



Federal Laboratory Consortium
for Technology Transfer

Educate Committee Charter as of January 19, 2021

Educate

EDUCATE COMMITTEE CHARTER- DRAFT

Last Updated:	1-19-21
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: Develop a training framework to intentionally advance the T2 professional from novice to expert. (Professional Development Subcommittee)</p> <p>Tactic 2: Collect, develop, and maintain a clearinghouse of available, high quality T2 training. (Professional Development Subcommittee)</p> <p>Tactic 3: Develop an executive education package targeting lab and agency senior leadership. (T2 Reference Subcommittee)</p> <p>Tactic 4: Deliver high quality programming at the National and Regional Meetings. (Program Subcommittee)</p>
Educate Committee Chair:	Education Committee Chair, Karen Presley
Members:	<ul style="list-style-type: none">• Professional Development Subcommittee, Valerie Larkin• T2 Reference Subcommittee Sabra Tomb• Program Subcommittee, Kathleen McDonald and Jeff DiTullio



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	<ul style="list-style-type: none">• Dr. P. Kim Pham, OSD• George Lester, OSD• Vicki Allums, Esq., DAU• Linda Burger, NSA• Kiana Williams, NSA
Subcommittees under this Committee (if any):	<ul style="list-style-type: none">• Professional Development Subcommittee Chair, Valerie Larkin• T2 Reference Subcommittee Chair, Sabra Tomb• Program Subcommittee Co-Chairs, 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 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

Committee Expectations:	<ul style="list-style-type: none"> • Update this Charter initially and annually with the CAP staff member (Committee Chair only) <p>Committee Members are expected to:</p> <ul style="list-style-type: none"> • 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:	<p>The CAP is expected to:</p> <ul style="list-style-type: none"> • 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:	<p>New Members will be added following Committee elections. Transition will occur on October 1 following Committee Chair election.</p>
Educate Committee Budget:	<p>Budget: \$1,036,173.50 Appendix A</p>
Timeline:	<p>Appendix B</p>
Lead Staff Liaison:	<p>TBD, Professional Development Director</p>
Other Staff Members:	<p>Theresa Hurt, Professional Development Coordinator</p>



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Appendix A

Educate Budget (11/1/20 – 10/31/21)

Description	Budget
Program Subcommittee	
National Meeting	\$176,780.00
• Virtual Platform Provider	
• Production Costs	
• Speaker Honoraria	
• FLC Connect Software	
• Registration Software	
Regional Meetings	\$177,600.00
• Virtual Platform Provider	
• Production Costs	
• FLC Connect Software	
• Registration Software	
Staff	\$565,460.17
Materials (Equipment, Travel, etc.)	\$86,333.33
Professional Development Subcommittee	
• Educational Material	\$30,000.00
• SFI #15 - Accelerate On-Demand Learning	\$50,000.00
• SFI #14 – Quarterly Webinars	\$20,000.00
Total:	\$1,036,473.50
Total w/SFI #15 & #14 (+\$70K)	\$1,106,473.50
T2 References Subcommittee - ?	



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Appendix B

Template Timeline

<u>Date</u>	<u>General</u>	Tactic 1: Develop a training framework to intentionally advance the T2 professional from novice to expert.	Tactic 2: Collect, develop, and maintain a clearinghouse of available, high quality T2 training.	Tactic 3: Develop an executive education package targeting lab and agency senior leadership.	Tactic 4: Deliver high quality programming at the National and Regional Meetings.
January	Conference Call Provide Committee Update to EB (plans & status) Select new Subcommittee Chairs, as needed Identify New Committee Members, as needed Review responsibilities and Charter with all Members Send notes to retiring Members	Provide Committee Update to EB (plans & status) -	Provide Committee Update to EB (plans & status) -	Provide Committee Update to EB (plans & status) -	Provide Committee Update to EB (plans & status) -
February	Conference Call National Meeting Planning	-	-	-	-
March	Conference Call	-	-	-	-



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	Develop Committee and Subcommittee agendas for National Meeting				
April	Conference Call Provide Committee Update to EB (plans & status)	Provide Committee Update to EB (plans & status) -	Provide Committee Update to EB (plans & status) -	Provide Committee Update to EB (plans & status) -	Provide Committee Update to EB (plans & status) -
May	Conference Call National Meeting debrief & lessons learned	-	-	-	-
June	Conference Call National Meeting planning launch	-	-	-	-
July	Conference Call Provide Committee Update to EB (plans & status)	Provide Committee Update to EB (plans & status) -	Provide Committee Update to EB (plans & status) -	Provide Committee Update to EB (plans & status) -	Provide Committee Update to EB (plans & status) -
August	Conference Call Regional Meeting preparations	-	-	-	-
September	Conference Call Regional Meeting preparations				
October	Conference Call Provide Committee Update to EB (plans & status)	Provide Committee Update to EB (plans & status) -	Provide Committee Update to EB (plans & status) -	Provide Committee Update to EB (plans & status) -	Provide Committee Update to EB (plans & status) -
November	Conference Call	-	-	-	-



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	Review annual activity recap				
	Revise Committee Charter for next year's work				
	Exit Interview of retiring Committee Members				
December	Conference Call	-	-	-	-
	Finalize annual activity recap				