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, describes the Executive Committee:

Article IV, Section 1.a.: There will be an Executive Committee consisting of twenty members, exclusive of the ex officio members. . . . (Ex officio members of the Executive Committee are members by virtue of their office. They may be voting or non-voting members.)

Article IV, Section 1.b.: So far as practicable, the membership of the [Executive] Committee (including ex officio members) will be evenly distributed geographically, and will be drawn from universities, four-year colleges, and two-year colleges, and will represent the range of professional interests addressed by the Conference. In addition, at the time of election, one of the twenty elected Executive Committee members will be a graduate student and one will be a contingent, adjunct, or part-time faculty member.

Article IV, Section 1.g.: All elected officers of CCCC will be ex officio voting members of the Executive Committee and will function as officers of the Executive Committee.

Article IV, Section 1.h.: The three elected officers of the Two-Year College English Association will be ex officio voting members of the Executive Committee. All CCCC editors and the *TETYC* editor will be ex officio nonvoting members of the Executive Committee.

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 IV, Section 3.a: "There will be an Officers' Committee composed of the Chair, the Associate Chair, the Assistant Chair, the immediate Past Chair, the Secretary, and the Executive Secretary-Treasurer. This committee will carry out the policies set by the Executive Committee." The Chair, Associate Chair, Assistant Chair, immediate Past Chair, and Secretary are voting members of the Officers' Committee; the Executive Secretary-Treasurer is a nonvoting member.

As the CCCC Constitution stipulates, 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" (Article IV, Section 3.c.). 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 four "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 Resolutions Committee, appointed by the CCCC Chair, receives resolutions and prepares them for discussion and action at the Annual Business Meeting. 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 Convention Concerns Committee, which includes the chairs of various caucuses and the Past, current, and Assistant Chairs of CCCC, advises the Assistant Chair and staff about the Annual Convention, including convention site selection, scheduling, proposal review procedures, and so on.

In addition to four administrative committees, the CCCC Constitution, Article IV, Section 4, provides for "special committees," which operate as follows:

a. Special committees may be appointed by the Chair.
b. Special committees will be appointed for a period not to exceed three years, but they may be renewed by action of the Executive Committee.
c. Funding for special committees may be authorized by the Officers' Committee.
d. Special committees will follow the procedures established or approved 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.** In other words, the work of CCCC's 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. This handbook contains significant additional information about the current work of CCCC special committees.

The CCCC Constitution provides that special committees are subject to renewal every three years, a practice recommended by many non-profit management authorities because it ensures active oversight of committee activities and provides an opportunity to review and possibly revise the committee's charge. Many special committees are re-appointed for consecutive terms with only minimal adjustment to their charges and membership. This compromise between the need for continuity and periodic evaluation has served CCCC well as it evolves to meet the changing needs of our professional community.

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.

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.

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. **As with SIGs, caucuses have no structural or governance relationship to CCCC and are not subject to oversight by the Executive Committee.**

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, 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. 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

CONSTITUTION OF THE
CONFERENCE ON COLLEGE COMPOSITION AND COMMUNICATION
OF THE
NATIONAL COUNCIL OF TEACHERS OF ENGLISH

ARTICLE I
NAME AND OBJECTIVE

Section 1.
The name for this organization will be the Conference on College Composition and Communication, hereafter referred to as CCCC.

Section 2.
CCCC, as a conference of NCTE, 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.

ARTICLE II
MEMBERSHIP

Section 1.
Membership will be open to any member or student member of NCTE who is interested in any area of college composition and communication.

Section 2.
Categories of membership will be set forth in the Bylaws.

ARTICLE III
OFFICERS

Section 1.
The elected officers will be a Chair, an Associate Chair, an Assistant Chair, an immediate Past Chair, and a Secretary.

Section 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 VII, Sections 5 and 6) will take office upon their acceptance.

Section 3.
The Chair, the Associate Chair, the Assistant Chair, and the immediate Past Chair will each hold office for one year. 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.

Section 4.
The Secretary will hold office for four years.

Section 5.

The Executive Director of NCTE will be ex officio the Executive Secretary-Treasurer of CCCC.

Section 6.
Officers will be elected as stipulated in Article VII.

Section 7.
The duties of all officers will be those set forth in the bylaws.

Section 8.
Any elected officer may be removed from office for sufficient cause upon unanimous recommendation of the other officers and two-thirds vote of the Executive Committee members present at any scheduled meeting.

ARTICLE IV
COMMITTEES

Section 1. The Executive Committee

a. There will be an Executive Committee consisting of twenty members, exclusive of the ex officio members later to be enumerated. This committee will be the policy-making body of the organization.
b. So far as practicable, the membership of the Committee (including ex officio members) will be evenly distributed geographically, and will be drawn from universities, four-year colleges, and two-year colleges, and will represent the range of professional interests addressed by the Conference. In addition, at the time of election, one of the twenty elected Executive Committee members will be a graduate student and one will be a contingent, adjunct, or part-time faculty member.
c. Members of the Committee will hold office for three years.
d. No one may serve consecutive terms on the Committee except those who are elected to an office conferring ex officio membership.
e. The terms of members of the Committee will regularly begin thirty days after the NCTE Annual Convention next following their elections.
f. Nomination, election, and filling of vacancies will be as specified in Article VII.
g. All elected officers of CCCC will be ex officio voting members of the Executive Committee and will function as officers of the Executive Committee.
h. The three elected officers of the Two-Year College English Association will be ex officio voting members of the Executive Committee. All CCCC editors and the *TETYC* editor will be ex officio nonvoting members of the Executive Committee.
i. Regular meetings of the Executive Committee will be held in association with the annual conventions of CCCC and NCTE.
j. Twelve members of the Executive Committee, exclusive of ex officio members, present at any regularly authorized meeting of the Committee will constitute a quorum.
k. Within the rules of NCTE and the limits set by this Constitution, the Executive Committee will enact Bylaws for the operation of the Conference, set dues, and monitor expenses.

Section 2. The Nominating Committee

a. The Nominating Committee will consist of seven members: two of them will be the immediate Past Chairs of CCCC; five will be elected in the annual mail election from a slate of ten provided by the Nominating Committee. The ten candidates will be grouped on the ballot in a way that insures the diversity in representation outlined in Article IV, Section 1.b of the Constitution.
b. The Chair of the Nominating Committee will be the elected person who receives the largest number of votes.
c. In the event that one or more of the members cannot serve, the Chair of CCCC will appoint an appropriate substitute as provided in the Bylaws.

Section 3. The Officers' Committee

a. There will be an Officers' Committee composed of the Chair, the Associate Chair, the Assistant Chair, the immediate Past Chair, the Secretary, and the Executive Secretary-Treasurer. This committee will carry out the policies set by the Executive Committee.
b. The Officers' Committee will meet at the call of the Chair, whenever possible in conjunction with CCCC, NCTE, and other meetings.
c. It will be the function of the 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.

Section 4. Special Committees

a. Special committees may be appointed by the Chair.
b. Special committees will be appointed for a period not to exceed three years, but they may be renewed by action of the Executive Committee.
c. Funding for special committees may be authorized by the Officers' Committee.
d. Special committees will follow the procedures established or approved by the Executive Committee.

ARTICLE V
MEETINGS

Section 1.

CCCC will hold an Annual Convention insofar as possible.

Section 2.

The Annual Business Meeting will be held as part of the regular CCCC Annual Convention. Other meeting and sessions at the NCTE Annual Convention will be arranged with the NCTE Executive Director, and with approval of the NCTE Executive Committee.

Section 3.

Other meetings may be held each year at a different time, as determined by the Executive Committee.

ARTICLE VI
VOTING

Section 1.

All individual members present at a meeting of the membership are entitled to vote, and a simple majority of those present and voting will be required for action, except as specifically stated elsewhere in the Constitution or Bylaws.

Section 2.

In ballots, all individual members are entitled to vote. A simple majority of the legal votes cast within the time designated will be required for action, except as stipulated in Article IX, Section 5. At least thirty days must be allowed for the submission of ballots.

ARTICLE VII
NOMINATIONS, ELECTIONS, AND VACANCIES

Section 1.
Elected members of the Executive and Nominating Committees will not serve consecutive terms.

Section 2. The Nominating Committee will:

a. Nominate at least one candidate to replace the Assistant Chair and, as needed, the Secretary.
b. Nominate not more than three candidates to replace each retiring member of the Executive Committee, so far as practicable preserving the distribution provided for in Article IV, Section 1.b.
c. Nominate ten candidates for election to five positions on the following year's Nominating Committee.
d. Secure from all candidates their consent to serve if elected.
e. Present the slate of candidates to the Executive Secretary-Treasurer by May 1 following the CCCC Annual Convention.

Section 3.
Officers and new members of the Executive Committee will be elected by ballot. Ballots will be sent out no later than October 1 of each year, will provide adequate space for announcing the names of candidates, will permit the addition of names not included on the ballot, and will allow at least thirty days for the submission of ballots.

Section 4.
The *CCC* Editor will be appointed by a committee composed of the CCCC Chair, the Associate Chair, the Executive Secretary-Treasurer, and two additional members chosen by the Executive Committee according to procedures set forth in the Bylaws.

Section 5.
If the office of Chair becomes vacant, the immediate Past Chair will complete the term.

Section 6.
In the event of vacancies in the offices of Associate Chair, Assistant Chair, Secretary, or vacancies on the Executive Committee, the Chair, in consultation with the officers, will make temporary appointments, effective until the next annual election, and will notify the Nominating Committee to include candidates for the vacant offices at the next annual election.

Section 7.
If the office of *CCC* Editor becomes vacant, the Chair, in consultation with the officers, will make a temporary appointment until a regular search can be completed.

ARTICLE VIII
PUBLICATIONS

Section 1.

CCCC will publish *College Composition and Communication (CCC)*, a periodical devoted exclusively to the special interests of the organization and not competing with any of the official organs of NCTE.

Section 2.

CCCC may publish monographs, pamphlets, or digital resources according to rules established in the Bylaws.

ARTICLE IX
AMENDMENTS TO THE CONSTITUTION

Section 1.

Amendments to this Constitution may be proposed either (1) by the Executive Committee; (2) by two-thirds vote of the members attending the Annual Business Meeting; or (3) by petitions signed by fifty members and forwarded to the Chair.

Section 2.

All proposed amendments will be announced in the February issue of *CCC* and in the CCCC Annual Convention materials and will be discussed at the Annual Business Meeting prior to submission to the membership for vote.

Section 3.

After an amendment has been proposed, the membership must be notified by mail or in the official periodical at least thirty days prior to the submission of the ballot.

Section 4.

Proposals to amend the Constitution will include both the existing language of the Constitution and the proposed change.

Section 5.

A two-thirds majority of the legal votes cast by mail within the time designated will be required for actions on amendments. At least thirty days after mailing must be allowed for the return of ballots.

August 2015

BYLAWS OF CCCC

I. Membership

CCCC offers the following categories of membership: regular voting membership and student voting membership. (Individual comprehensive members of NCTE are automatically members of CCCC.)

II. Relationship to NCTE

A. The officers of CCCC serve as voting members of the NCTE Board of Directors.

B. The Chair of CCCC serves as a voting member on the NCTE Executive Committee.

C. The Associate Chair of CCCC serves as a non-voting member of the NCTE Executive Committee.

D. The Chair is responsible for an Annual Report to be published in the NCTE Annual Reports.

E. The Chair of CCCC will serve on the NCTE College Forum Committee.

III. Duties of Officers

A. The Chair
1. Assumes responsibility for the functioning of the organization.
2. Plans the agendas for and presides at the business meetings of CCCC, the Executive Committee, and the Officers' Committee.
3. Represents the organization in making public its policy decisions.
4. Appoints or delegates responsibility to appoint all special committees (including task forces), with the exception of those committees stipulated in Bylaws III.B.5.
5. May authorize committees and define their functions.
6. Arranges any CCCC program sessions for the NCTE Annual Convention.
7. Arranges the CCCC program session for the MLA Annual Convention.
8. Serves as a voting member of the NCTE Board of Directors and the NCTE Executive Committee.
9. Prepares the Annual Report to NCTE.
10. Prepares a report to the membership of CCCC after the CCCC Annual Convention.

B. The Associate Chair
1. In the temporary absence of the Chair, presides at all business meetings of CCCC, the Executive Committee, or the Officers' Committee.
2. Directs the program of the current CCCC Annual Convention in accord with Bylaws adopted to govern the convention and the Annual Business Meeting.
3. Represents CCCC on the NCTE Board of Directors as a voting member and on the NCTE Executive Committee as a non-voting member.
4. Attends all meetings of the NCTE Executive Committee as a non-voting member.
5. Appoints the Resolutions Committee and the Braddock Award Committee.

C. The Assistant Chair
1. In the temporary absence of the Chair and the Associate Chair, presides at all business meetings of CCCC, the Executive Committee, or the Officers' Committee.
2. Represents CCCC on the NCTE Board of Directors.
3. Assists the Associate Chair and the Local Chair with managing the current CCCC Annual Convention.
4. Develops plans for the subsequent convention.

D. The Secretary
1. Prepares the minutes of the Annual Business Meeting, the meetings of the Executive Committee, and the meetings of the officers.
2. Delivers the minutes within sixty days to the Executive Secretary-Treasurer for distribution to the relevant body for approval and

subsequent entry into the permanent records of CCCC in the NCTE office.
3. Delivers to the Executive Secretary-Treasurer true copies of the Bylaws, resolutions, and authorizations of expenditure for transmittal to appropriate administrators, other persons, or files.
4. Is a voting member of the NCTE Board of Directors.
5. Prepares a list of Executive Committee actions and Annual Business Meeting actions for *CCC*.

E. The Executive Secretary-Treasurer
1. Handles all financial transactions of the group.
2. Pays bills incurred by CCCC within the budget adopted by the Executive Committee or otherwise authorized by the Officers' Committee.
3. At the Annual Business Meeting and at the meeting of the Executive Committee preceding the CCCC Annual Convention, submits a written financial report that also includes a report on membership.
4. Notifies the Chair if at any time CCCC appears to violate the proviso that it shall not, without the express permission of the Executive Committee of NCTE, incur any obligation exceeding its funds in the hands of the Executive Secretary-Treasurer.
5. Assists the other officers and other committees in carrying out their responsibilities.
6. Supervises the maintenance of CCCC permanent files and archives.

F. The Immediate Past Chair
1. Assumes the duties of the Chair, if the Chair is unable to serve.
2. Coordinates membership development.
3. Serves on the Nominating Committee.
4. Is a voting member of the NCTE Board of Directors.

G. The Officers' Committee, made up of the six officers listed above, is the primary administrative body of CCCC.
1. It monitors the finances of CCCC and authorizes changes in the budget as needed.
2. It advises the Chair on the functioning of CCCC.
3. It reviews agendas, committee reports, proposals, and other materials to be presented to the Executive Committee. Members of the Executive Committee may also introduce questions to be placed on the agenda at the time the agenda is developed.
4. It may authorize committees and give them specific charges.

IV. Duties of the Executive Committee

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 three 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.

V. Fiscal Control

A. Budgets
   1. An annual budget will be proposed by the Executive Secretary-Treasurer.
   2. The budget will be adopted by the Executive Committee and may be amended by the Officers' Committee.

B. Operations
   1. Payments will be made by the Executive Secretary-Treasurer in accord with the approved budget or other authorizations by the Officers' Committee.
   2. Regular reports of the financial status of CCCC will be made to the officers and the Executive Committee by the Executive Secretary-Treasurer.

C. Dues for various classes of membership are determined by the Executive Committee.

D. Budgets for the CCCC Annual Convention will be adopted in accord with Bylaws Section VIII.

VI. Publications

A. Editor, *College Composition and Communication.*
   1. The Editor is responsible for editorial direction and publication of *CCC*.
   2. The Editor is chosen by a committee composed as specified in Article VII, Section 4 of the Constitution. The additional two members required therein are selected by the Executive Committee from at least three nominees offered by the officers.
   3. The term of the Editor is five years.
   4. The Editor will be assisted by a committee recommended by the Editor and approved by the Executive Committee. Members of the committee serve a term not longer than three years.

B. CCCC will publish a monograph series entitled Studies in Writing and Rhetoric.
   1. This series is addressed to those who are primarily concerned with the theory, practice, and teaching of composition in college and with the relationships between composition and other disciplines.

   2. Responsibility for this publication series is borne by a Publications Editor and an editorial board of twelve members, to be appointed by the Officers' Committee in consultation with the Executive Committee from a slate of nominees submitted by the Publications Editor. The Editor's term is five years, and the terms of editorial board members are four years on a staggered basis.
   3. To the extent possible, the Publications Committee should aim toward publishing works that will make the series self-supporting, but it may, subject to approval of the Officers' Committee, investigate

possible sources of outside support for any title or titles proposed for the series.

4. The Editor will make an annual report to the Executive Committee.

C. CCCC may appoint editors responsible for the publications outlined in Article VIII, Section 2 of the Constitution. The details of these editorial positions will be outlined in the CCCC Executive Committee Handbook.

D. An editors' team will be convened by the CCCC Chair and include all of the current appointed CCCC editors.

E. CCCC editors may be removed from office for sufficient cause upon unanimous recommendation of the officers and two-thirds vote of the Executive Committee members present at any meeting.

VII. General Committee Operations

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 in writing prior to each regularly scheduled meeting of the Executive Committee and also at the end of their tenure.

