

**Sample Request for Institutional Support
Conference on College Composition and Communication**

The annual cycle for CCCC runs from December to December, with its annual conference each March. My duties concerning the CCCC national Conference begin December ***, by which time I will have presented my convention theme and its rationale. My duties overall will extend to December ***, though the last year's work is mainly limited to budgetary control for the organization, requiring, thereby, nominal assistance.

January 1, ** - May 15, **

Convention Assistant

Grad RA @ MA level	4635.25
Non-resident waiver	3716.00*
Resident operating fee waiver	2264.50*
Health insurance	500.00
Benefits @1.5% of salary	<u>69.82</u>
	\$11,185.57

*not applicable if state funded

Travel for Assistant, ** Annual Convention

Lodging (4 nights @ 96.00 per night)	384
Airfare	400
Per diem @ \$30 per day	<u>120</u>
	\$ 904.00

Computer network	\$ 100.00
Phone hook-up for Assistant phone	\$ 70.00
Phone w/long distance	\$ 500.00
Photocopying	<u>\$ 10.00</u>

Sub-total AY** **\$12,769.57**

May 16, ** - August 15, **

Phone w/long-distance	\$ 400.00
Photocopying	\$ 50.00
Mailing	<u>\$ 20.00</u>

Sub-total Summer ** **\$ 470.00**

August 16, ** - May 15, **

Convention Assistant

Grad RA @ MA level	9270.50
Resident operating fee waiver	4529.00*
Health insurance	1000.00
Benefits @1.5% of salary	<u>139.64</u>
	\$14,939.14

*not applicable if state funded

Phone w/long distance	\$ 500.00
Photocopying	\$ 25.00
Mailing	<u>\$ 50.00</u>
Sub-total AY**	\$ 15,914.14

(no summer support requested)

August 16, ** - May 15, **

Organizational Assistant	
Time slip @\$12 per hour, 10 hours per week	4520.00
Medical aid	38.16
Unemployment insurance	<u>67.80</u>
	\$ 4625.96
Phone with long-distance	<u>\$ 900.00</u>
Sub-total AY **	\$ 5525.96

May 16, ** - August 15, **

Organizational Assistant	
Time slip @\$12 per hour, 10 hours per week	1440.00
Medical aid	12.72
Unemployment insurance	<u>21.60</u>
	\$ 1474.32
Phone with long-distance	\$ 300.00
Photocopying	\$ 10.00
Mailing	<u>\$ 20.00</u>
Sub-total Summer **	\$ 1804.32

August 16, ** - May 15, **

Organizational Assistant	
Time slip @\$12 per hour, 10 hours per week	4520.00
Medical aid	38.16
Unemployment insurance	<u>67.80</u>
	\$ 4625.96
Phone with long-distance	<u>\$ 900.00</u>
Sub-total AY **	\$ 5525.96

TOTAL	\$42,009.95
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9 Convention Site Selection

[Past CCCC Conventions](#)

[Future CCCC Conventions](#)

[CCCC Convention Siting and Hostile Legislation: Guiding Principles](#) (November 2013, revised March 2019)

10 Chairs' Letters

See links below for CCCC Chairs' Letters:

- 2022 – annual report from Holly Hassel (p.)
- 2021 – [annual report](#) from Julie Lindquist (p. 34–53)
- 2019 – from [Asao B. Inoue](#)
- 2018 – from [Carolyn Calhoon-Dillahunt](#)
- 2017 – from [Linda Adler-Kassner](#)
- 2016 – from [Joyce Locke Carter](#)
- 2015 – from [Howard Tinberg](#)

11 NCTE College Forum Committee

Background

The College Forum Committee has taken shape slowly over the last decade or so, evolving largely as a function of the changing relationship between CCCC and NCTE. In 1989, and again in 1995, CCCC was denied admission to the American Council of Learned Societies (ACLS). The original “College Forum of NCTE”, comprised of CCCC, the Conference on English Education (CEE), the College Section, and the Two-Year College English Association (TYCA), was formed to give more scholarly weight to a third application to ACLS. Admission was granted to this group.

