

## EDUCATE COMMITTEE CHARTER

**Last Updated:** 10-25-22

**Mission/Charge:** This committee is created to provide progressive full spectrum education and training (E&T) and networking opportunities for Federal T2 professionals and key internal stakeholders

**EDUCATE Goals:** GOAL 1: Provide a robust training program for Federal T2 professionals delivered through state-of-the-art mechanisms. (T2 professional training)

GOAL 2: Provide education & training to address two major 'gaps' in the Federal T2 community: (1) T2 professionals communicating how T2 delivers value and benefit to the mission of the lab. (Defining the value proposition) and (2) lab leadership and technical staff on the value and benefit to the mission of the lab. (Executive Education)

GOAL 3: Provide and expand intentional networking and sharing of best practices within the Federal lab T2 community. (networking)

**2023 Operational Tactics:** **Tactic 1:** Develop the Learning Center into an organized Learning Management System, developing at least 7 courses

**Tactic 2:** Plan and conduct at least 10 webinars based on feedback from the PD Subcommittee with related materials that are aligned to the Career Pathways. (Professional Development Subcommittee)

**Tactic 3:** Complete the initial draft version by the end of 2023 for a completed version of the Green Book in 2024 that will align with current legislation and policies. (Green Book Working Group)

**Tactic 4:** Deliver relevant programming at the National Meeting resulting in attendee ratings of 80% or above for meets and/or exceeds expectations. (Program Subcommittee)

**Educate Committee Chair:** Education Committee Chair, Karen Presley

**Subcommittees:**

Program Subcommittee

- Jeff DiTullio

Professional Development Subcommittee Chair:

- Valerie Larkin

Green Book Working Group (\*ad hoc\*):

- Marianne Lynch

**Number of Members:** Minimum 5; Maximum 21

**Terms:** Chair elected for two-year term. Subcommittees Chairs appointed for two-year terms by Chair.

**Member Skills:**

- Must be a current FLC member to be Chair of Committee or Subcommittee.
- Other professionals may join and contribute as deemed necessary by the Subcommittee Chair with approval of the Chair.

**Type of Meetings:**

- In-person Meeting at the National Meeting
- Monthly Teleconferences
- Education Chair to attend quarterly Executive Board (EB) Meetings
- \*As needed for updates to Reference Materials

**Committee/Subcommittee Chair** Committee and Subcommittee Chair Members are expected to:

**Expectations:**

- Lead the Committee/Subcommittee in alignment with the FLC Strategic Plan
- Drive the Committee/Subcommittee to accomplish their Tactic(s)
- Develop the monthly agenda in conjunction with Cooperative Agreement Partner (CAP) staff member
- Lead the monthly meetings
- Meet with the CAP staff member monthly
- Provide quarterly updates on Committee/Subcommittee activities to the EB
- Devote six to eight hours per month to the Committee/Subcommittee
- Attend the National Meeting
- Update this Charter initially and annually with the CAP staff member (Committee Chair only)

**Committee Expectations:** Committee Members are expected to:

- Accomplish their Tactics
- Attend 75% of Committee calls
- Devote an additional hour a month to the Committee
- Attend the National Meeting

**Cooperative Agreement Partner** The CAP is expected to:

**(CAP) Expectations:**

- Implement the activities of the Committee
- Meet with the Committee/Subcommittee Chairs monthly
- Provide guidance and perspective to the Committee/Subcommittee on the Tactic(s)
- Develop the budget for the Committee/Subcommittee
- Organize and support the monthly conference calls (including scheduling, teleconference numbers & recording of minutes)
- Attend all Committee/Subcommittee conference calls



- Organize the Committee/Subcommittee meeting at the National Meeting
- Provide updates to the Committee/Subcommittee on related activities of the FLC
- Contribute to a unified dashboard to inform the EB on Tactic(s) status
- Update this Charter annually with the Committee Chair

**New Member Recruitment:** New Members will be added following Committee elections. Transition will occur on October 1 following the Committee Chair election.

**Educate Committee Budget:** Budget: \$ 940,000  
Appendix A

**Timeline:** Appendix B

**Lead Staff Liaison:** Amy Thomsen, Professional Development Director

**Other Staff Members:** Lauren Smith-Carter, Professional Development Associate

## Appendix A

### Committee Budget 2023

Committee	Subcommittee	Activities	FY 2023 Other Objects/ Expense	Labor/ Admin	Program Income	Change Requests/ Initiatives	Total	Delta
<b>Educate</b>			\$678,250	\$556,600	\$296,350		\$476,750	-\$253,615
	<i>Program</i>		\$478,250		\$296,350			\$1,500
		National Meeting			\$296,350			
		Other Meeting Support						
	<i>Professional Development</i>		\$200,000				\$200,000	\$0
		Learning Center/ LMS						
		Credentialing/Certification						
		Webinars						
		Course Development						
		On Demand Training						
		In Person Training/National Meeting Training Day						
		Playbook						
		Mentorship						
	<i>References</i>						\$0	\$0
		Green Book						
		Desk Reference						
		Other Resources						

## Appendix B

### Template Timeline

Quarter	Tactic 1:	Tactic 2:	Tactic 3:	Tactic 4:
	Develop the Learning Center into an organized Learning Management System, developing at least 7 courses	Plan and conduct at least 10 webinars based on feedback from the PD Subcommittee with related materials that are aligned to the Career Pathways	Complete the initial draft version by the end of 2023 for a completed version of the Green Book in 2024 that will align with current legislation and policies	Deliver relevant programming at the National Meeting resulting in attendee ratings of 80% or above for meets and/or exceeds expectations. (Program Subcommittee)
1	Analyze current offerings to define gaps in learning  Align current offerings to Career Pathways  Research other technology transfer organizations offering courses  Organize content into easily accessible categories	Implement the recommendation from the Needs Assessment in the form of relevant webinars Develop webinars to include goals, objectives, and career pathways	Identify SME's to update the Green Book  Develop a timeline of completion for the Green Book	Research Networking Opportunities through a mentoring program
2	Assign Digital Badges to appropriate courses  Develop a learning evaluation system that accurately measures content in each course	Assess webinars based on survey responses, educational content, and delivery of information	Regularly meet with Green Book working group	Develop an outline for mentoring program
3	Continue to add courses to the LMS  Add to library of instructional videos  Create a Curriculum Guide to include all available offerings aligned to career pathways and level	Research other vendors that produce technology transfer webinars		

4	Develop study guides and other interactive materials	Identify additional webinars and presenters for 2024	Finalize draft of Green Book	Survey Needs for a mentoring program
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