VIII. Administrative Structures

A. Committees
   1. CCCC administrative (Executive, Nomination, Officers, and Special) committees are included in the CCCC Constitution. These groups are governance-oriented and complete recurring charges related to the function of the organization and its convention within a finite time frame.
   2. "Special committees" are appointed by the CCCC Chair or their delegate in consultation with the Executive Committee. Most of these committees carry out charges defined by the Chair in consultation with the EC.
      a. Special committees are not permanent. With the exception of committees with annual recurring charges (see VIII.A.2.b), a committee may be constituted for no longer than three years, but may be renewed on an annual basis by action of the Executive Committee until the completion of its charges (See "CCCC Committee Management Guidelines").
      b. Some special committees have annual recurring charges (e.g., resolutions, awards). Membership of these committees is reconstituted annually and appointed by the CCCC Chair or their delegate.
   3. Committee budgets are adopted by the CCCC Executive Committee.
   4. General plans for committees are approved by the Officers.

5. Committees report their actions in writing prior to each regularly scheduled meeting of the Executive Committee and also at the end of their tenure.

B. Standing Groups (SGs)
   1. Standing Groups are member-organized coalitions approved by the CCCC Officers. Standing Groups begin as Special Interest Groups and may apply for SG status after fulfilling the requirements outlined for that status. Standing Groups define their own mission and charges in conjunction with the broad mission and vision of CCCC.

C. Special Interest Groups (SIGs)
   1. SIGs are member-organized coalitions. SIGs carry out activities defined by members in relation to the broad mission and vision of CCCC. SIGs may apply for space to meet at the CCCC Annual Convention.

IX. Annual Convention

A. A Resolutions Committee of five members will be appointed by the CCCC Chair. The committee will invite members or groups of members to submit resolutions, will receive such resolutions and create any of its own that may seem proper, will edit all resolutions to ensure clarity, and will present the resolutions to the Annual Business Meeting in written form. Other rules for handling resolutions will be presented to the Annual Business Meeting for adoption at the outset, but until procedures are adopted, rules from the previous Annual Business Meeting will prevail.

B. The site of the CCCC Annual Convention will be chosen at least three years in advance by the Executive Committee from a list of options prepared by the Executive Secretary-Treasurer. The Officers' Committee may recommend revisions of the list.

C. Budgets for the convention program and Local Arrangements Committee must be approved by the Officers' Committee.

D. Special awards may be presented at the CCCC Annual Convention. Such awards are established upon the approval of the Executive Committee. Recipients of these awards will be determined by committees appointed by the Chair or Associate Chair.

E. Bylaws governing participation in the program of the CCCC Annual Convention may be established by the Executive Committee.

F. Convention fees are set by the Officers' Committee.

G. For the transacting of business at the Annual Business Meeting, a quorum of 75 CCCC members is required.

H. The Chair will appoint a Local Chair, who will be responsible for local arrangements at the CCCC Annual Convention.

I. The CCCC Past Chair and Chair will co-chair a Convention Concerns Committee, which will meet at the close of each Annual Convention to evaluate the Convention and to provide suggestions for the next year's Convention. Other members of this committee are the elected chairs of

the Black Caucus, the Latino/Latina Caucus, the Asian/American Caucus, the Caucus for American Indian Scholars and Scholarship, and the Queer Caucus. CCCC members are invited to offer ideas and suggestions to the Convention Concerns Committee.

X. Amendments

A. Amendments to these bylaws may be proposed (1) by the Executive Committee; (2) by a two-thirds vote of the members attending the Annual Business Meeting; or (3) by petitions signed by fifty members and forwarded to the Chair.

B. These bylaws may be amended (1) by a majority vote of the Executive Committee, (2) by a majority vote of members attending any Annual Business Meeting, if notice of the proposed change, including the existing language and the proposed language, has been given to all CCCC members at least thirty days before the meeting; (3) by a three-quarters vote of members attending the Annual Business Meeting; or (4) by a majority of the legal votes cast by mail within the time designated, to be not less than thirty days after mailing out the ballots.

August 2018

CCCC Mission Statement
March 2018

The Conference on College Composition and Communication (CCCC) is committed to supporting the agency, power, and potential of diverse communicators inside and outside of postsecondary classrooms. CCCC advocates for broad and evolving definitions of literacy, communication, rhetoric, and writing (including multimodal discourse, digital communication, and diverse language practices) that emphasize the value of these activities to empower individuals and communities. CCCC promotes intellectual and pedagogical freedom and ethical scholarship and communication. To this end, CCCC and its members

- **sponsor and conduct research** that produces knowledge about language, literacy, communication, rhetoric, and the teaching, assessment, and technologies of writing;
- **create collaborative spaces** (such as conferences, publications, and online spaces) that enable the production and exchange of research, knowledge, and pedagogical practices;
- **develop evidence- and practice-based resources** for those invested in language, literacy, communication, rhetoric, and writing at the postsecondary level;
- **advocate** for students, teachers, programs, and policies that support ethical and effective teaching and learning.

Strategic Governance Vision Statement, November 2012

By 2022, CCCC will be a clear, trusted public voice for the teaching and learning of writing, composition, rhetoric, and literacy in all higher education contexts. We will advocate for a broad definition of writing (including composition, digital production, and diverse language practices) that emphasizes its value as a human activity that empowers individuals and communities to shape their worlds. We will be the leading voice in public discussions about what it means to be an effective writer and to deliver quality writing instruction. We will provide conditions under which teachers and scholars can discuss, build, and practice sustainable, relevant, and ethical models of teaching and learning. We will encourage and support a wide and vibrant range of scholarship at the leading edge of knowledge about writing, composition, rhetoric, and literacy. To support this work, CCCC will enhance participation by members who represent a diversity of races, cultures, languages, identities, institutions, and institutional roles.

CCCC Position Statements

Over the years, CCCC has published a number of position statements. Currently available are:

- Students' Right to Their Own Language (Fall 1974; Reaffirmed November 2003; Annotated Bibliography September 2006, reaffirmed November 2014)
- Preparing Teachers of College Writing [November 2015 (replaces the 1982 CCCC "Position Statement on the Preparation and Professional Development of Teachers of Writing")]
- Statement of Professional Guidance for New Faculty Members (1987, Revised November 2015)
- Principles for the Postsecondary Teaching of Writing (October 1989, Revised November 2013, Revised March 2015)
- The National Language Policy (March 1998, Revised March 2015)
- Promotion and Tenure Guidelines for Work with Technology (November 1998, Revised November 2015)
- Guidelines for the Ethical Conduct of Research in Composition Studies (November 2003, Revised March 2015)
- Principles and Practices in Electronic Portfolios (November 2007, Revised March 2015)
- Writing Assessment: A Position Statement (March 1995, Revised November 2006 and March 2009, Reaffirmed November 2014)
- Statement on Second Language Writing and Multilingual Writers (January 2001, Revised November 2009, Reaffirmed November 2014, Revised May 2020)
- Statement on Community-Engaged Projects in Rhetoric and Composition [April 2016 (replaces the CCCC Position Statement on Faculty Work in Community-Based Settings, November 2014)]
- Disability Studies in Composition: Position Statement on Policy and Best Practices [March 2020 (replaces A Policy on Disability in CCCC, November 2006, Reaffirmed April 2011)]
- Joint Position Statement on Dual Enrollment in Composition [November 2019, (replaces the November 2012 CCCC "Statement Dual Credit/Concurrent Enrollment Composition: Policy and Best Practices")]
- Working Conditions for Non-Tenure-Track Writing Faculty (April 2016)
- Statement of Best Practices in Faculty Hiring for Tenure-Track and Non-Tenure-Track Positions in Rhetoric and Composition/Writing Studies (April 2016)
- Position Statement on CCCC Standards for Ethical Conduct Regarding Sexual Violence, Sexual Harassment, and Workplace Bullying (November 2016; Revised March 2020)
- Position Statement on Undergraduate Research in Writing: Principles and Best Practices (March 2017)
- Statement on Globalization in Writing Studies Pedagogy and Research (November 2017)
- Scholarship in Rhetoric, Writing, and Composition: Guidelines for Faculty, Deans, and Chairs [March 2018 (replaces the 1987 CCCC "The Range of Scholarship in Composition: A Description for Department Chairs and Deans")]
- Statement on Effective Institutional Responses to Threats of Violence and Violent Acts Against Minoritized and Marginalized Faculty and Graduate Students (November 2019)
- Statement of Professional Guidance for Mentoring Graduate Students (November 2019)
- CCCC and CWPA Joint Statement in Response to the COVID-19 Pandemic (June 2020)
- This Ain't Another Statement! This is a DEMAND for Black Linguistic Justice! (July 2020)
- CCCC Statement on Violence at the Capitol on January 6, 2021 (January 2021)
- CCCC Statement on Recent Violent Crimes against Asians, Asian Americans, and Pacific Islanders (March 2021)

- Position Statement on the Role of Reading in College Writing Classrooms (March 2021)
- Statement on Ebonics (May 1998, Revised May 2016, Revised June 2021)
- Statement on White Language Supremacy (June 2021)

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

A **position statement** is a document that asserts the official position of an organization (in this case, CCCC) on a particular issue or set of issues. The position statement is itself a genre. However, effective position statements should make possible the creation of other genres intended for other audiences through their clear and cogent presentation of position, relevant evidence and/or data, and implications.

CCCC position statements should address issues associated with writing or literacy activities (including instruction, instructors, research, use, or other activities). These statements should be written with clear and explicit purposes and audiences in mind. They should synthesize positions or stances that reflect research/research-based best practices, and outline implications of this work for action.

<u>Position Statement Guidelines</u>

Position statements **should**:
- Be no longer than 4 pages (excluding appendices)
- Include an executive summary
- Clearly identify the purpose(s) of and audience(s) for the statement
- Include a clear statement of no more than 1–3 sentences of the goal or thesis of the statement
- Outline research-based actions associated with the position and implications
- Use language that is direct and accessible to an educated audience

Position statements **may:**
- Outline the exigency for the statement as part of the purpose
- Position the point(s) advanced in the statement as an alternative to the exigency
- Include a synthesis of research with citations or references to additional information
- Use concise, descriptive headings to help organize the statement

Position statements should **avoid**:
- Buried leads—putting the primary argument of the position statements deep in the document
- Becoming articles—documents that include levels of exploration of subjects appropriate for a group of researchers rather than other audiences (unless appropriate for the audience)
- Include resolutions or advocate for CCCC action outside of the established resolution process.

How Position Statements Come About

The genesis of CCCC position statements can come from a resolution or sense-of-the-house motion passed at an Annual Business Meeting; from a strategic governance motion; from a committee or task force; or from the CCCC Executive Committee or officers. (See https://cccc.ncte.org/cccc/resources/positions/creation.) Position statements cannot, however, be generated by or from an individual.

The Executive Committee and/or Officers will authorize a group of people to create position statements. The authorization will include a charge, broad parameters for the statement (i.e., the broad issue/s it should address), and a timeline for submission of a draft statement. Statements will then be reviewed by a working group of the Executive Committee. Comments will be returned to the primary author/chair of the authoring task force by the CCCC liaison. Each statement will also have an Executive Committee liaison, who will work with the task force to coordinate recommended revisions and guide the statement through the EC approval process. Once the Executive Committee approves the statement, it will be posted on the CCCC website.

Models:

- https://cccc.ncte.org/cccc/resources/positions/faculty-hiring
- https://cccc.ncte.org/cccc/resources/positions/writingassessment
- https://cccc.ncte.org/cccc/resources/positions/promotionandtenure
- https://cccc.ncte.org/cccc/resources/positions/secondlangwriting

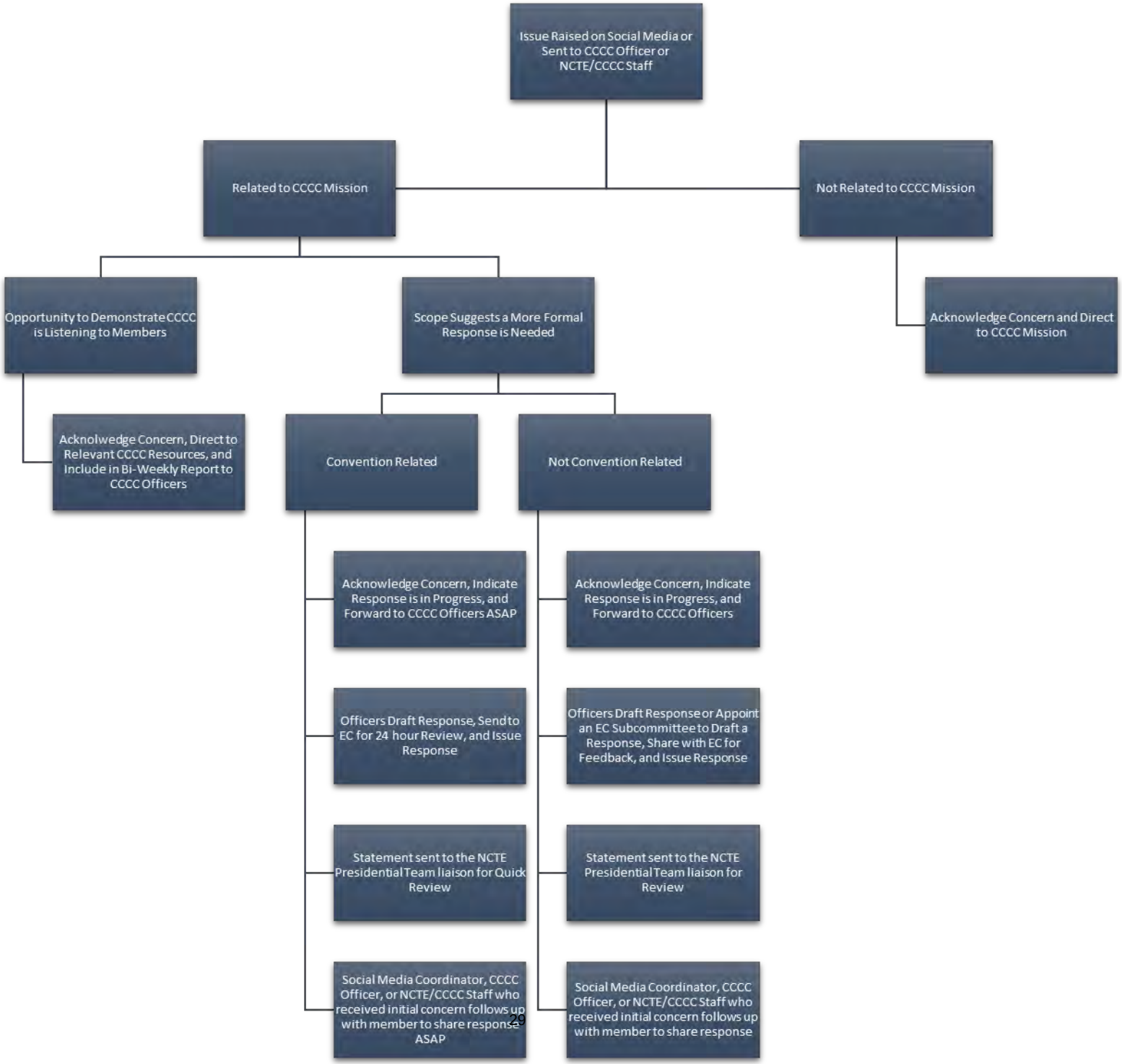
Resources:

Frameworks Institute materials on framing messages about education (P–16):
All education: http://www.frameworksinstitute.org/issues-education.html
Higher ed: http://www.frameworksinstitute.org/higher-education.html

SPIN Works! (Strategic Press Information Network guide to writing, frame changing, op-ed pieces, and more): http://spinacademy.org/wp-content/uploads/2012/04/SPIN-Works.pdf

The Op Ed Project (Resources on writing and pitching op eds):
http://www.theopedproject.org/

CCCC Response Decision Tree



CODE OF ETHICS FOR CCCC LEADERS

Code: CCCC Leaders, including members of the CCCC Executive Committee, Nominating Committee, and the CCCC Editors, are committed to observing and promoting the highest standards of ethical conduct in the performance of their leadership and governance responsibilities. CCCC leaders pledge to accept this code as a minimum guideline for ethical conduct and embrace these principles and practices:

Principles of Accountability

1. Faithfully abide by the articles of incorporation, constitution, by-laws, and policies of the Conference on College Composition and Communication and the National Council of Teachers of English.

2. Exercise reasonable care, good faith, and due diligence in organizational affairs.

3. Fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest, in accordance with the CCCC/NCTE Conflict of Interest policy.

4. Fully disclose, at the earliest opportunity, all information and insights that would have significance in decision-making.

5. Remain accountable for prudent fiscal management to association members, colleagues in our broader professional community, and where applicable, to government and funding bodies.

Actions We Undertake to Promote Accountability

1. Make it a point to explain fully and fairly the general perspectives of all actions or decisions undertaken by CCCC to our particular constituencies and to colleagues across the professional community.

2. Take collective responsibility for CCCC decisions, undertaken through majority vote and not characterize the positions of any individuals engaged in the discussion.

3. Faithfully attend meetings, phone calls, and virtual meetings that are necessary to sound governance decision-making. When attending a meeting, we give the matters at hand our full attention, and prepare by reading briefing materials distributed in advance and asking questions/offering insights that have a bearing on the decisions before us.

4. Require an independent audit of CCCC finances annually, carefully study the findings, and pursue improvements or remediation when appropriate.

5. Study the annual budget, reports on operations, and the reports of appointed groups to ensure that CCCC resources are being used prudently, in accordance with our mission, purpose, and multi-year strategic priorities.

