



Federal Laboratory Consortium
for Technology Transfer

Educate Committee Charter as of September 24, 2021

Educate

EDUCATE COMMITTEE CHARTER- DRAFT

Last Updated:	9-28-21
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:	<p>GOAL 1: Provide a robust training program for Federal T2 professionals delivered through state-of-the-art mechanisms. (T2 professional training)</p> <p>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)</p> <p>GOAL 3: Provide and expand intentional networking and sharing of best practices within the Federal lab T2 community. (networking)</p>
2021 Operational Tactics:	<p>Tactic 1: Initiate online courses that intentionally advance the T2 professional from novice to expert. (Professional Development Subcommittee)</p> <p>Tactic 2: Collect, develop, and maintain an online Learning Center to include available, T2 training, webinars, and related materials. (Professional Development Subcommittee)</p> <p>Tactic 3: Update the Desk Reference as a comprehensive guide to T2 and update playbook of best practices. (T2 Reference Subcommittee)</p> <p>Tactic 4: Deliver updated programming at the National and Regional Meetings. (Program Subcommittee)</p>



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Educate Committee Chair:	Education Committee Chair, Karen Presley
Subcommittees:	<ul style="list-style-type: none">• Professional Development Subcommittee Chair:<ul style="list-style-type: none">○ Valerie Larkin• T2 Reference Subcommittee Chair:<ul style="list-style-type: none">○ Sabra Tomb• Program Subcommittee Chair:<ul style="list-style-type: none">○ Kathleen McDonald and Jeff DiTullio
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:	<ul style="list-style-type: none">• 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:	<ul style="list-style-type: none">• In-person Meeting at the National Meeting• Monthly Teleconferences• Education Chair to attend quarterly Executive Board (EB) Meetings
Committee/Subcommittee Chair Expectations:	Committee and Subcommittee Chair Members are expected to: <ul style="list-style-type: none">• 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)



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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
(CAP) Expectations:**

The CAP is expected to:

- 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: \$ 1.5 Million
Appendix A

Timeline:

Appendix B

Lead Staff Liaison:

Amy Thomsen, Professional Development Director

Other Staff Members:

Sarah Germain, Professional Development Manager

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Appendix A

Committee Budget 2022

Item	Subitem	Income	Total Expenses	Sub Expense	Net Expense
Educate Activities					
	National Meeting	\$296,350	\$476,750	\$476,750	\$180,400
	Regional Meetings	\$95,000	\$211,250	\$211,250	\$116,250
	Educate		\$200,000	\$200,000	\$200,000
Educate Total			\$888,000		
Labor/Admin			\$600,465	\$600,465	
Total Expense		\$391,350	\$1,488,465		\$1,097,115



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Appendix B

Template Timeline

Quarter	Tactic 1:	Tactic 2:	Tactic 3:	Tactic 4:
	Initiate development of online courses that intentionally advance the T2 professional from novice to expert.	Collect, develop, and maintain a Learning Center to include available, T2 training, webinars, and related materials.	Update the Desk Reference and T2 playbook best practices.	Deliver programming at the National and Regional Meetings.
1	Identify an LMS to house online course content with ability to provide micro-certifications. Identify SME's to update Desk Reference	Identify a Vendor to conduct a Needs Assessment across the FLC membership	Update Desk Reference	
2	Develop curriculum framework for T2 courses T2 for Beginners course uploaded into LMS	Tag offerings on FLC website to include level of complexity, career path, and subject matter. Conduct Needs Assessment	Beta test creation of interactive reference material.	T2 for beginners training session survey results analyzed.
3	Analyze Needs Assessment to identify next steps in developing online curriculum. Begin Learning Center on FLC website	Launch Education Panel Webinar Series	Update Playbook	National Meeting feedback report categorized for Educate purposes.



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4				Enable Networking Opportunities through e-groups
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