

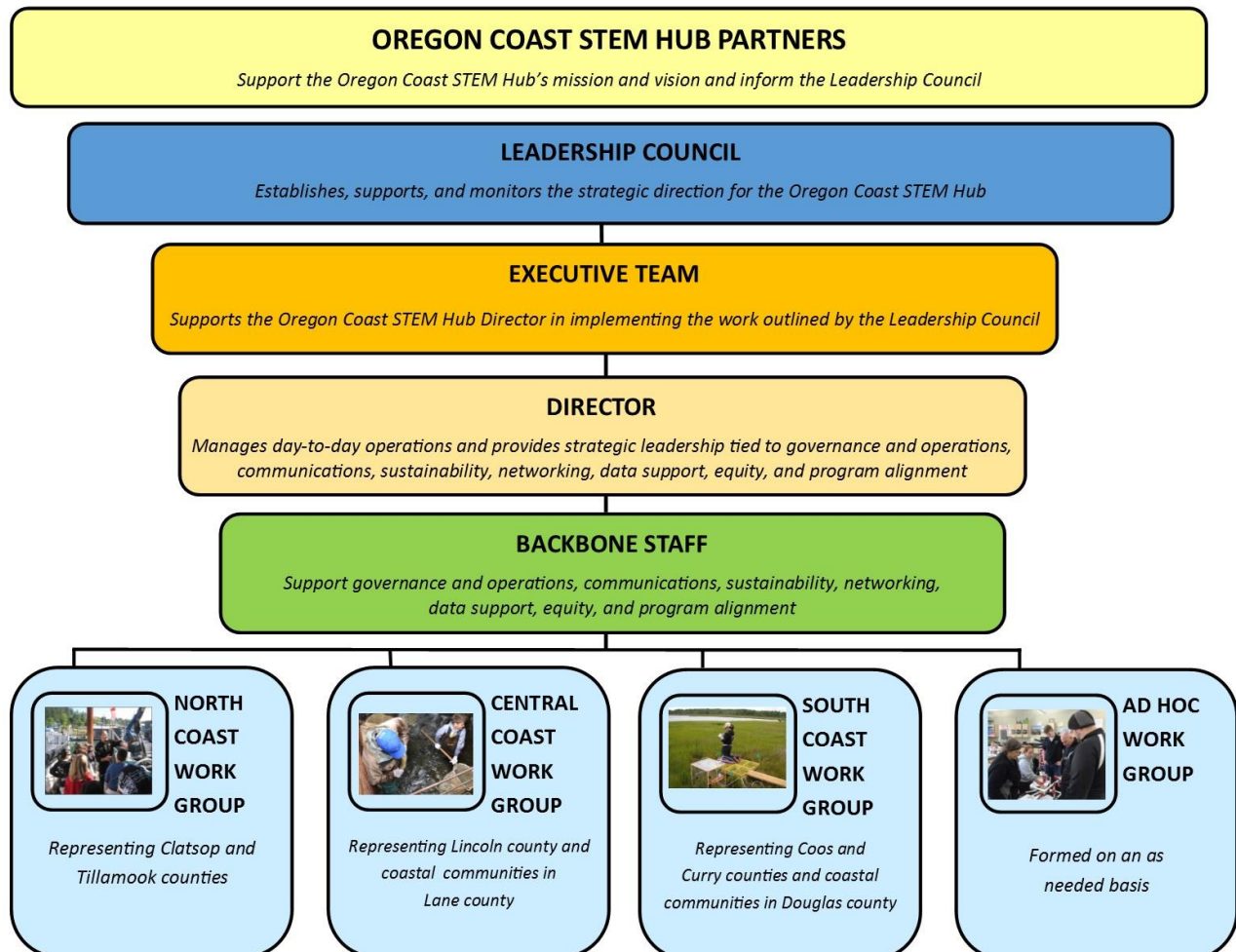
Oregon Coast STEM Hub Regional Work Groups Guidance Document

Work Groups are on the ground extensions of the STEM Hub, that work to increase community engagement, inform the Leadership Council and staff about localized opportunities and needs, and plan and implement activities that support the STEM Hub strategic initiatives listed below.

1. Provide Professional Development (PD) for educators in effective instructional practices focusing on STEM integration and Project Based Learning (PBL);
2. Support STEM experiences for preK-20 learners by providing connections to STEM professionals in the classroom and in the field, equipment and resources for carrying out STEM-related activities, and opportunities to showcase learner-created designs and STEM projects;
3. Create a STEM network of resources, programs, and professionals to support STEM for preK-20 learners, including a website which will serve as a clearinghouse or conduit for connecting business and community resources with educators, parents and students.

Work groups are expected to use their collective expertise and connectivity to local communities to inform the Leadership Council and staff of stakeholder needs and potential resources and opportunities that can be leveraged to meet OCSH goals.

Below is a diagram that shows how work groups connect to the larger STEM Hub structure.



Work Group Structure and Functionality:

There will be a minimum of three standing Work Groups. The standing Work Groups for the OCSH shall be regional:

- North coast Work Group –comprised of cross-sector members from Tillamook and Clatsop Counties
- Central coast Work Group – comprised of cross-sector members from Lincoln County and the coastal communities of Lane County.
- South coast Work Group – comprised of cross-sector members from Coos and Curry counties and coastal communities of Douglas County.

1. Purpose. Work groups are critical in the development and implementation of the STEM Hub’s Professional Development activities and Student Learning Experiences, as well as helping to promote the STEM Hub in local communities and gather information about localized needs.

2. Composition. The size and composition of each Work Group is determined by its duties and responsibilities as outlined by the Leadership Council.