Principles of Professional Excellence

1. Maintain a professional level of courtesy, respect, and objectivity in all CCCC activities. This includes acknowledging differences of opinion, providing for open and honest discussion, and making decisions only after hearing all points of view and considering all relevant data.
2. Maintain knowledge of CCCC and relevant NCTE positions and guidelines and endeavor to advance or explain them to a range of audiences. Avoid allowing leadership role in CCCC/NCTE to be associated with political statements or public policy views that don't align with those officially adopted by CCCC and NCTE.
3. Support and encourage membership and participation in all CCCC programs, use of CCCC/NCTE publications and resources, and sharing in CCCC communities.

Actions We Undertake to Promote Professional Excellence

1. Listen actively in all governance proceedings and seek out points of view and data that may challenge conventional perspectives before reaching a decision.
2. Encourage and affirm expression of a variety of points of view among CCCC colleagues and avoid actions or patterns of behavior that may create factions or cliques.
3. Recognize asymmetries in power that are distinguishable among CCCC members and avoid actions that exploit asymmetric power for personal gain.
4. Treat staff and all CCCC/NCTE members with respect and strive for transparency in all communications. We avoid private lobbying of or by members, constituents, staff, or vendors that may bias governance decisions we need to reach or may otherwise defame the CCCC or misrepresent its policies and positions.

Principles of Fiduciary Responsibility and Confidentiality

1. Make decisions for the good of all members of CCCC rather than for personal benefit, or that of the constituency they associate with.
2. Respect the confidentiality of sensitive information known through service to the organization.

Actions We Undertake to Exercise Fiduciary Responsibility and Confidentiality

1. Strictly comply with the Avoidance of Conflicts of Interest policy, stay abreast of CCCC financial policies and risks/opportunities inherent in our governance decisions, and act to maximize the long-term benefit of CCCC and its members.
2. Do not divulge information shared with the board in confidence. Similarly, we avoid sharing financial, operational, or human resource information that could put the CCCC at a disadvantage.

Equal Opportunity and Diversity

Ensure the right of all association members to appropriate and effective services and leadership opportunities without discrimination on the basis of gender, sexual orientation, national origin, race, religion, age, political affiliation, disability, or institutional affiliation, in accordance with all applicable legal and regulatory requirements.

Actions We Undertake to Advance Equal Opportunity and Diversity

We encourage nominations, appointments, and new program development and support to advance greater diversity and opportunity for all members of the CCCC.

Amended by the CCCC Officers on January 19, 2019

I have read the Code of Ethics for CCCC Leaders and agree to abide by its terms.

_____
Signature

_____
Print Name

_____
Date

CCCC EXECUTIVE COMMITTEE CONFLICT OF INTEREST DISCLOSURE AND CONFIDENTIALITY POLICY

Members of the Conference on College Composition and Communication (CCCC) Executive Committee (EC) must reflect the highest standards of ethical behavior, integrity, and public responsibility. NCTE recognizes the inherent right of members of the CCCC Executive Committee to pursue outside interests. However, these outside interests may affect a transaction in which NCTE is involved or diminish NCTE's ability to conduct objective and unbiased decision-making. If an actual or perceived conflict of interest exists, it is NCTE's policy to require disclosure, and, whenever feasible, avoidance of actual or potential conflicts of interest.

Examples include:

- Serving as a paid consultant to NCTE or to a vendor to NCTE or to one of its subsidiaries or to affiliates;
- Serving in a fiduciary role for another organization that competes with NCTE or takes public positions adverse to those of NCTE;
- Receiving from NCTE an award, contract, grant, or sponsorship in excess of $1,000 annually;
- Investing significantly in an entity that deals with NCTE in a commercial capacity; or
- Having family members or business associates with these relationships.

ADVANCE DISCLOSURE REQUIREMENT AND REPORTING PROCEDURE

Each CCCC EC member will disclose each issue, subject, person, or entity in which s/he has a financial or other interest where there is the potential that the CCCC Executive Committee may make decisions that affect that issue, subject, person, or entity.

To ensure accurate, up-to-date information, each CCCC EC member will review his or her disclosure statement during on-site meetings and update as necessary.

Each CCCC EC member will describe clearly his or her interest in each such issue, subject, person, or entity on this form supplied by, and returned to, NCTE's Executive Director. The information on this form will be reviewed by the NCTE Executive Director, and shared with CCCC's Executive Committee if relevant to the discussion at hand. CCCC EC members are asked to sign this policy prior to the beginning of their board term. Thereafter, they update it at the first board meeting of each fiscal year.

IMMEDIATE DISCLOSURE REQUIREMENT AND REPORTING PROCEDURE

When the CCCC Executive Committee addresses an issue, subject, person, or entity in which a CCCC EC member has a financial or other interest that that CCCC EC member did not list on the annual disclosure form (whether because the CCCC EC member did not anticipate the matter arising or otherwise), s/he will immediately disclose the potential conflict.

If the CCCC EC member discovers the matter prior to the beginning of a CCCC Executive Committee meeting or call (e.g., upon reading the board agenda book), the CCCC EC member will provide the necessary disclosure to CCCC's Chair. If the matter is discovered during a CCCC Executive Committee meeting or call, the CCCC EC member will immediately stop the conversation and inform the board of the potential for a conflict of interest. If the CCCC EC member feels that the issue requires confidential treatment, the CCCC EC member may instead inform the Chair (or, if the Chair is the one with the potential conflict, the Associate Chair) who will decide if the board needs to be informed of the matter.

PROCEDURE FOR DEALING WITH POTENTIAL CONFLICTS OF INTEREST

The CCCC Executive Committee will determine whether each issue raised on an annual form or on an ad hoc basis requires that the CCCC EC member's participation be altered. The board may require that the CCCC EC member: (a) remove him- or herself from voting on the issue, (b) not participate in either the discussion of the issue or the vote on it, (c) leave the room during discussion and voting on the issue, or (d) merely explain his or her interest in the matter more fully so the CCCC Executive Committee may weigh that CCCC EC member's participation with complete understanding of the situation. If warranted, the information will be reviewed by the Chair for evaluation and possible recommendation to the CCCC Executive Committee. The CCCC Executive Committee, not the volunteer making the disclosure, has the exclusive authority and responsibility to decide an appropriate reaction to the disclosure. This may be:

1. **Disclosure**. The disclosure of a volunteer's other interest is worthy of the board's attention. The disclosure itself, and the board's awareness of the disclosure, is considered sufficient to correct for any bias it might entail. So the board is likely to decide although the volunteer clearly has some other interest, the board and/or committee will simply take the information into account as the volunteer participates in decision-making.

2. **Recusal**. The other interest that has been disclosed affects an important policy or program for the association. To assure the NCTE and its constituency that board decision-making is without bias, it is best for the volunteer to recuse him/herself when the board/committee takes reports, debates, or makes decisions about that policy or program. The volunteer is asked to leave the room for any discussion on the topic.

3. **Resignation**. The other interest relates to a continuing, pervasive, and important board or committee function, one that cannot easily be isolated on an agenda so as to permit recusal. In this case, the volunteer may be asked to resign his/her position, if this is the only way to ensure the other interest does not intrude upon and skew board decision-making. This is an extreme and rare result of a volunteer's disclosure, but it is conceivable.

CONFIDENTIAL INFORMATION

Confidential information disclosed to members of the CCCC Executive Committee or executive staff will be treated as confidential. They may not use or disclose confidential information except as authorized by NCTE, and they should make their best efforts to prevent unauthorized disclosure. "Confidential information" includes that which is marked "Confidential" or which reasonably should be understood as expected to be kept in confidence, as well as deliberations, discussions, and debates on those matters, unless the information is available through public sources.

Unauthorized disclosure of confidential information could cause irreparable harm and significant injury to NCTE and its members. Upon request, any confidential information will be returned to NCTE.

CCCC Disclosure Statement

Financial Disclosure(s)

Please indicate any relevant financial interests below, including source of income, amount, and impact.

_____
_____
_____
_____
_____

Non-financial Disclosure(s)

Specify any relevant interests of a non-financial nature here.

_____
_____
_____
_____
_____
_____

I have read NCTE's Conflict of Interest & Confidentiality Policy and agree to abide by its terms.

_____ _____
Signature

_____
Print Name

_____
Date

Policy Review and Update

I have reviewed the policy and updated my disclosures. I have initialed and dated any changes.

_____ _____
Signature / Date

CCCC ONLINE REPUTATION PRESERVATION GUIDELINES

Rationale: Given the speed and reach of modern communications, democratic, policy-governed organizations like CCCC face a dilemma when hosting online communications spaces: how can they foster the free exchange of views while simultaneously upholding official policies and positions and advancing the mission of the organization? *To proceed without clearly understood strategies and policies that govern both posting and responding to messages is to risk serious damage to our reputation and effectiveness* ***before many with a fiduciary responsibility even have time to notice.***

Thus, these guidelines are intended to augment the general guidelines that apply to users of CCCC-sponsored online spaces. These apply mainly to elected leaders of CCCC, special designees who are vested with authority by elected leaders to represent CCCC positions, and CCCC/NCTE staff. While the guidelines must be malleable enough to change in light of shifting circumstances, they must be clear enough to help us avoid causing or exacerbating damage to CCCC in online exchanges. In fact, they should serve to clarify responsibilities and facilitate the cultivation of active online forums characterized by lively, useful exchanges of opinions and perspectives.

General Role Descriptions

Elected CCCC Leaders (CCCC executive committee members). Elected leaders have the responsibility for ***welcoming participants*** to our spaces, ***advancing CCCC strategies and policies,*** explaining, and, on occasion ***defending the substance of those policies*** on the basis of the rationales by which they were adopted (or appointing others to do so). As they do this, it is important to convey that ***CCCC does not make or amend policy in social media venues***, although we may survey or otherwise seek member opinion on open policy questions. ***Elected leaders do not challenge CCCC policy or strategy in any online venue***, regardless of their personal views. Policy changes are accomplished at executive committee meetings. Strategy changes are accomplished in consultation with the Officers, Executive Committee, and CCCC Executive Secretary-Treasurer, and all concerned parties are informed of strategy shifts as expeditiously as possible.

CCCC/NCTE Staff The job of staff is *to* ***foster member participation by posting items of general interest, responding to member/user queries, and linking people to applicable CCCC positions and resources***. While staff may direct people to CCCC policies and positions, and work opportunistically to frame and link these policies and resources in appropriate venues, they make it clear that ***they are not the source*** and do not engage in extended discussions of why CCCC maintains its policies or, in cases where policy is not clear, what our policies should be. Thus, staff are best understood as ***people who enrich online spaces, facilitate exchange, and expand usage of CCCC resources.*** Other staffers who participate in online spaces also follow these guidelines while addressing the needs of the constituencies they serve and corresponding programs.

Timeliness, Relevance, and Tone

Of course, not all EC members or top level staffers can be available online when questions or controversies arise. And not every question or controversy merits an immediate response (in fact, some are better ignored by those working in a fiduciary capacity if members/users can work out answers on their own). ***So who should respond to what?***

Using the "Will to Govern Well" principle that getting the right information to the right place at the right time is more important than who brings the message, it seems wisest to say that ***any*** EC member who feels confident in their knowledge of our positions should respond when they see a need to do so. If they are unsure about responding but feel a response may be

merited, they can use the online member directory to contact another EC member who appears to have the requisite expertise, or consult with any of the CCCC Officers or the CCCC Executive Secretary-Treasurer's office to help identify an appropriate respondent. If a question concerns strategy then any senior level staff member or EC member should be able to respond, and if they aren't comfortable, they can use the same process for locating expertise as indicated above.

When a topic "blows up" in online discussions and CCCC's position is not clear, if a majority of the officers agree that we need to establish a position, the question will be taken up by the Executive Committee at their next face to face or virtual meeting. If it isn't possible to do this (given the urgency of a need for response), then whoever addresses the controversy on behalf of CCCC should do it with clear reference to CCCC policy that is most relevant to the question at hand (an ideal response might acknowledge policy-based claims we CAN make, while conceding that there are aspects of the question that CCCC hasn't addressed yet).

Policy-governed organizations must strive for ***an online voice that is moderate and civil, but engaging***. We must be unafraid to champion CCCC's positions. But, we have to avoid ad hominem or personal attacks on those who disagree with us, and must avoid being personally sensitive/defensive when others disagree with our positions. The best strategy is to support one another in online spaces and not allow one of our leaders/spokespersons to be caught in a position where they are the lone voice defending/advocating CCCC positions against challenges from others.

Balancing Fiduciary Responsibility with Competing Loyalties

With the proliferation of online sites, advocacy groups, and even affinity groups within members' host institutions, it can become difficult to decide <u>when</u> to share <u>what</u> CCCC governance information <u>with whom</u>. Among the factors for a CCCC leader/staffer to consider when deciding to post information that isn't yet generally available about CCCC or its positions:

1) Do others with fiduciary responsibility for CCCC who may be influenced by my sharing this information know about the information and my plans to share it? If not, it's best to inform them first or delay sharing until they do know.
2) Does the decision to share the information produce a significant risk of undercutting support for CCCC strategy or policies or creating confusion or uncertainty about them? If so, there is an ethical responsibility for CCCC fiduciaries to refrain from sharing.
3) Why is it important for this particular constituency/group to learn about the information <u>before</u> <u>others</u>? For instance, if they would be most directly affected by the information and could prepare/respond constructively by gaining early access, the case for sharing is strong; if it is simply because they are known to have an interest or position on the matter, that is not a compelling reason to share information you have gained because of your privileged access before it goes out to the general membership (unless the executive committee has authorized it as part of a consultative strategy).

The Limited Value of Responding to Every Challenge

Online debates sometimes generate more heat than light, and while that can make these venues entertaining (and tends to favor those unburdened by institutional responsibilities and constraints), it makes participation fraught for those of us whose words can (and will) be interpreted as CCCC policy. Thus, our best course of action is to sit out the most rancorous debates or those on matters where CCCC has not carved out a clear position. <u>Not</u> participating, particularly in discussions where EC members or staff may have strong personal feelings, can be very difficult and is not something we would ask from any other member or site user. ***Those who are elected or employed by CCCC, however, essentially surrender their right to express a personal opinion on social media sites in deference to CCCC policy.***

ONLINE REPUTATION PRESERVATION GUIDELINES FOR CCCC EXECUTIVE COMMITTEE MEMBERS

I have read and agree to abide by the Online Reputation Preservation Guidelines for CCCC Executive Committee Members.

_____ _____

CCCC Executive Committee Member Date

NCTE Policy on Multiple Roles of Council Leaders

NCTE is composed of many talented individuals from every educational level and every phase of English language arts. The Executive Committee, wishing to encourage wide participation by members in NCTE activities, has established the following guidelines. Nominating committees and those responsible for recommending roles for Council members (e.g., commission directors, committee chairs) should consult these guidelines in their deliberations.

Executive Committee

Some Executive Committee members (vice president, representatives-at-large) are initially nominated for their posts by nominating committees. Potential candidates for these offices should be informed at the time of nomination that they would be expected to resign from conflicting positions if they are elected. Other Executive Committee members represent NCTE constituent groups (sections and conferences). It will be the responsibility of those groups, through their nominating committees, to inform candidates for top leadership positions that election would involve resignation from responsibilities that conflict with their Executive Committee roles.

Other Council Positions

Situations involving conflicts

No individual or group within the Council should appoint or nominate a member for a Council position without notifying the potential candidate of existing conflicts and of the necessity of resigning from the conflicting Council posts upon being elected or accepting appointments to the new position.

Non-conflict situations

Even when conflicts do not exist, individuals and groups with responsibility for nominations or appointments should make a special attempt to use the talents of capable NCTE members not currently involved in Council activities. New talent should be sought out and nurtured, especially in roles that provide an opportunity for initial involvement in Council work (e.g., membership on committees). Longstanding Council members whose terms in strong leadership positions have ended should also be considered so the benefit of their experience is not lost to the Council. In short, wide participation means that present Council leaders are responsible for developing new leadership and making continuing use of the talents of those who have served the Council well in the past.

Dual Candidacy for Elected Offices

No one may stand for election to more than one major Council post in the same year: e.g., the College Section Steering Committee and the CCCC Executive Committee; the Secondary Section Steering Committee and the CEE Executive Committee. We cannot rank order level of service; even if we could, potential candidates might rank them differently. Since nominating committees work on different calendars (with the NCTE Nominating Committee first), and elections and assumptions of office work on

different calendars, the principle is that anyone who accepts candidacy for one major role will be barred from consideration by subsequent nominating committees.

Reservation and Refinements
It is clear that certain Council positions do not call for "new faces." Executive Committee posts, commission directorships, and similar roles require proven leaders who might or might not currently hold Council positions. In such cases, service in multiple non-conflicting roles might be warranted.

Furthermore, nominating and appointing bodies should not exclude an individual from consideration for a position of greater responsibility when the individual is presently in a conflicting post of lesser responsibility. For example, a commission member should not automatically be excluded from consideration as a nominee for representative-at-large, or for the directorship of a different commission. In such cases, the guidelines for "Situations Involving Conflicts" (above) should be followed, thus permitting the individual to accept or decline the new nomination or appointment, with full knowledge of the implications for resigning from his or her present role.

None of the reservations above apply to multiple roles that are based on liaison responsibilities. For example, a commission member might be chair of a committee whose work is within the purview of the commission. Liaison responsibilities inherently involve multiple roles, their purpose being to coordinate the flow of information among groups whose goals are related.

Finally, none of the guidelines should be interpreted as a negation of existing NCTE policies and practices regarding adequate representation of people of color, women, classroom teachers, etc., in Council activities.

