

STEM Hub Steering Committee Meeting

Marshfield High School, Coos Bay, Or. January 20th, 2015

- Call to order & instructions: Chair Birgitte Ryslinge was unable to attend meeting in person. Attending through phone- Superintendent Dawn Granger stepped up to lead meeting with the assistance of backbone team.
 - *Round table introductions of committee members and guests present-*
- Approval of the Recorded Notes: 10/14/14
 - *Notes Approved.*
- Recap of Agenda-Intended Outcomes for meeting-*prior to intended outcomes member s went around the room giving updates on recent STEM related projects/events/opportunities/etc.*
 - *Janice-N.O.W.*
 - *4 all girl ROV competitions within Coast Region*
 - *Becky-Reedsport Superintendent*
 - *Working towards Prof. Dev. For teachers regarding STEM*
 - *Looking forward to STEM in classroom*
 - *Brian-OPRD*
 - *Held several meetings with staff involved with EE-presented STEM-Hub to staff*
 - *Participating in workshops for non-formal educators to increase understanding of STEM and how to integrate it with current program material*
 - *Teachers from Coos Bay-*
 - *Expressed strong interest/involvement with STEM career readiness for students*
 - *Participating in high level STEM activities*
 - *Very appreciative to STEM Hub support/funding for programs*
 - *Several teachers presented current projects students have been working on in STEM fields*
 - *Community involvement within Coos Bay very strong in related STEM fields*
 - *Community mentors working with classes on Engineering design projects. Students building prototypes and testing eff. In real world scenarios as well as cost eff. To ratio of eng. Projs.*
 - *Ruth McDonald mentioned Picture Perfect Seminar*
 - *Astoria School District has had heavy recruitment for STEM Prof. Dev.*
 - *In Newport-STEM HUB Talk Workshop*
 - *Invited local business*
 - *Good turnout-35 people/3 hrs in length*
 - *Clean Water Festival-Tillamook Estuaries*
 - *March 16th*
 - *Robotics Club*

- *Desired collaboration for robotics club for Coast-*
- *High level/advanced audience.*
- *Adults-students*
- *Cait gave example of successful robotics club between Waldport and Hammond schools.*
- *Tillamook Community College-Summer Event-TECH Trek*
- *OSU College of Engineering Grant Opportunity- Deadline Nov. 2015*
 - *Offered every year*
- *Tillamook School Distric-STEM Edu. Night*
 - *Event had over 400 students*
- *Newport Science Fair*
 - *Jan 29th*
 - *Wind turbine/wave energy projects*

Review understanding of Collective Impact Model lead by Ruth McDonald

- *Ruth updated committee Coastal STEM Hub-*
 - *Currently working very well*
 - *Good communication with partners*
 - *Webpage has received high marks*
 - *Great collaboration*
- *Review-Collective Impact Model*
 - *Ruth showed group 2 videos around the CIM*

Presentation:

Coos Bay Teacher-

- *Boat project-design and engineering*
- *Successful project-based learning opportunity*
- *Strong support/help from Coos Bay Builders Association*
- *Presented power point of project beginning-end*

Presentation:

LEGO Robotics League-

- *Students who participated in competition demonstrated the process of building the LEGO robotics, how they worked together on strategy and the competition.*

Presentation:

Instrument Engineering-

- Teacher/student presented to group making instruments out of raw materials

Ruth-State Initiatives-

- *Showed map of current STEM-Hubs in Oregon*
- *Showed map of Learning Hubs in Oregon*
- *Showed map of Early Achievement Col. Initiative Hubs in Oregon*
- *Meagan reviewed Regional Achieve Collaboration*
- *Notes from RAC/STEM Summit on Wikispaces-Nov.21st RAC notes*

Action Items:

- A. Recruitment of Reps for Steering Committee from underrepresented groups
 - *Tracy Crews mentioned that there is a need to have underrepresented groups involved with the Coastal STEM Hub at all levels-question was put to group if anyone knew of someone who could be recruited by committee*
 - *Brian will contact Confederated Tribes of Siletz*
 - *Commit was made regarding the need for someone who can best rep. the minority pop. In our schools involved with the Coastal STEM Hub*
- B. Executive Committee-members, role, meetings
 - *Discussion to group if Exec. Committee team is necessary for the future success of STEM Hub*
 - *Working on revisions on Vision & Mission of STEM Hub*
 - *Need a similar CORE group to work on tasks/issues with Backbone. Examples: Grants, moving logic model forward*
 - *Question-will the Exec. Team be pulled from Steering Committee? Yes.*
 - *Overall agree on the development of an Exec. Committee for STEM HUB.*
 - *Janice from N.O.W. and the Superintendent of Coos Bay volunteered to be on Exec. Team.*
 - *Motion to approve Exec. Team-Approved*
- C. Executive Director-Decision to have or not-Job description, timeframe
 - *Question-what have other HUBS across the state done in regards to Exec. Dir.?*
 - *Portland Metro-Full time*
 - *The rest of a half-time director*
 - *Request to increase FTE*
 - *Money not budgeted in current fiscal year for possible Exec. Dir.*
 - *Looking to next biennium if funding is secured*
 - *Group way pros and cons of Exec. Dir.*
 - *Exec. Dir. Could act as point person for other initiatives*

- *Backbone cannot sustainably continue current workload for STEM Hub. Exec. Dir. Can take on more tasks and objectives for HUB and give backbone more time to work on other related duties.*
- *Motion was put forward to establish Executive Director for Coastal STEM Hub*
 - *Approved*
- *Amend motion that Exec. Team comes back to steering committee 1 week prior to next meeting with position description, timeframe and research regarding Exec. Dir.*
- *Commits made from group-*
 - *Request that Exec. Dir. be engaged in communication with steering committee and be able to fund themselves.*
 - *Need a person who can look into future funding opportunities for Regional STEM Hub.*
 - *Sustainability of the Region STEM Hub a major focus and need for Exec. Dir.*

Budget:

- *Allocation & spending model for districts in region STEM Hub presented to group*
- *It demonstrated the funds teachers are currently accessing for STEM related projects, professional development and misc. expenses.*
- *Discussed current % of budget expended-*
 - *53% of budget expended*
 - *Lag time between school districts submitting invoices.*
 - *Need to have budget down to 0 by June.*

Professional Development:

- *Atleast 5 upcoming Pro. Dev. Opportunities coming up*
- *Check website for more information regarding opportunities.*

Learning Opportunities:

- *OSU Day Camps-underrepresented groups preferred*
- *4th-12th grade for wind energy competition*
- *MATE ROV competition*

Sustainability:

- *Grants coming up-*
- *Talk regarding Exec. Dir.*

Communication:

- *Reminder to make sure to use proper forms when submitting photos*
- *Website has been updated-using analytics to measure use of website*
- *Wikispace for Steering Committee-Needs to be Used.*

- Developed a Google folder for mentors
- Please sent Cait event photos, write ups, etc.
- Student/teacher interest surveys

Evaluation Committee:

- Working on drafting description with goals
- Will work with Exec. Team
- Looking to overlap with State STEM goals
- Looking into outside contract reviewer

Future Steering Committee Review:

- Questionnaire for Committee
- Have more direction for sustainability committee
- Grant writing

Next Meeting: April 14th- 11:00a.m. to 3:00 p.m. Tentative location-Tillamook