Work Groups shall consist of representatives within communities of the following:

- School Districts
- Industry/Business
- Higher Education
- Community Organizations (non-profits, out of school organizations, etc.)
- Government Organizations
- Workforce or Economic Development
- Early Learning
- Regional Achievement Collaboratives
- Diversity Representatives
- Tribal Representatives

3. Work Group Member Expectations:

- Support the Oregon Coast Regional STEM Hub’s mission, vision and values
- Commit to serving on the designated work group for a one-year term
- Attend all meetings as applicable (may participate in person or remotely)
- Actively engage in the work group, providing input on proposed activities
- Attend STEM education and/or outreach events if possible
- Leverage professional networks to assist with STEM Hub and associated activities

Optional Work Group Member Contributions:

- Host/support STEM Hub activities in your area
- Promote partnerships with industry, educational institutions and other stakeholders
- Help secure sponsorships/funding as appropriate

4. Selection.

Nominations for Work Groups will be accepted from STEM Hub Partners, the Leadership Council, existing Work Group members, and/or members of coastal communities. Self-nominations are acceptable.

5. Work Group Officers:

Each Work Group shall have two Co-Chairs. A Chair of the North Coast Work Group shall be the OCSH North Coast Coordinator. A Chair of the Central Coast Work Group shall be either the OCSH Programming Coordinator or the Professional Development Coordinator. A Chair of the South Coast Work Group shall be the OCSH South Coast Coordinator. Co-Chairs for each Work Group shall be elected by the Work Group.

6. Powers and Duties of Work Group Officers:

Work Group Officers set the agenda for and facilitate work group meetings. They set the tone for the Work Group and encourage a collaborative process. The officers ensure that the members have the information they need to complete their work. They oversee the logistics and general administration of the Work Group's operations. The officers are also responsible for making regular progress reports to the OCSH Director and Leadership Council on the Work Group's challenges, opportunities, successes, and overall progress.

7. Meetings:

The number of meetings related to business needs of the Work Group may be set by the individual body, as well as the meeting location, date, and time. Meetings are open to anyone. Minutes shall be recorded by a member of the Work Group, distributed to the OCSH Director, and posted on the OCSH website. Minutes need only be brief and reflect actions and recommendations. A member of the OCSH backbone staff will attend each Work Group meeting to provide continuity and a flow of information across Work Groups.

8. Decision-Making.

A quorum for conducting business is a simple majority of the membership of the Work Group. Each Work Group will strive to make decisions and recommendations by consensus. Consensus is defined as "all Work Group members can live with the decision or recommendation." In absence of consensus, decisions will be made using a supermajority rule of 75%. Members are assumed to be contributing input on their own behalf and are not committing their business, agency, nonprofit, or government to any decision without approval by their associated decision-making body. Backbone staff will be ex officio, non-voting members of Work Groups.

9. Ad Hoc Work Groups

Ad Hoc Work Groups will follow the same guidelines as standing Work Groups. Ad Hoc Work Groups will be formed on an as needed basis to meet a specific goal and will operate for the duration required to meet the goal.

Appendix 1: Mission, Vision, Goals, and Values

OCSH Mission Statement

The Oregon Coast STEM Hub engages learners with STEM by leveraging local and regional resources and collaborating with diverse partners.

OCSH Vision Statement

The OCSH fosters a culture of STEM innovation by engaging people of all ages to create a vibrant and prosperous region.

OCSH Goals

The OCSH helps establish a coherent, rigorous, and equitable system of STEM education for all students and youth along the Oregon Coast. In addition, the Hub excites youth and parents about STEM education and STEM-related careers; link educators, parents and students to STEM-related educational opportunities; support the sharing of lessons learned and best practices among both formal and informal educators; and identify and create opportunities for industry and community partners to engage with teachers and students.

The long-term goals of the STEM Hub are that:

- Students have the knowledge, skills, experience, and motivation needed to enter post-secondary education and high paying, in-demand careers in STEM-related fields.
- Oregon businesses and industries have access to an Oregon-educated STEM talent pool that is highly skilled and globally competitive.
- Oregon Coast schools and teachers have the tools and support needed to deliver world-class STEM instruction.
- Coastal Oregonians have the scientific literacy and technological knowledge needed to make informed decisions in their personal lives and as citizens to address increasingly complex and interconnected local, regional, and global issues.

Values: Our values inform our decision-making and guide our behavior.

- **Transparency:** *We are an open book.* We conduct ourselves with openness and honesty in all aspects of our work. Our transparency makes mutual trust possible.
- **Focus:** *We keep our eyes on the ball.* We develop shared goals and prioritize our work. We recognize that aspects of our work will move slowly, but we keep pushing forward. We look forward to the future, while recognizing and valuing what has proven successful in the past, and make decisions necessary to accomplish important goals.
- **Equity:** *We want everyone to succeed.* We respect people, value diversity, and are committed to equitable access for all.
- **Accountability:** *We do what we say we will do.* We are accountable to one another and to our partners.
- **Integrity:** *We do the right thing even when no one is watching.* We act responsibly, respectfully, and with honesty – in our work, with the people we interact with, and in

the decisions we make.

- **Collaboration:** *We work together.* We leverage our collective strengths and build honest and open relationships through communication. We realize we represent a larger community and we strive to serve and support our partners.
- **Action:** *We work towards positive outcomes.* We anticipate opportunities and challenges, and are quick to confront complex or ambiguous situations, while always considering the impact of our decisions before we proceed. Our constant pursuit of solutions enables better decisions and better outcomes, making a tangible difference in communities around us - for the better.
- **Innovation:** *We evolve:* We take risks and confront failure openly. We recognize and repeat success aggressively. We sustain a spirit of adventure by investing in and rewarding curiosity, creativity, and innovation.