NCTE Policy on Involvement of People of Color

It is the policy of the National Council of Teachers of English that it demonstrate sensitivity to the concerns of people of color and they be represented on all Council-sponsored programs, and that a similar policy be urged on affiliated organizations (conferences, assemblies, and affiliates). People of color refers to historically underrepresented groups--African Americans, Pacific Islanders, American Indians, Asian Americans, and Latinos. To this end, the following actions are to be undertaken:

- to include people of color on all appointed commissions, boards, committees, task forces, and other official groups;
- to include people of color among the leadership of the above groups;
- to include people of color among the nominees presented by each nominating committee;
- to include in NCTE conventions and workshops sessions dealing with interests of people of color and using as leaders or consultants practicing teachers of color from the levels of instruction concerned;
- to include people of color in verbal and visual materials intended to represent or describe NCTE;
- to include people of color as targeted groups in any recruiting efforts.

In order to monitor the effecting of this policy, the Advisory Committee of People of Color will be maintained until such time as deemed unnecessary by the Board of Directors.

The intent of this policy should not be construed to mean every subcommittee within a commission, board, committee, task force, or other official group.

This policy was approved by the NCTE Board of Directors in 1980. The policy was updated in February 1994 to reflect the action of the NCTE Executive Committee (November 1991) to use the term "people of color" or to use the exact term of ethnicity when referring to the historically underrepresented groups. The second item was added by the Executive Committee (September 1996) at the request of the NCTE Task Force on Involving People of Color in the Council.

10/96

- a leadership database, including people of color, will be available as a reference for each NCTE Nominating Committee for the selection of candidates for offices.
- to ensure the regular election of persons of color to the NCTE Vice Presidency, the NCTE Nominating Committee is strongly recommended to run at least four slates of all persons of color in each twelve-year cycle. (See the Election Policy on Involving People of Color.)

These elements were added in September 2001 to reflect action of the NCTE Executive Committee.

NCTE Policy on Campaigning

In order to promote an ethical election process and level playing field for all candidates and to encourage members to read the ballot materials and make an educated vote, NCTE provides a central source of information about candidates for NCTE office. While it's natural for individuals and groups to discuss the merits of candidates, NCTE, in the name of fairness, prohibits any activity that can be construed as campaigning by or on behalf of an individual candidate. Campaigning is considered to be any activity intended to influence the election.

- Subsequent to nomination, campaigning for NCTE office shall be limited to candidate information distributed with the NCTE ballots.

- During the election process, promoting a particular candidate or candidates through advertising, endorsement, or distribution of promotional materials, including but not limited to, buttons, stickers, posters, cards, email messages, videos, social media posts, or recommendation letters, is prohibited.

- While NCTE members and constituent organizations, such as affiliates and Conferences, can inform members of a candidate's successful nomination, suggestions that members vote for a particular candidate or candidates are prohibited.

- Promoting a candidate or candidates during NCTE functions and convention sessions is also prohibited.

This policy was approved by the Executive Committee in July 2018.

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 Administrative 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' Meting Saturday afternoon **CCCC EC Retreat** Sunday afternoon **CCCC EC Meeting** Monday	✓	✓	✓	✓	✓
	NCTE EC Meeting Sunday after General Session		✓	✓		

	Meeting	Chair	Associate Chair	Assistant Chair	Past Chair	Secretary
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.

Notes:

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.

Notes:

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).

Notes:

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.*

Notes:

SAMPLE OFFICERS' MEETING AGENDA

CCCC Officers Meeting Agenda
Thursday, June 24, 2021

1. Approval of the March 30, 2021, Officers meeting minutes (attached)
2. AIC land acknowledgement recommendations (attached)
3. Finalizing the CCCC research grant calls
4. Finalizing the call for CCCC summer conference proposals
5. CCCC Webinar Committee call for proposals (attached email and here's a link to their document)
6. 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. 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, including email ballots, in its online group space. 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. 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 2021-2022

Holly Hassel (2019-2023) Chair *Preferred Contact Information:* North Dakota State University, Dept. 2320 P.O. Box 6050 Fargo, ND 58102 (715) 301-8699 holly.hassel@ndsu.edu *Institution:* North Dakota State University, Fargo	Staci Perryman-Clark (2020-2024) Associate Chair *Preferred Contact Information:* 7746 La Jessica Circle Kalamazoo, MI 49009-7542 (419) 490-0288 staci.perryman-clark@wmich.edu *Institution:* Western Michigan University, Kalamazoo
Frankie Condon (2021-2025) Assistant Chair *Preferred Contact Information:* 200 University Avenue West, U of Waterloo English Dept., Hagey Hall 147 Waterloo, Ontario N2L 3G1 (402) 470-7700 fcondon@uwaterloo.ca *Institution:* University of Waterloo, Ontario	Julie Lindquist (2018-2022) Past Chair *Preferred Contact Information:* 122 Kensington Rd. East Lansing, MI 48823-4004 (517) 648-6284 lindqu11@msu.edu *Institution*: Michigan State University, East Lansing
David F. Green (2019-2023) Secretary *Preferred Contact Information:* 14818 Melfordshire Way Silver Spring, MD 20906-5746 (202) 806-5030 david.f.green@howard.edu *Institution:* Howard University, Washington, DC	Steven Alvarez (2019-2022) *Preferred Contact Information:* 87-15 37th Avenue, Apt 3G Jackson Heights, NY 11372 (646) 549-6516 alvares1@stjohns.edu *Institution:* St. John's University, Queens, NY
Sonia Christine Arellano (2019-2022) *Preferred Contact Information:* 1651 Rivers Edge Drive Orlando, FL 85719 (512) 576-9369 sonia.arellano@ucf.edu *Institution:* University Central Florida, Orlando	Ronisha Browdy (2019-2022) *Preferred Contact Information:* 211 Hillsborough St Tompkins Hall Office 276 Raleigh, NC 27607 rbrowdy@ncsu.edu *Institution:* North Carolina State University, Raleigh

Antonio Byrd (2021-2024) *Preferred Contact Information:* 8573 Holmes Rd Apt 50 Kansas City, MO 64131 (334) 430-8671 antoniobyrd@umkc.edu *Institution:* University of Missouri-Kansas City	Chen Chen (2021-2024) *Preferred Contact Information:* 1520 Colony Road Rock Hill, SC 29730 chenc@winthrop.edu *Institution:* Winthrop University, Rock Hill, SC
José Manuel Cortez (2021-2024) *Preferred Contact Information:* 1415 Kincaid St Eugene, OR 97403 (360) 338-1500 subjmc@gmail.com *Institution:* University of Oregon, Eugene	Travis Margoni (2020-2023) *Preferred Contact Information:* 7202 Summitview Ave. #12 Yakima, WA 98908 (541) 602-4703 tmargoni@yvcc.edu *Institution:* Yakima Valley Community College, WA
Annie Mendenhall (2020-2023) *Preferred Contact Information:* Department of Writing and Linguistics - Gamble Hall 11935 Abercorn Street Savannah, GA 31405 (770) 846-8375 amendenhall@georgiasouthern.edu *Institution:* Georgia Southern University, Statesboro	Kendra L. Mitchell (2021-2024) *Preferred Contact Information:* 240 Briley Court Tallahassee, FL 32305 (850) 544-3053 kendra.mitchell@famu.edu *Institution:* Florida A&M University, Tallahassee
Casie Moreland (2019-2022) NTT Faculty Representative *Preferred Contact Information:* 216 NW 5th Street McMinnville, OR 97128 (480) 823-5309 casiemoreland@gmail.com *Institution:* Western Oregon University, Monmouth	Andrea Riley Mukavetz (2021-2024) *Preferred Contact Information:* 5547 Fieldstone Dr SW Wyoming, MI 49418 (248) 259-1331 rileymua@gvsu.edu *Institution:* Grand Valley State University, Allendale, MI

Maria Novotny (2020-2023) *Preferred Contact Information:* 4246 N. Woodburn Street Shorewood, WI 53211 (414) 530-1517 novotnmt@uwm.edu *Institution:* University of Wisconsin-Milwaukee	Timothy Oleksiak (2020-2023) *Preferred Contact Information:* 38 King Street Boston, MA 02122 (850) 485-0752 Timothy.Oleksiak@umb.edu *Institution:* University of Massachusetts Boston
Mya Poe (2020-2023) *Preferred Contact Information:* 79 Whitney Rd. Harvard, MA 01451 (401) 617-9744 m.poe@northeastern.edu *Institution:* Northeastern University, Boston, MA	Jaquetta Shade-Johnson (2021-2024) *Preferred Contact Information:* 14275 N Grace Hudlin Rd Hulbert, OK 74441 (918) 822-5312 jshade-johnson@missouri.edu *Institution:* University of Missouri-Columbia
Zhaozhe Wang (2020-2023) Graduate Student Representative *Preferred Contact Information:* TBD zhaozhe.wang@utoronto.ca *Institution:* University of Toronto, Ontario, Canada	Jennifer Wingard (2019-2022) *Preferred Contact Information:* 6106 Craigway Rd Spring, TX 77398 (713) 540-6450 jwingard@Central.UH.EDU *Institution:* University of Houston, TX
Tara Wood (2019-2022) *Preferred Contact Information:* Campus Box 109 University of Northern Colorado Greeley, CO 80639 (405) 602-4342 tara.wood@unco.edu *Institution:* University of Northern Colorado, Greeley	Shui-Yin Sharon Yam (2021-2024) *Preferred Contact Information:* University of Kentucky 1333 Patterson Office Tower Lexington, KY 40507 (412) 721-6526 s.yam@uky.edu *Institution:* University of Kentucky, Lexington

Xiaoye You (2019-2022) *Preferred Contact Information:* 134 E Doris Avenue State College, PA 16801 (814) 321-5279 xuy10@psu.edu *Institution:* Penn State University, University Park	
EX-OFFICIO:	
Joanne Baird Giordano (2021-2025) TYCA Associate Chair (2021-2022) *Preferred Contact Information:* 371 East 4750 North Provo, UT 84604 (385) 223-0943 Joanne.giordano@slcc.edu *Institution:* Salt Lake Community College, UT	Darin Jensen (2020-2026) *TETYC* Editor *Preferred Contact Information:* 5029 Raintree Drive West Des Moines, IA 50265 (402) 216-1796 darin.l.jensen@gmail.com *Institution:* Des Moines Community College, IA
Sarah Z. Johnson (2019-2023) TYCA Chair (2020-2022) *Preferred Contact Information:* 505 Echo Valley Rd Brooklyn, WI 53521-9448 (608) 246-6595 szjohnson@madisoncollege.edu *Institution:* Madison Area Technical College, WI	Leigh Jonaitis (2020-2023) TYCA Secretary *Preferred Contact Information:* 51 Ridgefield Rd. Warwick, NY 10990 (845) 608-0263 ljonaitis@bergen.edu *Institution:* Bergen Community College, Paramus, NJ
Emily Kirkpatrick Executive Secretary-Treasurer NCTE Executive Director *Preferred Contact Information:* NCTE 340 N. Neil St., #104 Champaign, IL 61820 (217) 278-3601 ekirkpatrick@ncte.org	TBD (2021-2023) Forum Editor *Preferred Contact Information:* *Institution:*

Steve Parks (2017-2021) SWR Editor *Preferred Contact Information:* 762 King Street Apt 2 C/O Eyal Handelsman Katz Charlottesville, VA 22903 (267) 258-9632 sjp3st@virginia.edu *Institution:* University of Virginia, Charlottesville	Malea Powell (2019-2024) *CCC* Editor *Preferred Contact Information:* 519 West Ash Street Mason, MI 48854 (517) 676-0769 powell37@msu.edu *Institution:* Michigan State University, East Lansing
PARLIAMENTARIAN:	NCTE STAFF:
TBD *Preferred Contact Information:* *Institution:*	Kristen Ritchie CCCC Liaison NCTE Director of Affiliated Groups *Preferred Contact Information:* NCTE 340 N. Neil St., #104 Champaign, IL 61820 (217) 278-3602 kritchie@ncte.org cccc@ncte.org

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CCCC Executive Committee 2020-2021

Julie Lindquist (2018-2022) Chair *Preferred Contact Information:* 122 Kensington Rd. East Lansing, MI 48823-4004 (517) 648-6284 lindqu11@msu.edu *Institution*: Michigan State University, East Lansing	Holly Hassel (2019-2023) Associate Chair *Preferred Contact Information:* North Dakota State University, Dept. 2320 P.O. Box 6050 Fargo, ND 58102 (715) 301-8699 holly.hassel@ndsu.edu *Institution:* North Dakota State University, Fargo
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Sonia Christine Arellano (2019-2022) *Preferred Contact Information:* 1651 Rivers Edge Drive Orlando, FL 85719 (512) 576-9369 sonia.arellano@ucf.edu *Institution:* University Central Florida, Orlando	Chris Blankenship (2018-2021) *Preferred Contact Information:* 1495 E. 3350 S. Salt Lake City, UT 84106-3329 (801) 957-4310 c.n.blankenship@gmail.com *Institution:* Salt Lake Community College, UT

Ronisha Browdy (2019-2022) *Preferred Contact Information:* 211 Hillsborough St Tompkins Hall Office 276 Raleigh, NC 27607 rbrowdy@ncsu.edu *Institution:* North Carolina State University, Raleigh	Cristyn Elder (2018-2021) *Preferred Contact Information:* 1217 Dartmouth Dr. NE Albuquerque, NM 87106 (765) 586-6609 celder@unm.edu *Institution:* University of New Mexico, Albuquerque
Candace Epps-Robertson (2018-2021) *Preferred Contact Information:* University of North Carolina-Chapel Hill Greenlaw Hall , Campus Box #3520 Chapel Hill, NC 27599-3520 (919) 962-5481 ceppsro@email.unc.edu *Institution:* University of North Carolina-Chapel Hill	Heidi Estrem (2018-2021) *Preferred Contact Information:* 1929 Tallwood Ln. Boise, ID 83706-4040 (208) 426-7073 heidiestrem@boisestate.edu *Institution:* Boise State University, ID
Travis Margoni (2020-2023) *Preferred Contact Information:* 7202 Summitview Ave. #12 Yakima, WA 98908 (541) 602-4703 tmargoni@yvcc.edu *Institution:* Yakima Valley Community College, WA	Annie Mendenhall (2020-2023) *Preferred Contact Information:* Department of Writing and Linguistics - Gamble Hall 11935 Abercorn Street Savannah, GA 31405 (770) 846-8375 amendenhall@georgiasouthern.edu *Institution:* Georgia Southern University, Statesboro
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Jennifer Sano-Franchini (2018-2021) *Preferred Contact Information:* 181 Turner St (0112) Blacksburg, VA 24061 (808) 358-1538 (540) 231-6918 sanojenn@vt.edu *Institution:* Virginia Tech, Blacksburg	Shyam Sharma (2019-2021) ***Completing a 2018-2021 term for a resigned EC member.*** *Preferred Contact Information:* 67 S Bicycle Path Selden, NY 11784-3828 (502) 387-4126 ghanashyam.sharma@stonybrook.edu *Institution:* Stony Brook University, NY
Trixie Smith (2018-2021) *Preferred Contact Information:* 434 Farm Lane, 300 Bessey Hall The Writing Center Michigan State University East Lansing, MI 48824 (517) 432-3610 (615) 838-4839 smit1254@msu.edu *Institution:* Michigan State University, East Lansing	Zhaozhe Wang (2020-2023) Graduate Student Representative *Preferred Contact Information:* 2550 Yeager Road Apt. 13-10 West Lafayette, IN 47906 wang2839@purdue.edu *Institution:* Purdue University, West Lafayette, IN
Jennifer Wingard (2019-2022) *Preferred Contact Information:* 6106 Craigway Rd Spring, TX 77398 (713) 540-6450 jwingard@Central.UH.EDU *Institution:* University of Houston, TX	Tara Wood (2019-2022) *Preferred Contact Information:* Campus Box 109 University of Northern Colorado Greeley, CO 80639 (405) 602-4342 tara.wood@unco.edu *Institution:* University of Northern Colorado, Greeley

Xiaoye You (2019-2022) *Preferred Contact Information:* 134 E Doris Avenue State College, PA 16801 (814) 321-5279 xuy10@psu.edu *Institution:* Penn State University, University Park	
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Emily Kirkpatrick Executive Secretary-Treasurer NCTE Executive Director *Preferred Contact Information:* NCTE 340 N. Neil St., #104 Champaign, IL 61820 (217) 278-3601 ekirkpatrick@ncte.org	Leigh Jonaitis (2020-2023) TYCA Secretary *Preferred Contact Information:* 51 Ridgefield Rd. Warwick, NY 10990 (845) 608-0263 ljonaitis@bergen.edu *Institution:* Bergen Community College, Paramus, NJ
TBD (2020-2023) Forum Editor *Preferred Contact Information:*	Steve Parks (2017-2021) SWR Editor *Preferred Contact Information:* 762 King Street Apt 2 C/O Eyal Handelsman Katz Charlottesville, VA 22903 (267) 258-9632 sjp3st@virginia.edu *Institution:* University of Virginia, Charlottesville

Malea Powell (2019-2024) *CCC* Editor *Preferred Contact Information:* 519 West Ash Street Mason, MI 48854 (517) 676-0769 powell37@msu.edu *Institution:* Michigan State University, East Lansing	Cheryl Hogue Smith (2017-2021) TYCA Past Chair (2020-2021) *Preferred Contact Information:* 255 W. 92nd St., Apt. 1C New York, NY 10025-7376 (661) 331-0356 cherylhoguesmith@gmail.com *Institution:* Kingsborough Community College, Brooklyn, NY
PARLIAMENTARIAN:	NCTE STAFF:
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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.

