

Notes from October 14<sup>th</sup>, 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 prosed 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*
      - *2<sup>nd</sup> 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-6<sup>th</sup> –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. 25<sup>th</sup> 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 20<sup>th</sup>, Coos Bay.*

Meeting adjourned.