

Sample Successful Standing Group Proposal

CCCC Consortium of Doctoral Programs

I. History of the Consortium of Doctoral Programs in Rhetoric and Composition

The Consortium of Doctoral Programs in Rhetoric and Composition began officially in the Fall of 1993. Prior to that time at two national Conferences on College Composition and Communication (CCCC), a small group of scholars was convened by Charles Bazerman to initiate some plans for a consortium: in 1992, at Cincinnati (Charles Bazerman, Linda Flower, Dick Hayes, Janice Lauer, Louise Phelps, and Barbara Walvoord) and in 1993 at San Diego (Avon Crismore, John Hayes, Janice Lauer, Louise Phelps, Duane Roen, David Russell, Barbara Sitko, and Ross Winterowd). A steering committee was formed to include Charles Bazerman, Linda Flower, Dick Hayes, Janice Lauer, Louise Phelps, and Barbara Walvoord. At these meetings the groups confirmed the need for a consortium of doctoral programs and decided that letters of invitation (see appended letter) would be extended to all programs identifying themselves as offering doctoral degrees in Rhetoric and Composition in a survey published in Rhetoric Review (see appended list). A follow up letter would also be sent to those responding to the invitation, asking them to designate a representative from each affiliating program. The group also planned to hold a workshop on doctoral education and the first meeting of the Consortium at the next CCCC meeting in Nashville. Janice Lauer accepted the position of coordinator of the Consortium. In the summer of 1993, she sent the invitations and follow-up letters and created a timetable for the initiation of the Consortium (see appended timetable). Fifty-six programs registered to be part of the Consortium and designated their representatives.

[At this point in the proposal, the organization's activities are documented by year, starting in 1994, over approximately five additional pages.]

Currently there are 62 doctoral programs that are members of the Consortium (see appended list).

II. Mission Statement for The Consortium of Doctoral Programs in Rhetoric and Composition

The Consortium is a research-oriented coalition of doctoral programs in rhetoric and composition whose purposes are to:

- Facilitate the exchange of research by faculty and graduate students through online postings of dissertations and other research projects, including historical, theoretical, interpretive, and empirical studies
- Provide mutual support of each other's programs in terms of ideas, needs, and problem areas, e.g., developing graduate curricula, faculty resources, and library holdings; dealing with course and dissertation loads, promotion and tenure; admitting and supporting graduate students, both financially and academically; guiding students in job placement; building relationships within English departments and with other disciplines)
- Create a listserv and a website to enable online exchanges among members
- Establish rhetoric and composition categories in the DAI and inclusion of the discipline of Rhetoric and Composition in academic societies

The consortium has

- Established a listserv and website

- Obtained a category in the DAI and a CIP code
- Promoted regional networking among doctoral programs
- Offered workshops and research sessions at conventions
- Conducted surveys of examination practices, course requirements, hiring practices, and graduate placement

It is working on:

- Creating an archive of documents
- Creating a list of faculty willing to advise those starting programs
- Articulating criteria to guide program review

III. CCCC Consortium of Doctoral Programs Proposed Bylaws

Officers' Terms of Service

The Chair, Associate Chair, and Assistant Chair will serve for a two-year term in each office.

Two At-Large members will serve for two-year, non-rotational terms.

The Graduate Student Representative will be appointed annually for a one-year term, in consultation with appropriate CCCC graduate student groups.

All officers, the At-Large members, and the individuals filling Continuing (non-rotating) Consortium roles will serve as members of the Consortium Executive Committee.

Officers' Rotation

Officers will rotate every two years. The entire rotation from Assistant Chair to Chair takes six years. Thus, in a normal rotation the Assistant Chair will serve on the Executive committee for six years (two years as Assistant Chair, two years as Associate Chair, two years as Chair).

In odd numbered years, the Consortium will nominate individuals for the post of Assistant Chair at the CCCC Consortium meeting and elect the Assistant Chair officer by ballot in the Spring following the CCCC. The Assistant Chair will assume the duties of incoming Assistant Chair at the following CCCC (during even numbered years).