TETYC Editor

The *TETYC* Editor serves as a non-voting member of the CCCC Executive Committee.

CCCC Editors

All CCCC editors serve as non-voting 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.

Page 109
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 needs 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 Wikimedian 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 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 Immediate and Senior Past Chairs of CCCC, 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, 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 2. The Nominating Committee.
- "The Nominating Committee will consist of seven members: two of them will be the immediate Past Chairs of CCCC; five will be elected in the annual mail election from a slate of ten provided by the Nominating Committee. The ten candidates will be grouped on the ballot in a way that insures the diversity in representation outlined in Article IV, Section 1.B of the Constitution.
- The Chair of the Nominating Committee will be the elected person who receives the largest number of votes.
- In the event that one or more of the members cannot serve, the Chair of CCCC will appoint an appropriate substitute as provided in the bylaws."

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 VII*, specifies selection guidelines for candidates and election procedures.
- Section 1. "Elected members of the Executive and Nominating committees may not serve consecutive terms."
- Section 2. "The Nominating Committee will:

- Nominate at least one candidate to replace the Assistant Chair and, as needed, the Secretary.
- Nominate not more than three candidates to replace each retiring member of the Executive Committee, so far as practicable preserving the distribution provided for in Article IV, Section 1.b.
- Nominate ten candidates for election to five positions on the following year's Nominating Committee.
- Secure the consent of all candidates to serve if elected.
- Present the slate of candidates to the Executive Secretary-Treasurer **by May 1** following the CCCC Annual Convention."

- Section 3. "Officers and new members of the Executive Committee will be elected by ballot. Ballots will be sent out **no later than October 1** of each year, will provide adequate space for announcing the names of candidates, will permit the addition of names not included on the ballot, and will allow at least thirty days for the submission of ballots."

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. In addition, at the time of election, one of the twenty elected Executive Committee members will be a graduate student at the time of election member (this slot will be filled every three years starting in 2014) and one will be a contingent, adjunct, or part-time faculty member (this slot will be filled every three years starting in 2016).
- 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*.

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.

Information for Potential Nominees

CCCC Executive Committee

Responsibilities:

- Make a three (3) year commitment to serve on the CCCC Executive Committee.
- Attend an online orientation during October or November following election/preceding the start of the three-year term.
- Attend two (2) annual meetings of the Executive Committee (required).
    1. At CCCC Annual Convention, all day Wednesday before Convention starts.
    2. NCTE Annual Convention, (takes place the week before Thanksgiving)
        a. CCCC Executive Committee retreat, Sunday afternoon
        b. CCCC Executive Committee Meeting, all day Monday.
- Conduct business on e-mail, including voting, which requires a timely response.
- Serve on subcommittees of Executive Committee, which are appointed by Chair of CCCC.

Please note: Executive Committee members receive $60.00 per diems for each meeting, but CCCC does **not** provide regular funds for Committee members to attend the conventions.

CCCC Nominating Committee

Responsibilities:

- Serve on the nominating committee for one year, beginning officially upon election (in October) and completing the roster of candidates by the following May 1. The candidate for the nominating committee who receives the most votes is the Chair of the committee.
- Work with the Nominating Committee Chair to solicit nominations from CCCC members.
- Initiate suggestions for nominations, individually and as a group.
- Agree not to stand for election to positions in CCCC or other conferences, sections or nominating committees during their year on the CCCC Nominating Committee.
- Attend the open meeting and the closed meeting of the nominating committee at the CCCC Annual Convention (usually on Friday afternoon). CCCC does **not** provide funds for committee members to attend the meeting.
- Work within standard policies of NCTE and CCCC on multiple roles, involvement of people of color, and related matters.
- Advise the following year's nominating committee.

CCCC Assistant Chair

Responsibilities

When you agree to accept the nomination for Assistant Chair, you are making a serious **four-year** commitment as an Officer of CCCC. You may wish to consider the following issues before deciding on your candidacy:

Travel and Time Commitments

You must attend **three** annual meetings for **four** consecutive years. In addition, the CCCC Officers meet via conference call monthly or every two months, depending the time of year.

- Attend an online orientation following election/preceding the start of the four-year term.

- CCCC Convention, including two Officers' Meetings (Tuesday afternoon; conference call the week following the convention), one Executive Committee meeting (all day Wednesday), Reception for new Executive Committee Members (Wednesday evening), Opening General Session (Thursday morning), Scholars for the Dream Breakfast and/or evening reception (Thursday morning/evening), Award Session (Friday evening), and Annual Business Meeting (Saturday morning).

- CCCC Officers' Meeting in January (Arrive Friday afternoon, meet all day Saturday and a half day Sunday, return home on Sunday afternoon/evening).

- NCTE Convention in November, CCCC Officers' Meeting (Saturday afternoon), Executive Committee Retreat (Sunday afternoon), and Executive Committee Meeting (Monday).

You must attend the following **additional meetings**:

- As **Assistant/Associate Chair**, you will be planning the CCCC Convention.
  (1) **One** trip to Urbana is required in June or July after election for Stage II of review process (four days).
  (2) An **optional second** trip for site inspection.

- As **Assistant Chair**, you will attend the following at the NCTE Convention in preparation for your service on the NCTE Executive Committee:
  (1) NCTE Executive Committee orientation on Tuesday before the start of the Convention; and
  (2) NCTE Executive Committee meeting on Sunday during the Convention, as a non-voting member.

- As **Associate Chair and Chair**, you will represent CCCC on the NCTE Executive Committee.
  The NCTE Executive Committee meets **four** times annually (once online):
  (1) November NCTE convention (Wed. pre-convention and Sun. during convention)
  (2) Executive Committee and Convention Planning Meeting in Washington, DC, in February/March (2.5 days with EC and 1.5 days for Convention Planning)
  (3) May (online budget approval meeting)
  (4) July/August in Urbana (Thurs. evening – Sun. noon)

- As **Chair,** you will represent CCCC on the NCTE College Forum Committee. The NCTE College Forum Committee meets during the summer NCTE EC Meeting.

- As **Immediate Past Chair**, you will serve on the CCCC Nominating Committee and CCCC Convention Concerns Committee for two years.

Institutional Support and Commitments

- Financial
  Past Chairs have typically garnered support from their institutions for a 50% graduate assistant and/or professional clerical staff to help during the year of convention planning.

  See previous budgets for examples. This financial commitment is **not** a determining factor in selecting Chair's candidates, but it is nonetheless an important consideration to take into account.

- Release Time
  Most chairs have negotiated time/course release with their institutions for the year of convention planning. We recommend holding preliminary conversations with your department chair and dean about possible release time and financial support.

We hope these items give you a realistic sense of the major commitment the CCCC Assistant Chair has to make. Please feel free to talk with previous Chairs about other details and questions you may have.

CCCC Secretary

Responsibilities
When you agree to accept the nomination for Secretary, you are making a **four-year** commitment to serve as an officer of the CCCC Executive Committee.

The Secretary is responsible for preparing appropriate and accurate minutes for all meetings (the Annual Business Meeting, Executive Committee meetings, Officers' Meetings and regular conference calls), certifying the correctness of these minutes, and distributing these minutes to the CCCC Chair and NCTE Headquarters. A draft of the minutes, or at least a list of motions and action items, should be prepared within 30 days of each meeting. The completed minutes should be prepared for distribution within 60 days.

Additionally, the Secretary prepares a report of Executive Committee actions and Annual Business Meeting actions for publication in the December issue of *CCC*. The Secretary is a voting member of the NCTE Board of Directors.

Meetings
The Secretary is responsible for attending all of the following meetings:

Attend an online orientation following election/preceding the start of the four-year term.

November (at the NCTE Annual Convention)

- CCCC Officers' Meeting (Saturday afternoon)
- CCCC Executive Committee Retreat (Sunday afternoon)
- CCCC Executive Committee Meeting (Monday, all day)

January
- CCCC Officers' Meeting (Arrive Friday afternoon, meet all day Saturday and a half day Sunday, return home on Sunday afternoon/evening)

March (at CCCC Annual Convention)
- Officers' Meeting (Tuesday afternoon)
- Reception for new Executive Committee members and Local Arrangements Chairs (Wednesday evening)
- CCCC Executive Committee Meeting (Wednesday, all day)
- Opening General Session (Thursday morning)
- Second General Session (Award Session - Friday evening)
- Annual Business Meeting (Saturday morning)
- Second Officers' Meeting (conference call the week following the convention)

Regular CCCC Officers' conference calls—typically monthly or every two months.

Reimbursements

The Secretary receives travel, lodging, and meal reimbursement for CCCC and NCTE Conventions starting on the first day of duties and ending on the last day. All expenses in connection to the January Officers' meeting are reimbursed.

We hope these items give you a realistic sense of the commitment the CCCC Secretary must make. Please feel free to talk with previous Secretaries about other details and questions you may have.

Timeline for 2022 Election Process

December	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.
January	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.
March	At Convention: 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 March	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 March	Email letter requesting official written consent, ballot information, position statements, photos, etc.
Late 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, Member Groups, and Affiliates

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, Member Groups, and Affiliates are all ways for members to participate in the organization.

CCCC Committees

According to Article IV, Section 5 of the CCCC Constitution, special committees may be appointed by the chair for a period not to exceed three years; they may be renewed by action of the Executive Committee.

The CCCC Bylaws state in Section VII. General Committee Operations:

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 in writing prior to each regularly scheduled meeting of the Executive Committee and also at the end of their tenure.

CCCC Committee and Task Force Members and Charges 2021-2022

Administrative Committees

Nominating Committee (2022)
RAsheda Young, Chair
Adam Hubrig
Gavin P. Johnson
Lisa King
Julie Lindquist, Immediate CCCC Past Chair
Federico Navarro
Vershawn Ashanti Young, CCCC Past Chair

Resolutions Committee (2022)
TBD, Chair

Convention Concerns Committee (2022)
Julie Lindquist, Chair
Holly Hassel

CCCC Committees

Committee for Change (March 2024)
Adrienne Jones Daly, Co-chair
Ashanka Kumari, Co-chair
Katherine Bridgman
Christina Cedillo
Frankie Condon
Everardo Cuevas
Mara Lee Grayson
David F. Green
Les Hutchinson
Tamara Issak
Zandra L. Jordan
Trent M. Kays
Caitlyn Laughner
Lilian W. Mina
Kendra L. Mitchell
Lana Oweidat
James Chase Sanchez
Mark Daniel Triana
Melanie Yergeau

1. Research and come up with proposals for up to 4 structural changes to CCCC (e.g. policies, practices, guidelines, changes to the constitution or bylaws that affect either the organization and/or its annual convention) that address white supremacy and other social justice problems in the organization and its annual convention
2. Develop a set of guidelines for ethical engagement at CCCC annual convention, which might also be used in other spaces that members congregate
3. Provide the EC with two reports w/proposals each year for discussion/decisions at the NCTE EC meeting and the CCCC EC meeting.

Committee on Computers in Composition and Communication (November 2021)
Naomi Silver, Chair
Kristin Arola
Estee Beck
Bradley Bleck
Ashley Hall
Mary Hocks
Stephen McElroy
Jennifer Sheppard
Wendi Sierra

This committee is charged to:

1. Support continuity in the annual Computers and Writing Conferences by coordinating the search for a sponsoring university each year and arranging for the transfer of conference materials from site to site. The committee also maintains mailing lists and other records, provides advice and logistical support for the conference planners, and assists in publicizing the conference.

2. Examine the historical repository of information heretofore gathered under the URL computersandwriting.org and a. evaluate this project's effectiveness, b. identify steps needed to provide ongoing support for the initiative, and c. propose concrete technology, budget, and organizational steps that the CCCC EC might enact. If the investigation determines that a different organization should house and support this repository, that conclusion should also be fleshed out for the EC.

3. Manage the nomination and judging process for the annual CCCC Technology Innovator Award, and bestow that award at the Computers and Writing Conference.

4. The eras of handwriting and typewriting are long over, and the era of word processing seems to be on the wane as students and teachers increasingly use smart phone, tablets, cloud computing, voice recognition, auto-correct, and extra-textual tools like Snap and emogis as parts of the writing process. Handbooks, videos, and other textbook materials are being read on the same devices, possibly placing our students in the difficult position of reading, reflecting, writing, and revising in a small space. Further, student access may be uneven given the expense of connectivity and portable devices. Investigate the impact of portable and ubiquitous computing on writing and writing instruction with an eye to developing a position statement about the ethics and efficacy of these practices.
5. Organize and sponsor the Digital Praxis Posters at CCCC. In addition, continue to sponsor, propose, and present workshops, panels, and demonstrations at CCCC and NCTE sponsored conferences. Include in these activities attention to open source and community source projects and software, calling attention to best practices, when possible, and providing guidelines on issues and strategies.

Committee on Disability Issues in College Composition
Note: Special committee with annual automatic reconstitution.
Christina Cedillo, Co-Chair
Tara Wood, Co-Chair
Susan Naomi Bernstein
Casie Cobos
Patricia Dunn
John Grant

Melissa Helquist
Allison Hitt
Franny Howes
Jo Hsu
Stephanie Kerschbaum
Annika Konrad
Andrew Lucchesi
Ruth Osorio
Neil Simpkins
Nicole Snell
Anne-Marie Womack

The committee is charged with the following:

1. To continue to work with the NCTE/CCCC and the Convention Program Chair to make the convention increasingly accessible (through, for examples, creating and circulating in advance of the conference guidelines for accessibility and supporting an information table at the conference.)
2. To promote best practices for access and full inclusion. Accordingly, to help develop and maintain a website on disability issues and support the proposing of conference sessions on disability issues.
3. To consult with NCTE on employment policies and practices to ensure access and full inclusion
4. To identify funding sources for cost items such as the hiring of an ADA consultant.
5. To research disability issues as they impact the writing classroom and the teaching and learning of writing. Then, if appropriate, to develop proposals for educating the membership on these issues to be presented to the EC for approval. Finally to consider whether it would be appropriate for the CCCC to adopt a position statement on the teaching of writing to students with disabilities.
6. To combine with other committees where possible to improve efficiency.

Language Policy Committee (November 2021)
Kim Brian Lovejoy, Co-Chair
Elaine Richardson, Co-Chair
Isabel Baca
April Baker-Bell
Qwo-Li Driskill
David Green
Austin Jackson
Rashidah Jaami Muhammad
Gail Okawa
Octavio Pimentel
Geneva Smitherman
Denise Troutman
Victor Villanueva
Bonnie Williams
Ana Celia Zentella

The Language Policy Committee is charged to:

- Research and draft a statement on the presence of “white language supremacy” in the evaluation/assessment of writing in higher education and civic spaces, particularly

around the use of standards in classrooms and professional settings (this is not a statement on assessment though – we have that).
- Provide up to 2 members of the committee to be active members of the joint committee that is drafting a companion piece to STROL in 2019.

Newcomers' Orientation Committee
Note: Special committee with annual automatic reconstitution.
Leslie Werden, Chair
Susan Chaudoir
Michael Harker
Mary Karcher
Aja Martinez
Ben McCorkle
Sharon Mitchler
Sean Morey
Mary Beth Pennington
Michael Rifenburg
Gretchen Rumohr-Voskuil
Christine Tulley

This committee is charged with the following:
Charge 1: Guide new members through the workings of the organization, including PEP participants, and help them derive the best of CCCC conferences for their interests, through the Newcomers' Welcome, the orientation sessions, the Think Tank, and other programs, working with CCCC program chairs as needed

Charge 2: Analyze the effect of the committee's various programs and report findings to EC.

Charge 3: Recommend new member resources in a variety of formats, including the new member services online.

nextGEN Special Committee for CCCC (November 2023)
Genesis Barco-Medina, Co-Chair
Sherita Roundtree, Co-Chair
Sweta Baniya
Estee Beck
Candace Epps-Robertson
James Eubanks
Asao B. Inoue
Ashanka Kumari
Genesis Barco Medina
Nupoor Ranade
Kayla Sparks

The nextGEN Special Committee for CCCC is tasked with a 3-year appointment to deliver a slate of recommendations to the CCCC Executive Committee (EC) by the end of October 2020 on which the EC votes. This committee's goal is to represent the diverse voices of graduate students who participate in CCCC events and in the larger field, amplifying their concerns, ideas, and demands.

Background
nextGEN is an advocacy collective that aims to build a coalition-based community among graduate students and those that actively support graduate students, with the hope to effect

trickle-up institutional, disciplinary, and social change. As a collective, it is independent of CCCC and other disciplinary organizations. The committee status is an opportunity for nextGEN to have a voice within CCCC and should not affect the collective's work that is apart from CCCC.

