

Recommendations for CTTE Committee Chairpersons

The following recommendations were developed from a presentation made during the CTTE Strategic Planning meeting, held on September 28-29 in Pittsburgh, PA. During that session, four experienced CTTE committee chairs—John Ritz, Mark Sanders, Tony Schwaller, and Bob Wicklein—shared perspectives and strategies they felt were effective in chairing CTTE committees. Their recommendations included:

1. Develop Ideas and Get Organized
 - a. Review the CTTE Constitution
 - b. Become familiar with the CTTE Executive Committee priorities, plan of work, etc.
 - c. Be familiar with the NCATE ITEA/CTTE Standards for Technology Teacher Education programs
 - d. Think about how your Committee efforts can advance the goals of the CTTE and the profession
 - e. Be willing to Champion new ideas and activities
 - f. Set goals for yourself (as Committee chair) and for the Committee
 - g. Recruit (recommend to CTTE Executive Committee) the best people you can identify as possible new committee members for your committee
 - h. Keep records of communications, and keep them in a Create a Committee Chair Notebook.
2. Getting the work done
 - a. Reserve time during your week for committee work
 - b. Set personal deadlines
 - c. Communicate often with (bird-dog) Committee members: call them, send letters, emails, reminders, updates, etc.)
3. The Committee Work-session at the ITEA Conference
 - a. Solicit ideas for the Committee Work-session agenda from the Committee
 - b. Create an agenda for this Committee Work-session, and distribute it to all Committee members ahead of time
 - c. Come to the Committee Work-session with ideas (tentative plan of work) in writing with the intention of discussing it at the Committee Work-session (it's much more efficient for the Committee to react to these ideas, than to start from scratch)
 - d. Engage people by setting a list of “doable” tasks by the end of Committee Work-session at the ITEA. Make specific assignments to individual committee members. Set deadlines for those before the end of the Committee Work-session
4. General Ideas
 - a. Think outside the box
 - b. Think globally, act locally
 - c. Take initiative
 - d. Take on responsibility
5. Committee Chair Succession
 - a. Provide incoming Chair with Committee Notebook you created, etc.
 - b. Mentor the incoming Committee chair