Citing CCCC’s failure to gain admission to ACLS with a stand-alone application, by 1990 some members (including members of the Executive Committee) began to question whether CCCC could continue to thrive as a scholarly entity within the organizational structure of NCTE. In the ensuing years, the CCCC Executive Committee systematically examined our connections to NCTE relative to governance, convention planning, and budgetary matters. In 1994, the Task Force on NCTE/CCCC Relations began a formal study into the NCTE/CCCC relationship. The following year, a Phase II Task Force was appointed by the Chair of CCCC to focus specifically on fiscal matters and to consider the merits of three courses of action: business as usual, renegotiated NCTE/CCCC interaction, or the creation of an independent “CCCC” organization. Ultimately, CCCC remained within the Council, and the Council became more responsive to its higher education constituency, namely, CCCC, CEE, the College Section, and eventually TYCA. The College Forum Planning Group emerged as a visible response on the part of NCTE to the concerns of these bodies.

In 1996, the College Forum Planning Group proposed that the College Forum become a formal group within NCTE with a clearly defined ongoing mission. The NCTE Executive Committee accepted this

recommendation in September 1996. Since then, representatives of NCTE and of the constituent higher education groups in the Council have been meeting periodically to tackle selected professional issues and to figure out the exact form the College Forum should take. The Higher Education Subcommittee of the NCTE Executive Committee was charged with coordinating the efforts of the higher education groups and recommending how to establish the College Forum as a viable entity within the Council. Accordingly, the NCTE Executive Committee, in February 2000, authorized a retreat that took place June 9-11, 2000 with thirteen representatives of CCCC, TYCA, CEE, the College Section, and NCTE.

The retreat culminated with a series of recommendations that were passed in the following motion by the NCTE Executive Committee in September 2000:

That the three recommendations be adopted including a budget of up to \$7500 for an annual meeting and that the College Forum Committee will review itself after one full cycle. (Gilyard, Blau) CARRIED

Recommendation 1: That the NCTE Executive Committee establish the College Forum Committee as a standing committee of the National Council of Teachers of English with an operating budget of up to \$7500 annually.

Recommendation 2: That the NCTE Executive Committee appoint to the College Forum Committee the chairs of the Two-Year College, Four-Year College, University Section, the Conference on College Composition and Communication, the Conference on English Education, and the Two-Year College English Association, and authorize each group to select one representative to the College Forum Committee either by appointment or election. These representatives shall serve a four-year term, assuming the chair of the College Forum Committee in the fourth year of their term.

Recommendation 3: That the NCTE Executive Committee charge the College Forum Committee with:

- identifying and addressing issues of broad concern to NCTE members in higher education;
- developing position statements and other publications helpful to teachers, administrators, and policymakers in higher education;
- maintaining a presence in the American Council of Learned Societies and similar organizations securing grants for special initiatives; and exploring ways to increase memberships by engaging other college groups in collaborative projects.

The College Forum has already achieved noteworthy results given its involvement in the Coalition for the Academic Workforce, the National Initiative for a Networked Cultural Heritage (NINCH), and the Preparing Future Faculty Program. The College Forum Committee promises to be an important vehicle for furthering the missions of the higher education groups and of NCTE.

August 2011

From 2008 to early 2010, the College Forum took on a project to study writing and the transition from high school to college by polling students and faculty alike to determine what they value most in teaching and learning composition. Extensive data was collected and analyzed but only a few presentations were made on the work.

In 2010 and 2011, the Committee became largely inactive. They held sparsely attended early morning meetings at each of the last conventions. It was, in fact, difficult to identify a convenient meeting time for the group since its inception because of the many other commitments weighing on their time at the Convention.

In August 2011, the NCTE Executive Committee approved a proposal to streamline the membership of the group to the four college-level Chairs and the college-level NCTE Presidential Team member (who also serves as the NCTE representative to ACLS), with continued support from the NCTE Executive Director and an Administrative Liaison. The group of leaders meets briefly face-to-face at the July/August NCTE Executive Committee meeting to look for intersections of work and opportunities for collaboration around current issues. In addition, the group may also caucus during the NCTE Convention, or at the February or April EC meetings, or via a conference call during a slower time of the year if an additional meeting is needed. By leveraging the travel they have already committed to and the face-to-face time already scheduled, the College Forum may be able to promote more substantive ties/collaborations across the college groups on issues of shared concern (i.e., adjunct faculty working conditions; the preparation of faculty; issues relevant to the humanities, generally).