Charges

1. The nextGEN Committee for CCCC is a three-year appointment.
2. The nextGEN Committee for CCCC will create internal appointment timelines within the three-year committee appointment. For example, some members could serve on the committee for one or two years. The committee can then continuously add new voices from the community to its procedures as well as develop a membership turnover structure that sustains and builds a culture of learned practices and knowledges. Each current chair of CCCC will approve the appointment per Constitution, but should allow nextGen as much autonomy as they request. Autonomy on this point should be the default position.
3. Building from known past committee research as well as using our own networks to conduct contemporary research to develop an updated catalog of issues concerning the graduate students in the field for CCCC to listen to, learn from, and take actions on.
4. Collaborating with CCCC to identify and remove barriers to participation impacting, for example, graduate students who are parents, graduate students with disabilities, graduate students of color, international graduate students.
5. Helping to write and review CCCC position statements on and policies associated with graduate students to ensure updated anti-oppressive, anti-discriminatory practices that create an equitable environment for the participation, acceptance, and empowerment of all graduate students.
6. Building wider networked communication between graduate representatives of various SIGs and CCCC committees, ultimately with the intention to establish a sustainable horizontal mentoring structure within CCCC for experience-sharing and knowledge-building among graduate representatives.
7. Working with the Executive Committee to ensure not only that CCCC leadership positions are available for graduate students, but also that these positions involve (when applicable) equitable collaboration and decision-making practices between people at different professional stages.
8. Partnering with CCCC to build mechanisms for recognizing graduate students at the various stages in their programs and in the various roles they undertake.
9. Helping CCCC collect and amplify the impressive scholarly and community work graduate students are doing in the field and at their own respective institutions.
10. Managing the nomination process of the nextGEN 'Community Advocate Award' and bestowing that award at CCCC.
11. Recommending and promoting sustaining principles for nextGEN and CCCC to form a long-term, mutually beneficial relationship without nextGEN losing its critical orientation as a community, a movement in the future through institutionalization.
12. Prepare a proposal to the EC by October 2020 to establish an CCCC nextGEN 'Community Advocate Award' and bestowing that award at CCCC.
13. Meet with the current Chair of CCCC by September 2020.

Research Committee
Note: Special committee with annual automatic reconstitution.
Tiane Donahue, Chair
Elías Domínguez Barajas
Bradley Dilger
Dylan Dryer
Russel Durst

Jeff Grabill
Rebecca Rickly
Wendy Sharer
Pat Sullivan
Kate Vieira
Elizabeth Wardle
Shevaun Watson

This committee is charged to:

1. To coordinate and undertake the initial review of CCCC Research Initiative grants, including "regular" grants and any additional grants instituted by the EC, and to provide ranked recommendations and summaries of each grant to the CCCC Officers in time for the January Officers' retreat;
2. Based on experience of that review, to offer advice on the design, planning, publicizing, submission guidelines, and support materials associated with research grant submission and review;
3. To work with the Officers and EC to develop and implement additional programming or support research grant recipients;
4. To recommend to the Officers and EC and/or undertake specific projects intended to foster a culture of research within CCCC and to disseminate research beyond CCCC members, e.g. in public venues; and
5. To recommend to the Officers and EC and/or undertake specific projects intended to foster research that represents underrepresented voices and subjects among CCCC members.

Social Justice at the Convention Committee (March 2024)
Michael Pemberton, Co-Chair
TBD, Co-Chair (Local Arrangements Chair)
Sonia Arellano
Michael Baumann
Antonio Byrd
Nina Feng
Iklim Goksel
Mara Lee Grayson
David Green
Lee Gullickson
Al Harahap
Holly Hassel
Brian Hendrickson
Liz Lane
Maria Prikhodko
Justin Rademaekers
Kristen Ruccio
Dagmar Scharold
Mat Sillito
Don Unger

Charges:

1. Work with the program chair to understand their vision for the program and collaboratively outline a scope for the SJAC's efforts at the convention within this vision.

2. Within the program chair's vision, collaborate with the local committee chair to develop social justice and local engagement activities that complement the convention theme, either via activities co-located or co-proximal to the convention, activities built into the convention program, and/or some other alternative.
3. Regularly report the SJAC Committee's work to the membership over the course of each year, inviting CCCC member volunteers and promoting attendee participation in activities at the convention.
4. Promote a "culture of accessibility" at the convention through member education and by organizing sustainable methods of increasing member access and engagement, onsite and online, during the convention and post-convention.
5. Assess each year's activities and, within a month following the close of convention, develop a report with recommendations for the following year's program chair and the EC.

Committee on Undergraduate Research
Note: Special committee with annual automatic reconstitution.
Jessie Moore, Co-Chair
Michael Neal, Co-Chair
Dominic DelliCarpini
Abby Dubisar
Michelle Grue
Shurli Makmillen
John Pruitt
Michael Rifenburg
Sarah Singer

Charge 1: Annually implement the UR Poster Session at CCCC convention and provide various forms of support for undergraduates attending the convention;
Charge 2: Regularly update the bibliography of UR resources and models to complement the CCCC Position Statement on Undergraduate Research;
Charge 3: Regularly study data regarding undergraduate research (i.e., analysis of program data) and, when appropriate, collect new data (i.e., membership survey, inquiry into uses of the UR Position Statement);
Charge 4: Continue ongoing coordination with broader UR community and with audiences within rhetoric and composition/writing studies, including the Council on Undergraduate Research, the National Writing Project, Rhetoric Society of America, National Communication Association, IWCA, CWPA, AAC&U, and any other relevant organizations

Webinar Committee (November 2023)
Trixie Smith, Chair
Christina Cedillo
Priyanka Ganguly
Steve Lessner
Temptaous Mckoy
Maria Novotny
Timothy Oleksiak

Charge:
1. Work with NCTE office and the incoming CCCC Chair, Julie Lindquist, to organize and run the second set of webinars/digital experiences for members in 2021.
2. Continue to curate and offer a series of webinars for CCCC membership and interested pubic.
3. Design procedures for setting up webinars that answers basic questions about how many per year, the time when webinars will take place, application procedures, which

workshops should be behind the paywall, which should be open access, and other relevant procedural questions that the committee finds and deems necessary to answer for membership.
4. Develop additional avenues for advertising the webinars, recruiting attendees, and diversify the audiences and networks for participants.

Wikipedia Initiative Committee (March 2023)
Melanie Kill, Chair
Cheryl Ball
Sweta Baniya
Charles Bazerman
Dylan B. Dryer
Tarez Samra Graben
Alexandria Lockett
Matthew Vetter

Charges
1. Knowledge Equity: Focus the efforts of the initiative on knowledge and communities marginalized by structures of power and privilege within academia and Wikipedia.
2. Capacity Building: Organize events, programs, and collaborative projects for CCCC members editing Wikipedia as subject specialists.
3. Infrastructure: Develop online spaces to provide support resources and ongoing opportunities for engagement, collaboration, and community for initiative participants.
4. Sustainability: Serve as primary point of contact with initiative partners, advisors, and personnel, and work with the NCTE Executive Director to develop grant proposals to fund activities with associated costs.
5. Research and recommendations: Track participation and assess impacts of initiative activities, circulating findings and actionable recommendations to the CCCC Executive Committee and interested stakeholders.

CCCC Task Forces

Task Force on Assessing the Experience of African American Members of CCCC for Equity, Understanding, and Change with CCCC/NCTE (November 2021)
Neisha-Anne Green, Co-Chair
David F. Green, Co-Chair
Antonio Byrd
Collin Craig
Brandon Erby
Alicia Kristina Hatcher
Ersula Ore

Charges:
- Create a survey asking for Black members to share what their experiences are and have been and focusing on change.
- Work with the current chair to establish two additional concrete charges for this task force based on focusing on Black/African American experiences.

Task Force on Assessing Whiteness for Equity, Understanding, and Change within CCCC/NCTE (December 2022)
Frankie Condon, Co-chair

Mara Lee Grayson, Co-chair
Clare Bermingham
Cheryl Glenn
Doug Kern

Charge:

- To work with the Chair of CCCC within the first two weeks of Task Force formation to develop a robust charge that encompasses the following objectives outlined by the current chair of CCCC:
- To be courageous and bold in pursuing the following:
    - Assess the operation of white privilege, whiteliness, and whiteness within CCCC and NCTE.
    - Survey and expose tacit and intentional racism within CCCC and NCTE.
    - Detail how within CCCC and NCTE whiteness and racism or antiracism activities have historically affected leadership roles and members within the organization.
    - Identify any "unwritten rules" that have a disparate impact on minorities, and that may intentionally or unwittingly buttress white privilege.
    - Consult with members of colour in CCCCs, listening to their concerns and feedback.
    - Consult with other members of all backgrounds listening to their concerns and feedback.

Action:

- Imagine and offer tangible options for what might be done to advocate for recognition and intervention in the problem of white privilege, whiteliness, and whiteness as they function within CCCC and NCTE.
- Make recommendations for action to the Executive Committee by November 2020.

Task Force to Create CCCC Guidelines for College Writing Assessment: Inclusive, Sustainable, and Evidence-Based Practices (March 2022)
Joyce Inman, Chair
Raquel Corona
Bump Halbritter
Anna Hensley
Leigh Jonaitis
Jane Nazzal
Liz Tinoco
Rachel Wineinger

The task force is charged to review the current CCCC position statement on Assessment, read the working papers from TYCA has published, review new research in writing assessment, and evaluate the need for revisions to the current position statement, and/or create a second, supplemental professional document (white paper, guidelines, statement, etc). The group should consider the following questions:

- Does the current statement work in terms of working conditions specified in the TYCA working papers?
- What would have to change?
- What should be the mechanism of delivery? Revision? New statement? Other document?

Task Force on CCCC Local Arrangements Committee Processes (March 2022)
Maria Novotny, chair

Bradley Bleck
Geoffrey Clegg
Anicca Cox
Margaret Fink
Catheryn (Cat) Jennings
Jaquetta Shade-Johnson
Brenda Whitney

This task force is charged with reviewing and revising the current CCCC Local Arrangements Committee guide as well as creating an LAC section for the CCCC executive committee Handbook. This guide should offer some guidance for CCCC Local Arrangements Committee chairs with regard to conference planning—including collaboration with the American Indian Caucus.

Administrative Committees

These committees have their membership reconstituted every year. Award committees are also reconstituted annually. (See the chapter on Awards for more specific information on awards and the award selection committees.)

Nominating Committee

The Nominating Committee consists of the two most recent Past Chairs plus five members, elected by the CCCC membership, who serve a one-year term. The CCCC Nominating Committee prepares a slate of candidates for vacancies that occur annually on the CCCC Executive Committee and selects candidates for the succeeding year's 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 Caucus, the Black Caucus, the Caucus for American Indian Scholars and Scholarship, the Queer Caucus, and the Latino/Latina 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, Latino/a Caucus, American Indian Caucus, Asian/Asian American Caucus, and Queer 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.

Current CCCC Standing Groups

Guidelines for Forming a Member Group

These guidelines are designed to encourage a diversity of member groups present at the CCCC Convention and to avoid creating new groups that duplicate existing efforts. To form a member organization, you must complete the following steps:

Forming Special Interest Groups

1. Check the current listing of organizations. If none exists on the topic of your interest, you may propose a new Special Interest Group. You may also wish to review "CCCC Guidelines for Leaders of Membership Groups."

2. To propose a new Special Interest Group, you must submit a program proposal form for the next CCCC Convention by the published deadline. An official invitation to appear on the CCCC Convention Program is your confirmation that your Special Interest Group proposal was accepted.

3. If your proposal is accepted, please conduct your Special Interest Group in accordance with "CCCC Guidelines for Leaders of Membership Groups."

Applying for Standing Group Status: Processes and Guidelines

Background

At its November, 2012 meeting, the CCCC Executive Committee approved recommendations from the Task Force to Review Special Interest Group Guidelines for the creation of Standing Groups, a new category of membership constituency. Standing Groups are formed from existing groups, typically but not exclusively SIGs,[1] that can demonstrate sustained organizational activity within CCCC for a period of at least five consecutive years, and want to solidify their relationship to the organization. Standing Groups are allotted one designated panel in addition to a business meeting at the Annual Convention, subject to the Program Chair's approval. Standing Group business meetings are held during the regular slots that the Program Chair designates for those meetings. Standing Group panels are listed in the program and include the names of panelists. However, speakers on Standing Group panels (but not chairs or respondents) are not permitted another speaking role at the conference.

It is important to realize that Standing Group status may change the nature of an existing member group:

- It significantly formalizes the group through the provision of a set of bylaws, a membership structure, and a process for the rotation of its leadership.
- It requires the submission of an annual report to the Executive Committee detailing the Standing Group's activities.
- What are often informal, grass-roots meetings of the SIG or other group will become somewhat more formal business meetings with Standing Group status.

Before considering applying for Standing Group status, existing SIG or other group leaders or coordinators should consult widely across the group's current membership to discuss whether these will be helpful changes in light of the group's current purposes and goals.

The following guidelines are designed to help existing groups to develop a successful plan to request Standing Group status. Proposals are read and discussed by the CCCC Officers. Proposals may be rejected for several reasons, including too little documentation of sustained activity, significant overlap with existing groups, or not enough detail in the bylaws or membership structure; or they may be returned for further elaboration or revision. Existing Standing Groups may also be dissolved if there is insufficient evidence of activity documented in the annual reports, or if the group is no longer supporting the mission of the organization or following its bylaws and leadership rotations. In addition to the guidelines, we also provide a sample Standing Group proposal that was judged to be highly successful.

[[1]At its meeting in March of 2013, the Executive Committee further clarified eligibility for Standing Group status, from SIGs only to any member group that can demonstrate at least five years of consecutive, organized activity (and meetings at CCCC conferences) involving an appropriate cohort of CCCC members.]

Guidelines for Standing Group Application

1. Criteria: to be eligible to apply for Standing Group status, an existing SIG or other member group must:

- have been organized and regularly meeting at the CCCC convention (and preferably corresponding, meeting, or otherwise engaged between conferences) for at least five consecutive years;
- be able to document activity among a reasonable number of members, which includes activities open to all CCCC members.
- fill a clear need for CCCC members and the organization and explain how it is aligned with CCCC's stated mission and bedrock beliefs

If a group has been recently formed and cannot meet the eligibility criteria, it can continue to organize itself (particularly as a SIG), document its activity, and, if desired, apply for Standing Group status when it has achieved sufficient longevity and activity to be eligible.

To this end, a SG application should include:

- a description of the organization
- an explanation of how it fills a clear need for CCCC members and the CCCC as an organization is aligned with CCCC's stated mission and bedrock beliefs
- a set of bylaws indicating how officers are elected
- a list of members, who must also be members of CCCC (more detailed guidelines and criteria appear below).

In recognition for this level of responsibility to CCCC, each Standing Group will be 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. Standing Group business meetings will be held during the regular slots made available for such meetings by the Program Chair.

2. Application requirements: Applications should be carefully conceptualized, detailed, and documented, and include all the required components:

- the name of the proposed Standing Group;
- a description of the current SIG or member group and its purpose(s), and a history of its activities over at least the previous five years (inclusive of five consecutive CCCC conferences);
- a set of explicit bylaws that can serve as a governing document;
- a set of policies related to the election of officers and their rotation; and
- a list of current members (all Standing Group members must be members of CCCC).

  Sample Successful Standing Group Application (PDF)

3. Application submission: Please submit all applications to cccc@ncte.org with the subject heading "CCCC Standing Group Application." For a current timeline relative to the deadline

for CCCC convention proposals, please visit https://cccc.ncte.org/cccc/sigs. **Currently, we are accepting applications at any time and these will be reviewed on a rolling basis. Standing Groups approved between now and April 2017 will be eligible for a sponsored panel for the 2018 Convention. The deadline to submit an application to be considered for the 2018 CCCC Convention is Wednesday, April 5, 2017 (you will be notified whether or not you have received Standing Group status in time to submit your program proposal).**

Guidelines for Leaders of Member Groups

Guidelines for Special Interest Groups (SIGs)

1. If your SIG wishes to reserve a meeting time and room at the CCCC Convention, please notify the CCCC Program Chair about your particular needs at the Convention by completing the Convention Call for Proposals Form available online, identifying yourself as a Special Interest Group.

2. If given meeting space, please mention the Conference on College Composition and Communication in any promotional materials you send out announcing your meeting at the CCCC Convention.

3. SIGs are not allowed to use "CCCC" in the title of any award, policy statement, publication, or grant application sponsored by their membership. When printing any such material, please include 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, its officers, or its Executive Committee.

4. If you wish official CCCC sanction of a report/paper/guidelines, etc., intended for publication, please send a copy of the manuscript 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, we will notify the Chair of the Executive Committee's decision.

5. Please consult the CCCC Officers before seeking grants outside CCCC for the work of your group. Grants often create legal obligations in which CCCC and NCTE have an understandable interest.

6. Seek approval-in-principle from the CCCC Officers for any surveys of the CCCC membership or the profession at large if the survey carries the name of CCCC. In responding, the Officers may advise on availability of funds to help in the survey, on technical improvements that might be made, and on access to Headquarters.

7. If your group is interested in publishing a book or monograph, please contact the NCTE Senior Developer or the *SWR* Editor for preliminary review of the project/idea.

Guidelines for Standing Groups

1. Standing Groups are guaranteed a business meeting slot in the program as well as one sponsored panel (subject to the Program Chair's approval) at the Convention each year. 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, please check "Special Interest Group/Business Meeting" when submitting a business meeting proposal and "Standing Group Sponsored Panel" when submitting a sponsored panel proposal--in both cases, please indicate the name of the Standing Group somewhere in the submission). 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. Please mention the Conference on College Composition and Communication in any promotional materials you send out announcing your meeting at the CCCC Convention.

2. Members of Standing Groups must be members of CCCC. Standing Groups are expected to submit a copy of their bylaws and a brief annual report of their activities (with recommendations for future action) no later than 30 days after the conclusion of the CCCC Convention. The report should be addressed to the CCCC Officers and include a brief status report, including attendance and any other important information concerning (1) their business meeting, (2) other CCCC sponsored activities, such as a sponsored panel, and (3) recommendations/proposals for future action.

3. Recognizing the integral relationship between the contributions of Standing Groups and the mission of CCCC, each Standing Group is allotted one panel in addition to a regular business meeting at each Convention, subject to the Program Chair's approval.

