Notes from October 14th, 2014. STEM HUB Steering Committee Meeting-Astoria Or.

- Call to order & Introductions: Birgitte Ryslinge, Chair
  - Round table introduction of committee members-
- Approval of the Recorded Notes: 7/28/2014
  - Notes approved.
- Intended Outcomes Today-Prior to meeting, committee was sent documents to review: Roles and Responsibilities, Collective Impact Model and Summary needs assessment.
  - Committee Chair reviews agenda and goes over intended outcomes for the meeting. These outcomes are highlighted below:
    A. SC members understand and agree upon roles and responsibilities as committee and individuals.
    B. SC members understand and will apply the Collective Impact Model
    C. Mission and Vision, at high-level (very draft)
    D. SC agrees upon and adopts processes & structures as needed
    E. Updates on activities since last SC Convening
    F. Identify key topics to be discussed at upcoming meetings
- Talking points from review of outcomes:
  - Regarding Collective Impact-Potential to have big impact. Model approaches to long term success
  - Desire to relate Collective Impact to roles and responsibilities
  - Comment in regards to the Collective Impact Model-Puts the responsibility of the individual to have a boarder perspective approach to their involvement with the committee.
- SC members understand and agree upon roles and responsibilities as committee and individuals.
  - Discussed Guidance, Vision and Oversight section of policy.
  - Discussed Representation and Leadership section of policy. Talking points:
    - Dual representation-keep integrity. Communicate/connect with people outside of groups related to our line of work.
    - Pass on information to folks around us/others connected to
    - Live, Breath and support collective impact efforts. Work past barriers along the way.
    - Stay on task
    - Go to website regularly to have better understanding of its functions. Use website as a way to update, review and connect to resources.
  - *Suggestion to setup wikispace profile for committee members for further communications between members.
- Mission and Vision, at high-level (very draft)
  - Committee chair lead group into group exercise as a refresher to the Steering Committee’s Mission and to confirm committee’s joint understanding.
  - Activity Setup:
    - Round table discussion-In 2024 what would achieve from the Regional STEM Hub? Idea’s below:
    - Economic Growth
- More resources for education-opportunities/hands on
- More students in STEM related jobs
- Across the board communication between non-formal and formal educators
- Attract people from outside the region to STEM
- More sense of place for students in their community/culture (STEM Literate)
- More internships/apprenticeships in STEM relate careers (comment made regarding Relaying career fields/opportunities out of Washington State University.)
- Parent involvement in STEM activities-create a STEM culture in our schools that is similar to parent/student involvement in sports.
- Better understanding of formal and non-formal education.
- Build a culture of problem bases learning and board understand/respect for cultural, natural and economic resources.

Action Items

a. Adopt SC Roles, Responsibilities, & Rules of Order
   - Committee adopts policy

b. Adopt Staff Recommendations
   i. New Partners Policy
      - Tracy Crews reviewed Declaration of Cooperation Agreement- Since DC was submitted and approved by the ODE, new prospective partners have shown interests in being incorporated into the STEM Hub-A policy was drafted and approved by committee to guide Steering Committee in incorporating new STEM Hub partners.
         - Questions proposed in drafting policy:
           - How do we move forward in developing and change over time?
           - How do we provide guidance and clarification on the incorporation of new partners?
           - Suggestion on having set date for requests regarding potential partners
           - Full access to funding?

   ii. Funding Allocation Strategy
       - Draft policy proposed to Steering Committee
       - Comment-desire not to leave money on table-prioritize allocation.

   iii. Endorsements Policy
       - Review of draft policy in regards to endorsements/letter of support
       - Comment-request a change of ‘partner’ definition-conflicts to our def. of partners in Declaration of Cooperation and def. defined in draft policy.
       - Comment-grammar error found in draft policy

   iv. Funding Request Guidance
       - Review of draft policy/guidance for funding authorization form
       - Comment-desire for format/rubric for funding requests
       - Reviewed information in policy regarding criteria for funding/not funding

   v. Criteria for Resource Inclusion
       - Reviewed draft policy for criteria of resource inclusion.
       - State in document-Events, activities and resources that are promoted through the STEM Hub:
         - Are relevant to the mission of the STEM Hub
Are Regionally-focused
- Are Recommended by the trusted sources
- Can be Reasonably implemented
  - Comment-desire for criteria for dissemination of information related to the STEM Hub and its resources
  - Make sure that curriculum resources available on the hub are ‘tried & true’
  - Keep information regarding resources detailed and specific

*Actions items approved by Steering Committee*

Updates

a. Hub Activity since last SC meeting
   - STEM Hub partnership plan/Declaration of Cooperation approved by ODE
   - 45 signees for DC
   - Plan will be renewed yearly

b. Budget
   - To date-$15,5325.21 spent
   - Comment-request to have budget update to Steering Committee every month
   - Still could be invoices still not processed at this time
   - Comment-desire to have more detail itemized on budget

c. Assessment and Evaluation
   - Tracy updated Steering Committee on assessment and evaluation process that the ODE has implemented-hiring outside consultant firm to assess test scores and grad. Rate throughout Oregon schools. Looking at measures to eval.

d. Sub-Committee Reports
   i. Student Experience
      - Update by Tracy Crews:
      - Moving forward on NW robotics event
      - 2nd annual renewable energy rally.
      - Possible opportunities-Girls in marine Science camp-
   
   ii. Professional Development
      - Working on opportunities
      - Outline areas of needs/looking into different formats for teachers regarding professional development
      - K-6th-needs for better engagement
      - Update on Coast Learning Symposium-yr 4, 300 participants, 50 sessions. Successful year.

   iii. Communications and Marketing
      - Will be working on Wikispace page for further communication between steering committee
      - Sub-committee met in Aug. planning on next meeting this year.
      - Website is up and running. Keeping up with up to date information as it comes in.
      - Comment-desire to have a tab on website for potential partners to get involved.
Map on website highlights opportunity in field studies in areas up and down the coast.
Website title changed to ‘Oregon Coast STEM Hub’ (dropped Region)
Have established a facebook page, blog that will have more narrative stories.
Contacts.

iv. Sustainability
- No formal meeting has been set. Looking to Nov.
- Future issues to be addressed:
  - Generating a revenue base? Generate fees?
  - Look into different grant opportunities
  - Discussion of having a professional grant writer on staff-more review needed
  - Could the Exec. Director position be the grant writer as well?

e. Upcoming Events
- State of the Coast Conference Saturday Oct. 25th Florence Or.

Future Steering Committee Discussion:

- Strategic planning-develop a logic model of goals and objectives
- What other partners could we enlist into the group to continue our collective impact structure and enhance our goals and objectives?
- Next meeting-January 20th, Coos Bay.

Meeting adjourned.