2022 NCTE College Forum Committee:

Holly Hassel, CCCC Chair (2022)
Sarah Z. Johnson, TYCA Chair (2022)
Latrise P. Johnson, ELATE Chair (2022)
Renee Moreno, College Section Chair (2023)

ACLS Representatives
Elected Leaders: NCTE Presidential Team
Administrative Officer: Emily Kirkpatrick

2023 NCTE College Forum Committee:

Nadia Behizadeh, ELATE Chair (2024)
Joanne Baird Giordano, TYCA Chair (2024)
Renee Moreno, College Section Chair (2023)
Staci Perryman-Clark, CCCC Chair (2023)

ACLS Representatives
Elected Leaders: NCTE Presidential Team
Administrative Officer: Emily Kirkpatrick

12 **Reference**

NCTE Voice Mail and E-mail Tips

Voice Mail

During our regular hours, customer service representatives answer and direct most of the incoming calls to 877-369-6283. Occasionally, all of the lines are busy and you may hear the voicemail greeting.

Knowing the extension number of the department or staff member with whom you would like to speak is very helpful no matter how your call is answered.

If a staff member is unable to answer your call, you will hear his/her voicemail message.

Email Access and Staff Information

When you become a CCCC Executive Committee member, the CCCC Liaison will begin including you in group emails to the CCCC Executive Committee.

To make it simple for NCTE members to figure out the email address for any given staff person, we have chosen a standardized address format for NCTE staff. In this format, each staff person's address consists of the first letter of the first name combined with the entire last name. NCTE's domain is "ncte.org" (without the quotes). So, for instance, you would contact Kristen Ritchie by sending a message to:

kritchie@ncte.org

Using this standardized format, you should be able to contact any NCTE staff person by email without knowing their address beforehand.

Conference on College Composition and Communication (CCCC) NCTE Administrative Support – 50% FTE

The responsibilities and functions below outline the administrative support provided by NCTE staff to CCCC.

- Main point of contact on staff for the conference, responding to member needs and queries and directing questions appropriately
- Liaison between NCTE staff and the conference leadership, maintaining regular communication and enriching communication with timely information that supports and makes relevant connections to the work of the conference
- Administrative support for the conference and conference leadership, including working closely with the CCCC chair
 - Managing day-to-day operations of the conference, including budget oversight
 - Planning, drafting, and sending regular communications to CCCC members (e.g., mass emails, letters of acknowledgement, invitations, announcements) with direction from the CCCC chair as needed

- Planning for and attendance at all conference leadership meetings, including coordination with the leadership, meeting arrangements and logistics for online and face-to-face meetings, and creation of agendas
- Preparation prior to and coordination of onsite logistics for various conference events and programs during the CCCC and NCTE annual conventions
- Administration of all grants, awards, and special programs or projects in consultation with the chair
- Administration of committees, task forces, and other subgroups in consultation with the chair
- Maintains, manages, and archives conference files, handbooks, member databases, website, and webpages
- Working closely with the CCCC chair to identify the conference's strategic direction
 - Facilitating the leadership's discussions and actions so they can identify issues of importance to conference members and how CCCC/NCTE can support them
 - Informing the leadership about larger NCTE goals and initiatives and how those might impact the conference's work and direction
 - Advising on the conference's budget as well as on activities likely to drive member participation and revenue generation
 - Monitoring and tracking conference expenditures, ensuring fidelity to the approved budget and activities
- Administration of annual elections
- Participates in NCTE staff projects and meetings when and if they are related to the conference's work