4. CCCC retains the right to review and approve the use of its name on any award, newsletter, publication, and grant application generated by Standing Groups. Standing Groups can apply to the CCCC Officers to use "CCCC" in their organizational materials. When a Standing Group creates materials that have not been reviewed by CCCC, those materials should include the disclaimer, "The opinions expressed are those of the writers [editors] and do not necessarily reflect the view of CCCC, its officers, or its Executive Committee."

5. If you wish official CCCC sanction of a report/paper/guidelines, etc., intended for publication, please send a copy of the manuscript 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, we will notify the Chair of the Executive Committee's decision.

6. Please consult the CCCC Officers before seeking grants outside CCCC for the work of your group. Grants often create legal obligations in which CCCC and NCTE have an understandable interest.

7. Seek approval-in-principle from the Officers for any surveys of the CCCC membership or the profession at large if the survey carries the name of CCCC. In responding, the Officers may advise on availability of funds to help in the survey, on technical improvements that might be made, and on access to Headquarters.

8. If your group is interested in publishing a book or monograph, please contact the NCTE Senior Developer or the *SWR* Editor for preliminary review of the project/idea.

Current CCCC Standing Groups can be found at:
http://cccc.ncte.org/cccc/sigs#currentsg

CCCC Affiliates

In March 1999, the CCCC Executive Committee approved a trial program of CCCC Affiliates. The Executive Committee will evaluate the success of this program in 2002. Groups who wish to affiliate with CCCC should contact the CCCC Administrative Assistant for application materials.

Guidelines for Affiliation with CCCC

1. Any student group wishing affiliation with CCCC must first be a recognized affiliate of NCTE.

2. Once accepted as an affiliate to NCTE, the group can submit an application for affiliation with CCCC, a constitution, annual dues in the amount of $2.00, and an annual report.

3. The CCCC Executive Committee will approve the student affiliate. Once approved, the Chair or her or his designee will send the newly-formed student affiliate a letter of recognition.

4. Annual dues of $2.00 and the submission of an annual report are required to maintain affiliate status.

Note: Unlike NCTE, CCCC does not operate through a Board of Directors. All CCCC members are welcome to attend the Annual Business Meeting (held at the CCCC Annual Convention) as voting members. (Student members are voting members of CCCC.)

April 1999
(These guidelines will be reviewed in March 2002.)

6 Awards

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 is a subcommittee of the CCCC Executive Committee. The CCCC Chair appoints five people from the CCCC Executive Committee to serve staggered two-year terms. 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 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 up to ten emerging scholars travel awards of $750 each, sponsors a breakfast or coffee for all award winners, and gives a one-year membership in NCTE and CCCC. The CCCC Chair appoints 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 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 one 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. Preference is given to nominees who have never attended a CCCC Convention and live in close proximity to the convention site. The CCCC Administrative 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 (the amount was increased from $750 each in 2015). 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 Web site, at the annual meeting, 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 framed 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 Awards Session at CCCC. The CCCC Chair appoints five people to serve a one-year term 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 continues to include a commitment of 6.5% of the contingency reserve 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.

CCCC-Sponsored Research: Writing in High School, Writing in College
In the spring of 2006, the CCCC Executive Committee invited proposals for a single grant of $25,000 to study the amount and kinds of writing American students do in high school and college. The purpose of this focused initiative is to create an empirically-based description of student writing in school and college settings. The expectation for the project was that it would begin in late spring 2006, that the bulk of data would be gathered during fall 2006, with a progress report made by November 1, and with a final report due in March 2007. The ideal proposal would be national in scope, gathering information from enough students, in enough diverse settings, that broad claims could reasonably be made about the nature nationally of student writing. In May of 2006, CCCC awarded Dr. Joanne Addison, University of Colorado at Denver and Health Sciences Center, and Dr. Sharon James McGee, Southern Illinois University Edwardsville, the $25,000 grant. The selection committee was especially impressed by the thoughtful work Drs. Addison and McGee had already done on the survey instrument. Committee members also liked the portfolio approach to assessing student work. In the spring of 2007, the project deadline was extended to June 2008.

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. NOTE: This award was previously an NCTE award.

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 will receive a one-year membership in

CCCC/NCTE and be 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 will receive a one-year membership in CCCC/NCTE and be 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 receive a one-year membership in CCCC/NCTE and are presented with a certificate during the CCCC Awards Session. The winners are notified by the first week in January. *These awards are currently approved for 3 years (2015-2017) at which time the CCCC Executive Committee will review the program.*

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.

CCCC Awards: Calls for Nominations and Past Winners

Richard Braddock Award: http://www.ncte.org/cccc/awards/braddock

James Berlin Memorial Outstanding Dissertation Award:
http://www.ncte.org/cccc/awards/berlin

Outstanding Book Award: http://www.ncte.org/cccc/awards/oba

Exemplar Award: http://www.ncte.org/cccc/awards/exemplar

Scholars for the Dream Travel Awards:
http://www.ncte.org/cccc/awards/scholarsforthedream

Outstanding Dissertation Award in Technical Communication:
http://www.ncte.org/cccc/awards/techcommdissertation

Professional Equity Project (PEP): http://www.ncte.org/cccc/awards/pep

Writing Program Certificate of Excellence:
http://www.ncte.org/cccc/awards/writingprogramcert

Chairs' Memorial Scholarship: http://www.ncte.org/cccc/awards/chairsscholarship

Research Initiative: http://www.ncte.org/cccc/awards/researchinitiative

Technical and Scientific Communication Awards: http://www.ncte.org/cccc/awards/techsci

Luiz Antonio Marcuschi Travel Awards: http://www.ncte.org/cccc/awards/marcuschi

Advancement of Knowledge Award: http://www.ncte.org/cccc/awards/advknowledge

Research Impact Award: http://www.ncte.org/cccc/awards/researchimpact

Assistance Fund for Contingent Faculty:
http://www.ncte.org/cccc/awards/contfactravelfund

Gloria Anzaldúa Rhetorician Award: http://www.ncte.org/cccc/awards/anzaldua

Lavender Rhetorics Award for Excellence in Queer Scholarship:
http://www.ncte.org/cccc/awards/lavender

Stonewall Service Award: http://www.ncte.org/cccc/awards/stonewall

Disability in College Composition Travel Awards:
http://www.ncte.org/cccc/awards/disability

Emergent Researcher Awards: http://www.ncte.org/cccc/awards/emergent-research

Outstanding Teaching Award: https://cccc.ncte.org/cccc/awards/outstanding-teaching-award

CCCC Guidelines for Multiple Award Winners

Whenever possible, CCCC will seek to provide support, resources, and funding to as many members as is possible. For this reason, the following guidelines will govern our annual awards:

1. Members may receive no more than one travel award per year. For this purpose, award committees should be advised to identify a short list of "alternate" award recipients should an awardee receive multiple awards and need to select which travel award to accept.
2. In the case of scholarship awards, we recommend identifying a process by which, in the case that the same work is selected by multiple award committees, committees can be notified and asked to identify an alternative selection.
3. A member may receive more than one award for scholarship for separate publications.
4. A member is eligible to receive an award from multiple categories during the award period (travel, scholarship, program, for example).

August 2018

CCCC Process and Criteria for Assessing Award Continuation

In a biennial basis, the Executive Committee will undertake a comprehensive review of its awards by doing the following:

1. Tracking the number of applicants or nominees for each award
2. Identifying and affirming whether and how each award is aligned with the strategic vision statement, mission and vision, and/or organizational goals.
3. Reviewing and confirming that the selected nomination (in the case of scholarship awards) are consistent with the award criteria
4. Make recommendations for adjustments to award criteria, number of recipients, etc.

Criteria:

- Should an award receive no nominations in 3 consecutive years, the CCCC EC may recommend the award for discontinuance, in consultation with any stakeholder member groups (standing groups, caucuses, committees, etc), by a majority vote of the Executive Committee.

In making recommendations, the reviewing committee should consider the following purposes for recognition, and be mindful about the approved Strategic vision statement of the organization.

Principles and Philosophy that Govern Awards

Because the mission of CCCC is to sponsor and conduct research, to create collaborative spaces, to develop evidence- and practice-based resources, and to advocate for students, teachers, programs, and policies, we recognize achievements in the following areas:

- Scholarship awards recognize outstanding published rhetoric and composition scholarship (collaborative and single-authored books, articles, and edited collections).
- Research awards aim to cultivate, support, and mentor research in a wide range of methodologies and subjects.
- Service and program awards recognize outstanding achievement to one's institution and/or the profession for programs that support ethical and effective teaching and learning.
- Travel awards enable outstanding scholars and teachers—many of whom are new to the profession or in under-recognized categories—to attend the annual CCCC meeting.

August 2018

CCCC Guidelines for Submitting Proposals for New Awards

If you or your group would like to propose a new award for the CCCC Executive Committee to consider, please answer the following questions regarding the proposed award in detail.

- What is the name of the award you are proposing?
- How does the award serve the CCCC mission statement and vision statement (see http://www.ncte.org/cccc/about)?
- How does this award serve the goals set by CCCCs as part of its strategic planning efforts?
- Which CCCC constituencies are primarily served by the award?
- How does the award address issues of diversity, inclusion, and equity?
- What is the disciplinary or organizational need fulfilled by the award?
- How is this proposed award distinct from the existing CCCC awards (see https://cccc.ncte.org/cccc/awards)?
- What will the awarding period be (e.g., annual award, every two years)?
- Who is eligible to apply for this award (if other than overall CCCC members)?
- Define the key terms that characterize the award (e.g., labor, research, identity, service, etc).
- If the award has a monetary component, what will be the source of the funds?

To have an award or recognition considered for addition to the currently available awards, prepare a 2-3 page proposal in which you address the above questions. Submit the proposal to Kristen Suchor at ksuchor@ncte.org. Upon submission, the award will be reviewed by the CCCC officers, and a recommendation made to the CCCC Executive Committee, who will discuss and vote on the proposal.

When your award is reviewed by the Executive Committee for potential inclusion, the EC, in conversation with the chair, will also be considering the following questions. Thus, to whatever extent possible, you might also address these considerations in your proposal:

- What procedures will be used to determine the pool of candidates for the award each year? (e.g., award criteria, process for nominations, submission of documents, etc.)?
- What criteria do you suggest be used to determine the winner of the award?
- What type and size of committee structure do you recommend for evaluating applications and determining the award recipient? Final structures and appointments to review committees is the responsibility of the CCCC chair.
- Awards are typically awarded at the CCCC Awards Reception. If your proposing group prefers a different time or space, please note that, recognizing that the final decision will be the purview of the program chair.

November 2018

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 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. Steve Parks, Syracuse University, is the current Editor of the *SWR* Series and began his term in July 2016.

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

FORUM: Newsletter for 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 TBD (this editorship has a three-year term).

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

April 7–10, 2021	Virtual	"We Are All Writing Teachers*: Returning to a Common Place"
March 25-28, 2020 (Cancelled)	Milwaukee, WI	"Considering Our Commonplaces"
March 13-16, 2019	Pittsburgh, PA	"Performance-Rhetoric, Performance-Composition"
March 14-17, 2018	Kansas City, MO	"Languaging, Laboring, and Transforming"
March 15-18, 2017	Portland, OR	"Cultivating Capacity, Creating Change"
April 6-9, 2016	Houston, TX	"Writing Strategies for Action"
March 18-21, 2015	Tampa, FL	"Risk and Reward"
March 19-22, 2014	Indianapolis, IN	"Open | Source(s), Access, Futures"
March 13-16, 2013	Las Vegas, NV	"The Public Work of Composition"
March 21-24, 2012	St. Louis, MO	"Writing Gateways"
April 6-9, 2011	Atlanta, GA	"All Our Relations: Contested Space, Contested Knowledge"
March 17-20, 2010	Louisville, KY	"The Remix: Revisit, Rethink, Revise, Renew"
March 11-14, 2009	San Francisco, CA	"Making Waves"
April 2-5, 2008	New Orleans, LA	"Writing Realities, Changing Realities"
March 21-24, 2007	New York, NY	"Representing Identities"
March 22-25, 2006	Chicago, IL	"Composition in the Center Spaces: Building Community, Culture, Coalitions"
March 16-19, 2005	San Francisco, CA	"Opening the Golden Gates: Access,

		Affirmative Action, and Student Success”
March 24-27, 2004	San Antonio, TX	“Making Composition Matter: Students, Citizens, Institutions, Advocacy”
March 19-22, 2003	New York, NY	"Rewriting 'Theme for English B': Transforming Possibilities"
March 20-23, 2002	Chicago, IL	“Connecting the Text and the Street”
March 14-17, 2001	Denver, CO	“Composing Community”
April 12-15, 2000	Minneapolis, MN	“Educating the Imagination: Reimagining Education”
March 24-27, 1999	Atlanta, GA	“Visible Students, Visible Teachers”
April 1-4, 1998	Chicago, IL	“Ideas, Historias y Cuentos: Breaking with Precedent”
March 12-15, 1997	Phoenix, AZ	“Just Teaching, Just Writing: Reflection and Responsibility”
March 27-30, 1996	Milwaukee, WI	“Transcending Boundaries”
March 22-25, 1995	Washington, D.C.	“Literacies, Technologies, Responsibilities”
March 16-19, 1994	Nashville, TN	“Common Concerns, Uncommon realities: Teaching, Research, and Scholarship in a Complex World”
April 1-3, 1993	San Diego, CA	“Twentieth Century Problems, Twenty-First Century Solutions: Issues, Answers, Actions”
March 19-21, 1992	Cincinnati, OH	“Contexts, Communities, and Constraints: Sites of Composing and Communicating”
March 21-23, 1991	Boston, MA	“Times of Trial, Reorientation, Reconstruction: A Fin de Siecle Review/Prophecy”
March 22-24, 1990	Chicago, IL	“Strengthening Community Through Diversity”
March 16-18, 1989	Seattle, WA	“Empowering Students and Ourselves in an Interdependent World”
March 17-19, 1988	St. Louis, MO	“Language, Self, and Society”
March 19-21, 1987	Atlanta, GA	The Uses of Literacy: A Writer’s Work In and Out of the Academy”
March 13-15, 1986	New Orleans, LA	“Using the Power of Language to Make the Impossible Possible”
March 21-23, 1985	Minneapolis, MN	“Making Connections”
March 29-31, 1984	New York, NY	“Making Writing the Cornerstone of an Education for Freedom”
March 17-19, 1983	Detroit, MI	“The Writer’s World(s): Achieving Insight and Impact”
March 18-20, 1982	San Francisco, CA	“Serving Our Students, Our Public, and Our Profession”
March 26-28, 1981	Dallas, TX	“Our Profession: Achieving Perspectives for the 1980’s”
March 13-15, 1980	Washington, D.C.	“Writing: The Person and the Process”
April 5-7, 1979	Minneapolis, MN	“Writing: A Cross-Disciplinary Enterprise”
March 30-April 1, 1978	Denver, CO	“Excellence in What We Do: Our

		Attitude Toward Teaching Composition”
March 31-April 2, 1977	Kansas City, KS	“Two Hundred Plus One: Communicating in the Third American Century”
March 25-27, 1976	Philadelphia, PA	“What’s Really Basic? A Bicentennial Review of the Basic Issues of English”
March 13-15, 1975	St. Louis, MO	“Untapped Resources”
April 4-6, 1974	Anaheim, CA	“Hidden Agendas: What Are We Doing When We Do What We Do?”
April 5-7, 1973	New Orleans, LA	“Issues, Challenges, and Opportunities”
March 23-25, 1972	Boston, MA	“Reconsidering Roles: What Are We About?”
March 25-27, 1971	Cincinnati, OH	“Coming Together—SOS from the Darkling Plain”
March 19-21, 1970	Seattle, WA	*
April 17-19, 1969	Miami, FL	*
April 4-6, 1968	Minneapolis, MN	*
April 6-8, 1967	Louisville, KY	*
March 24-26, 1966	Denver, CO	*
April 8-10, 1965	St. Louis, MO	*
March 25-28, 1964	New York, NY	“Freshman English: Return to Composition”
March 21-24, 1963	Los Angeles, CA	“The Content of English”
April 5-7, 1962	Chicago, IL	*
April 6-8, 1961	Washington, D.C.	*
March 31-April 1-2, 1960	Cincinnati, OH	*
April 2-4, 1959	San Francisco, CA	*
March 27-29, 1958	Philadelphia, PA	*
March 21-23, 1957	Chicago, IL	*
March 22-24, 1956	New York, NY	*
March 24-26, 1955	Chicago, IL	*
March 4-6, 1954	St. Louis, MO	*
March 13-14, 1953	Chicago, IL	*
March 28-29, 1952	Cleveland, OH	*
March 30-31, 1951	Chicago, IL	*
March 24-25, 1950	Chicago, IL	*

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 2023 CCCC, Dates and Location TBA

November 2021	Any changes to the main program clusters/tags, etc., due for discussion at CCCC Officers meeting – finalize by December 1st
January 2022	Call for Proposals theme for 2023 due to NCTE staff and for review at CCCC Officers Retreat.
January 2022	Discuss 2023 convention budget and sponsorship opportunities with NCTE Executive Director and Liaison during CCCC Officers Retreat.
By end February 2022	Names and emails of Stage I Reviewers due to NCTE staff. Names and emails of Coaches due to NCTE staff.
By April 1, 2022	Select Local Committee Chair and notify NCTE staff.
April 15, 2022	Names and emails of Stage II Reviewers due to NCTE staff.
May 2022	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 2022	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 2022	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, 2022	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 2022	Program invitations and rejection letters emailed to all proposal submitters by NCTE staff.
By first week December 2022	Program Chair Welcome, write-ups for any featured speakers, and Local Committee Chair welcome due.
January 2023	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 (March-April)

The Role of the Local Committee

The events that comprise the annual meeting of the CCCC are designed by the Program Chair and by the officers of CCCC to accomplish the variety of in-service educational and association business purposes that the CCCC serves. Current practices direct many of the decisions and much of the business procedure to the Executive Director of NCTE and to designated members of the headquarters staff. But the Local Committee has many opportunities and responsibilities to participate in the planning that sets the stage for a successful 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. 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 create the atmosphere—a combination of setting and services— that will bring to life the plans that have been months in forming and thereby to create for each convention registrant an experience that can be stimulating and rewarding, professionally and personally. Every aspect of the CCCC Convention is geared to the accomplishment of this final purpose. "Atmosphere" is an elusive commodity, but careful and detailed planning can produce it. Those plans must embrace every facet of the Convention—from the check-in at the registration desk to the audio-visual equipment support for a particular meeting. Convention registrants who pick up their conference materials without confusing delays and who find every meeting they attend fully equipped and ready to function are well on their way to having experienced a successful Convention. At the very least, they have not been distracted and have not encountered obstacles that prevent their involvement in the program of the meeting. 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 a day at the convention. In appreciation of this work, Local Committee members receive free convention registration. The number of committee members varies from year to year, but Headquarters will suggest to the Local Chairs how many people will be needed.