In even numbered years, the newly elected Assistant Chair will attend the Executive Committee luncheon as *Incoming* Assistant Chair, in advance of assuming her/his regular duties as Assistant Chair at the end of the CCCC convention.

Officers will rotate and assume their new duties on the day after the close of the CCCC in even numbered years.

For instance, the Incoming Assistant Chair (nominated in odd-numbered years at the Consortium meeting at the CCCC and elected by ballot that Spring) will assume her/his duties as Assistant Chair at the end of the next CCCC held in the following even-numbered year. The Associate Chair will become Chair; the Assistant Chair will become Associate Chair; and the Consortium Chair will become Immediate Past Chair, all at the end of the CCCC meeting held in even-numbered years.

Two At-Large members will be nominated at the CCCC meetings in even years (and elected by ballot in the Spring following the CCCC in even-numbered years). The elected At-Large members will assume their duties immediately after being elected and end their duties on the last day of the next CCCC held in an even numbered year, two years after being elected.

Elections

Nominations for Assistant Chair will be taken at the Business Meeting. Chair contacts nominees to ask if they are willing to run, reminding nominees about the responsibilities and duties of the office.

Voting will be done via email message in the Spring following the CCCC and sent to the official representatives of each school in the Doctoral Consortium and members of the Consortium Executive Committee.

Officers Duties

Chair

- Serves as a member of the Consortium's Executive Committee
- Facilitates the Executive Committee luncheon at the annual CCCC convention (Wednesday, 11:30-1:00)
- Organizes topical program portion of the Consortium meeting at the CCCC, asks speakers to attend and present on the topic.
- Creates and circulates an Agenda for the Consortium meeting at the CCCC.
- Leads the Business Meeting portion of the Consortium meeting at the CCCC.
- Organizes occasional Consortium sessions at the CCCC.
- Serves as the point person/spokesperson for the Consortium
- Serves as the primary liaison to the CCCC
- Appoints a representative to attend the non-CCCC stakeholder groups with an interest in writing
- Checks with nominees for Assistant Chair and the At-Large Representatives to determine their willingness to have their name placed on the ballot.
- Conducts annual balloting.

Associate Chair

- Serves as a member of the Consortium's Executive Committee
- Serves as the Secretary of the Consortium, taking informal notes at the Executive Committee luncheon and formal Minutes during the Consortium meeting.
- Serves as the Liaison to the Undergraduate Majors Consortium SIG.
- Posts notices of the Consortium meeting at the CCCCC on all relevant listservs to encourage attendance at these meetings

Assistant Chair

- Serves as a member of the Consortium's Executive Committee
- Serves as a Liaison with the Newcomers Committee
- Serves as the Liaison to the MA Programs Consortium
- Posts information about Consortium issues/conversations on relevant listservs to encourage input from the broadest possible spectrum of members and interested colleagues

At-Large Members

- Serves as members of the Consortium's Executive Committee
- Serves as liaisons to appropriate CCCC graduate-student groups

Graduate Student Member (identified in consultation with relevant CCCC graduate student groups)

Ex Officio Member (CCCC Assistant Chair)

Continuing Consortium Roles (non-rotating)

Membership Coordinator and Treasurer

- Updates membership lists

Web site Coordinator

- Updates and coordinates Consortium web site
<http://www.cws.illinois.edu/rc_consortium/index.html>
- Updates and coordinates Consortium listserv consortium@list.msu.edu

Liaison to Visibility Project

- Coordinating the Consortium's role in the Visibility Project and acting as liaison to other organizations and to CCCC Committee in efforts to make rhetoric and composition/writing studies visible in national databases and classification systems

Consortium Archivist

- Keeps historical records
- Keeps current records
- Facilitates nomination process

Assessment Task Force

- Gathers institutional data for Consortium members
- Gathers statistics on doctoral programs, enrollments, graduation, and post doctoral employment.

IV. Officers Rotation 2009-2012 [Here there is a list of current members in all positions above, with dates of rotation]

V. Minutes [here are included the most current minutes of the group's meeting at CCCC]

VI. Membership list [here is included an email list of all current members of the group]