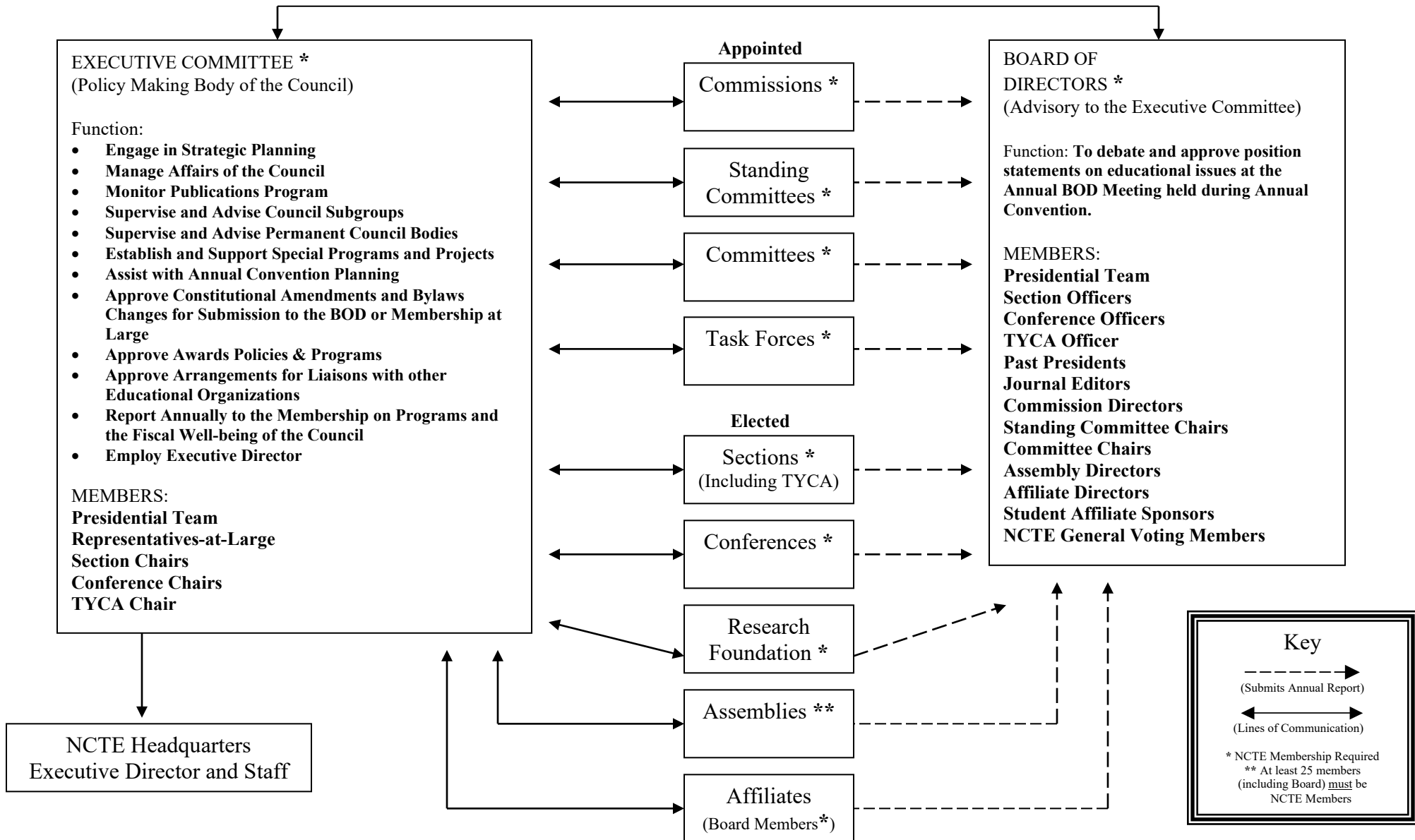
CCCC Leadership

[CCCC Chairs \(1949 – present\)](#)

[CCCC Executive Committee Members \(1994-present\)](#)

[CCCC Nominating Committees \(1994-present\)](#)

GOVERNANCE STRUCTURE OF THE COUNCIL



Glossary of Acronyms

AACTE	American Association of Colleges for Teacher Education
AACU	Association of American Colleges and Universities
AAHE	American Association of Higher Education
AAP	Association of American Publishers
AASA	American Association of School Administration
AAW	Achievement Awards in Writing
ABM	Annual Business Meeting
ACE	American Council on Education (or) Assembly on Computers in English
ACLS	American Council of Learned Societies
ACLU	American Civil Liberties Union
ACR	Alliance for Curriculum Reform (formerly Curriculum Congress)
ACTFL	American Council on the Teaching of Foreign Language
ADE	Association of Departments of English
ADFL	Association on Departments of Foreign Language
AEGIS	Alliance for Education in Global and International Studies
AERA	American Educational Research Association
AFT	American Federation of Teachers
ALA	American Library Association
ALAN	Assembly on Literature for Adolescents of NCTE
ALC	Affiliate Leadership Conference
ARS	Alliance of Rhetoric Societies
ASAE	American Society of Association Executives
ASCD	Association for Supervision and Curriculum Development
ATTW	Association of Teachers of Technical Writing
BOD	Board of Directors
BOE	Board of Education
CAEP	Council for the Accreditation of Educator Preparation
CAP	Contingent, Adjunct, and Part-time Faculty
CAW	Coalition on the Academic Workforce
CCC	College Composition and Communication
CCCC	Conference on College Composition and Communication
CCHA	Community College Humanities Association
CCSSO	Council on Chief State School Officers