While the Program Chair may consult the Local Arrangements Chair early for hints of capitalizing on aspects of the convention site, once the program has taken shape and invitations are being mailed out, the Program Chair should rely on the CCCC Convention Manager to translate program plans into tasks for the local committee.

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, he/she 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.

Local Committee Chairships

The following is a list of those committees on the Local Committee that require chairs. Each of them is under the supervision of the Local Committee Chair.

1. Room Arrangements
2. Information, Hospitality, and Special Events
3. Registration
4. Exhibits
5. Accessibility

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	69.82	
	$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	120	
		$ 904.00
Computer network		$ 100.00
Phone hook-up for Assistant phone		$ 70.00
Phone w/long distance		$ 500.00
Photocopying		$ 10.00
Sub-total AY**		**$12,769.57**

May 16, ** - August 15, **

Phone w/long-distance	$ 400.00
Photocopying	$ 50.00
Mailing	$ 20.00
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	139.64	
	$14,939.14	
*not applicable if state funded		
Phone w/long distance		$ 500.00
Photocopying		$ 25.00
Mailing		$ 50.00
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	67.80	
		$ 4625.96
Phone with long-distance		$ 900.00
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	21.60	
		$ 1474.32
Phone with long-distance		$ 300.00
Photocopying		$ 10.00
Mailing		$ 20.00
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	67.80	
		$ 4625.96
Phone with long-distance		$ 900.00
Sub-total AY **		**$ 5525.96**
TOTAL		**$42,009.95**

9 Convention Site Selection

List of Past and Future Sites

Conventions have been scheduled for (and have been held in) the following cities:

2024 - Spokane, WA (April 3–6)
2023 – To be announced.
2022 - Chicago, IL (March 9-12)
2021 – Virtual (April 7-10)
2020 - Milwaukee, WI (CANCELLED)
2019 - Pittsburgh, PA (March 13-16)
2018 - Kansas City, MO (March 14-17)
2017 - Portland, OR (March 15-18)
2016 - Houston, TX (April 6-9)
2015 - Tampa, FL (March 18-21)
2014 - Indianapolis, IN (March 19-22)
2013 - Las Vegas, NV (March 13-16)
2012 - St. Louis, MO (March 21-24)
2011 - Atlanta, GA (April 6-9)
2010 - Louisville, KY (March 17-20)
2009 - San Francisco, CA
2008 - New Orleans, LA
2007 - New York, NY
2006 - Chicago, IL
2005 – San Francisco, CA
2004 - San Antonio, TX
2003 - New York, NY
2002 - Chicago, IL
2001 - Denver, CO
2000 - Minneapolis, MN
1999 - Atlanta, GA
1998 - Chicago, IL
1997 - Phoenix, AZ
1996 - Milwaukee, WI
1995 - Washington, DC
1994 - Nashville, TN
1993 - San Diego, CA
1992 - Cincinnati, OH
1991 - Boston, MA
1990 - Chicago, IL
1989 - Seattle, WA
1988 - St. Louis, MO
1987 - Atlanta, Ga
1986 - New Orleans, LA
1985 - Minneapolis, MN
1984 - New York, NY
1983 - Detroit, MI
1982 - San Francisco, CA
1981 - Dallas, TX
1980 - Washington, DC
1979 - Minneapolis, MN
1978 - Denver, CO
1977 - Kansas City, MO
1976 - Philadelphia, PA
1975 - St. Louis, MO
1974 - Anaheim, CA
1973 - New Orleans, LA
1972 - Boston, MA
1971 - Cincinnati, OH
1970 - Seattle, WA
1969 - Miami, FL
1968 - Minneapolis, MN
1967 - Louisville, KY
1966 - Denver, CO
1965 - St. Louis, MO
1964 - New York, NY
1963 - Los Angeles, CA
1962 - Chicago, IL
1961 - Washington, DC
1960 - Cincinnati, OH
1959 - San Francisco, CA
1958 - Philadelphia, PA
1957 - Chicago, IL
1956 - New York, NY
1955 - Chicago, IL
1954 - St. Louis, MO
1953 - Chicago, IL
1952 - Cleveland, OH
1951 - Chicago, IL
1950 - Chicago, IL

CCCC Convention Siting and Hostile Legislation: Guiding Principles

November 2013, revised March 2019

The Conference on College Composition and Communication (CCCC) Executive Committee votes on the future site for each annual convention five or six years before the convention takes place. This is necessary to secure convention meeting space and sufficient hotel rooms to accommodate several thousand attendees. Before the Executive Committee votes on a future site, CCCC members are polled about possible sites. NCTE staff investigate (through research and site visits) several feasible cities, based on the results of this poll, location of recent conventions, geographic parity, opportunities for attractive costs, and other factors. Several options are then presented in a report to the Executive Committee that includes information about hotel costs, Internet access, travel options, meeting space, and tourism. Additionally, consideration is made for the number of session rooms available at each convention facility, favoring those sites that may provide more favorable conditions for higher attendance.

In discussing siting options, the Executive Committee takes into consideration not only these detailed reports but also factors that could be objectionable to participants, including legislation that is hostile to various groups or in opposition to the values of the organization. After thorough discussion and consideration, the Executive Committee votes on a future site. Following this vote, CCCC enters into contractual agreements with the convention center, hotels, and other entities. These agreements carry heavy penalties for withdrawal, usually amounting to hundreds of thousands of dollars of lost financial resources. The closer the proposal of withdrawal is to the convention date, the more complicated and expensive it becomes to move the convention to another city.

Because siting is done far in advance of each convention, it is not possible to predict future state or local legislation that could be objectionable to attendees. As a result, calls may be made to break the contractual arrangements and move the convention. Withdrawing from a location is advocated as a form of protest that harms the state's economy and expresses the collective voice of thousands of CCCC members through the decision of their elected Executive Committee members.

At the same time, withdrawing from a future site (1) can negatively affect hundreds of service workers who rely on conventions for their livelihood; (2) may have little impact on the state if another organization takes the space vacated by the CCCC; and (3) results, through the organization's absence, in silence on the issues of concern. This silence is particularly problematic for an organization devoted in part to the study and pedagogy of communication as a form of civic engagement and deliberation about issues involving fairness and the humane treatment of all groups of people.

For these reasons, the CCCC Executive Committee has approved the following guiding principles for future convention siting with respect to hostile legislation:

In principle, CCCC will work to change state or local policies in host convention cities that diverge from established CCCC positions or otherwise threaten the safety or well-being of our membership. We will do so by consulting closely with local groups who share our principles and arranging activities and opportunities for members to support those who are disadvantaged by offensive policies or otherwise to use their presence in the offending state as a vehicle for nonviolent protest. We will vigorously communicate the methods of support and/or protest to the media, convention and tourist bureaus, and local and state government officials, with the avowed purpose of provoking policy change or supporting current policies threatened by hostile change. In general, we will follow this strategy of engagement rather than abrogating or cancelling contracts for future conventions as a method of protesting existing or future legislation.

10 Chairs' Letters

See links below for CCCC Chairs' Letters:

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).

2021 NCTE College Forum Committee:

Sarah Z. Johnson, TYCA Chair (2022)
Latrise P. Johnson, ELATE Chair (2022)
Julie Lindquist, CCCC Chair (2021)
Bradley Bleck, College Section Chair (2021)

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

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

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. 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.

If you don't have the extension number with you at the time of your call, you may leave your message in the operator's voice mailbox. Messages are retrieved each morning and throughout the day and forwarded to the appropriate person or department. The main voice mail message also gives you the option of listening to a staff directory if you need a special extension number.

Voice mail is activated 24 hours a day, seven days a week. You may leave a message at any time, day or night. The system is voice activated so please speak normally and clearly. Long pauses in your message may result in the system assuming you are finished with your message. The length of the message is not, however, subject to a predetermined time limit as it is picking up your voice for recording.

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 Chairs, 1949 - present

2022 – Holly Hassel
2021 - Julie Lindquist
2020 - Vershawn Ashanti Young
2019 - Asao B. Inoue
2018 - Carolyn Calhoon-Dillahunt
2017 - Linda Adler-Kassner
2016 - Joyce Carter
2015 - Adam Banks (1/15-9/15) and Howard Tinberg (9/15-12/15)
2014 - Howard Tinberg
2013 - Chris Anson
2012 - Malea Powell
2011 - Gwendolyn D. Pough
2010 - Marilyn Valentino
2009 - Charles Bazerman
2008 - Cheryl Glenn
2007 - Akua Duku Anokye
2006 - Judith (Jay) Wootten
2005 - Douglas D. Hesse
2004 - Kathleen Blake Yancey
2003 - Shirley Wilson Logan
2002 - John Lovas *
2001 - Wendy Bishop *
2000 - Keith Gilyard
1999 - Victor Villanueva, Jr.
1998 - Cynthia Selfe
1997 - Nell Ann Pickett *
1996 - Lester Faigley *
1995 - Jacqueline Jones Royster
1994 - Lillian Bridwell-Bowles
1993 - Anne Ruggles Gere
1992 - William W. Cook
1991 - Donald McQuade
1990 - Jane E. Peterson
1989 - Andrea A. Lunsford
1988 - David Bartholomae
1987 - Miriam T. Chaplin *
1986 - Lee Odell
1985 - Maxine Hairston *
1984 - Rosentene B. Purnell
1983 - Donald C. Stewart *
1982 - James Lee Hill
1981 - Lynn Quitman Troyka
1980 - Frank D'Angelo
1979 - William F. Irmscher
1978 - Vivian I. Davis
1977 - Richard Lloyd-Jones *
1976 - Marianna W. Davis
1975 - Lionel R. Sharp
1974 - Richard L. Larson *
1973 - James D. Barry *
1972 - Elisabeth McPherson *
1971 - Edward P. J. Corbett *
1970 - Ronald E. Freeman *
1969 - Wallace W. Douglas *
1968 - Dudley Bailey
1967 - Richard Braddock *
1966 - Gordon Wilson *
1965 - Richard S. Beal *
1964 - Robert M. Gorrell
1963 - Priscilla Tyler
1962 - Frances E. Bowman
1961 - Erwin R. Steinberg
1960 - Glen Leggett *
1959 - Albert R. Kitzhaber *
1958 - Robert E. Tuttle
1957 - Francis Shoemaker
1956 - Irwin Griggs *
1955 - Jerome W. Archer
1954 - T. A. Barnhart *
1953 - Karl W. Dykema *
1952 - Harold B. Allen *
1951 - George S. Wykoff *
1950 - John C. Gerber *
1949 - John C. Gerber *

* Deceased

CCCC Nominating Committees (2002-2022)

2022
RAsheda Young, Chair
Adam Hubrig
Gavin P. Johnson
Lisa King
Federico Navarro

2021
Cristina Sánchez-Martín, Chair
Trent M. Kays
Ashanka Kumari
Erin McLaughlin
Hannah J. Rule

2020
Jaquetta Shade-Johnson, Chair
Jacob Babb
Genevieve Garcia de Mueller
Mara Lee Grayson
Brooke R. Schreiber

2019
James Chase Sanchez, Chair
Jeffrey Klausman
Rebecca Lorimer Leonard
Santos Ramos
Rachel Riedner

2018
Jennifer Wingard, Chair
Franny Howes
Andrea Malouf
Andrea Riley Mukavetz
Steve Parks

2017
Christie Toth, Chair
Isabel Baca
M. Melissa Elston
Candace Epps-Robertson
Lori Ostergaard

2016
Staci Perryman-Clark, Chair
Timothy Amidon
Christina Cedillo
Mike Edwards
Erika Lindemann

2015
Lauren Fitzgerald, Chair
Jennifer Richardson Burg
Cheryl Glenn
Clancy Ratliff
Jim Webber

2014
Shirley Rose, Chair
Will Banks
Derek Mueller
Michelle Bachelor Robinson
Cheri Lemieux Spiegel

2013
Linda Bergmann, Chair
Amy Kimme Hea
Seth Kahn
Elaine Richardson
Shelley Rodrigo

2012
Kelly Ritter, Chair
Michael Day
Zandra L. Jordan
Carlos Salinas
Blake Scott

2011
Martine Courant Rife, Chair
Kay Halasek
Anne Herrington
Les Perelman
Mya Poe

2010
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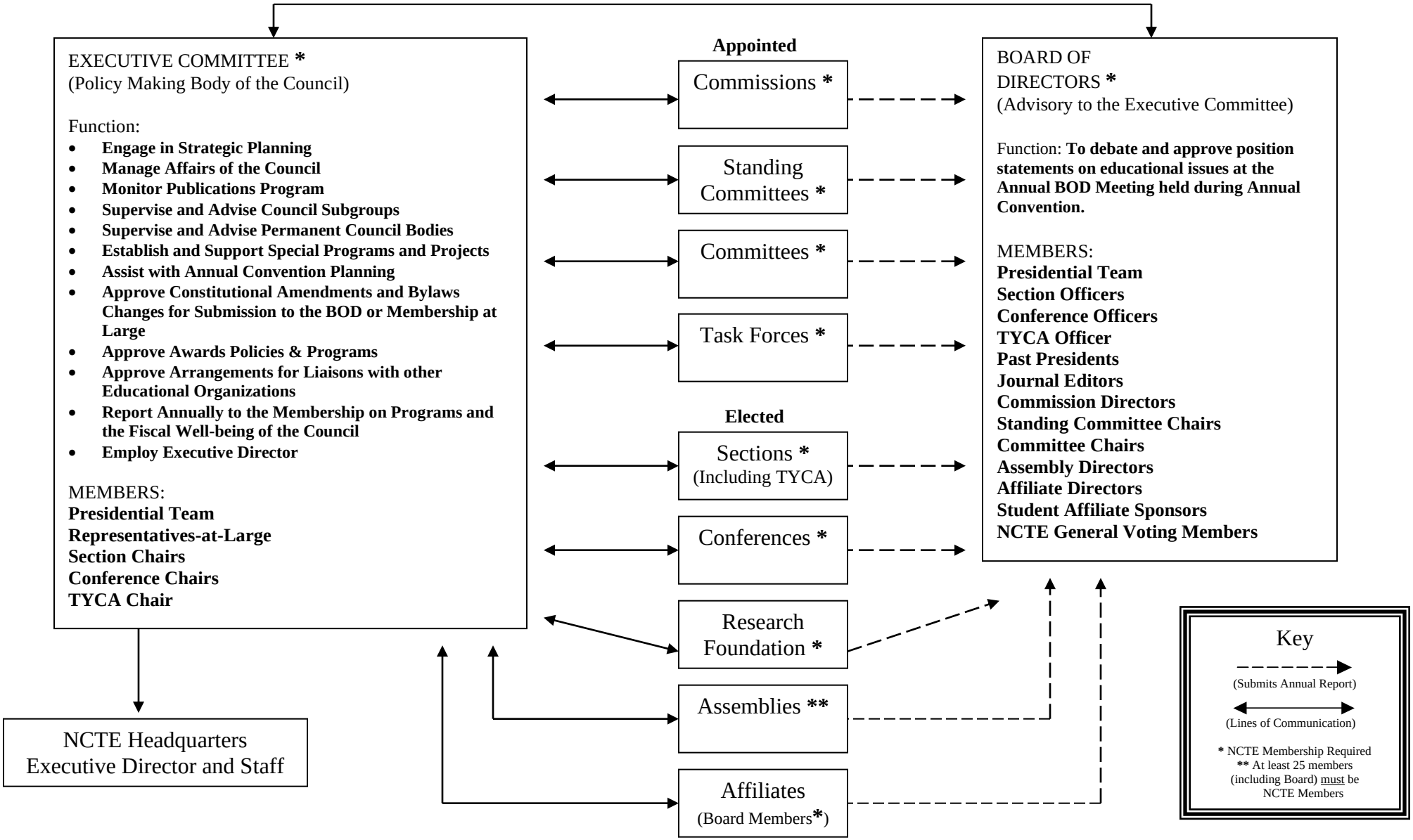

Glossary of Acronyms

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
WILLA	Women in Literacy and Life Assembly