CDICC	Committee on Disability in College Composition
CE	College English
CF	College Forum
CHE	Chronicle of Higher Education
CMG	College Marketing Group
CEA	College English Association
CEC	Council for Exceptional Children
CEE	Conference on English Education
CEL	Conference on English Leadership
CLA	College Language Association
CLF	Cultural Literacy Foundation
CLTL	Center for the Learning and Teaching of Literature
COPPE	Coalition of Organizations for the Professional Preparation of Educators
COSMO	Coalition of Subject Matter Organizations
CSR	Center for the Study of Reading
CSSC	College Section Steering Committee
DSA	Distinguished Service Award
EC	Executive Committee
ECS	Education Commission of the States
EE	English Education
EFL	English as a Foreign Language
EJ	English Journal
ELQ	English Leadership Quarterly
ENL	English as a Native Language
ERIC	Educational Resources Information Center
ESL	English as a Second Language
ETS	Educational Testing Service
FSATE	Fund to Support and Advance the Teaching of English
HOD	House of Delegates
IATESOL	International Association of Teachers of English to Speakers of Other Languages
IBBY	International Board on Books for Young People
IFTE	International Federation of Teachers of English
IIE	Institute of International Education
ILA	International Literacy Association

ITFL	International Task Force on Literacy
JNCL	Joint National Committee for Languages
LA	Language Arts
LOA	Library of America
MDR	Market Data Retrieval
MLA	Modern Language Association
NABE	National Association for Bilingual Education
NAEP	National Assessment of Educational Progress
NAESP	National Association of Elementary School Principals
NAEYP	National Association for the Education of Young Children
NAGB	National Assessment Governing Board
NAPE	National Association of Partners in Education, Inc
NASBE	National Association of State Boards of Education
NASSP	National Association of Secondary School Principals
NATE	National Association for the Teaching of English
NBPTS	National Board for Professional Teaching of Standards
NCA	National Communication Association
NCAC	National Coalition Against Censorship
NCACS	National Association of Colleges and Schools
NCATE	National Council for the Accreditation of Teachers
NCLB	No Child Left Behind
NCLE	National Center for Literacy Education
NCRE	National Conference on Research in English
NCSS	National Council for the Social Studies
NCTE	National Council of Teachers of English
NCTM	National Council of Teachers of Mathematics
NEA	National Education Association
NEH	National Endowment for the Humanities
NFIL	National Forum on Information Literacy
NGA	National Governors Association
NHA	National Humanities Alliance
NPTA	National Parent Teacher Association
NSBA	National School Boards Association
NSTA	National Science Teachers Association

NTE	National Teacher Exam
OERI	Office of Educational Research and Improvement
PARCC	Partnership for Assessment of Readiness for College and Careers
PEN	Poets, Playwrights, Editors, Essayists, and Novelists
PEP	Professional Equity Project
PFAW	People for the American Way
PTA	Parent-Teacher Association
PYW	Promising Young Writers
QRD	Quarterly Review of Doublespeak
RF	Research Foundation
RI	Research Initiative
RTE	Research in the Teaching of English
SBAC	Smarter Balanced Assessment Consortium
SCA	Speech Communication Association
SCAC	Standing Committee Against Censorship
SEA	State Education Association
SFD	Scholars for the Dream
SLATE	Support for the Learning and Teaching of English
SWR	Studies in Writing and Rhetoric
TEAC	Teacher Education Accreditation Council
TESOL	Teaching English to Speakers of Other Languages
TETYC	Teaching English in the Two-Year College
TYCA	Two Year College English Association
UWA	United Way of America