

## **DivCHED International Activities Committee**

### **Purpose:**

The International Activities Committee interacts with, learns from, and contributes to international efforts that are concerned with the teaching and learning of chemistry throughout the world.

**Vision:** As the International Activities Committee of the Division of Chemical Education, our aim is to engage and connect with other networks of chemistry educators with global interests. Through these networks, we will exchange ideas about chemistry education research and practices that promote equity and diversity in chemistry education.

### **Composition:**

A committee chair, appointed by the Division chair, and a maximum of 15 additional members chosen from Division members with a commitment to or established interest in international chemical education activities. The committee chair nominates committee members for approval by the Division chair. The committee can establish subcommittees and task forces that focus on specific responsibilities.

### **Responsibilities:**

Host symposia and events both in and out of the United States, wherein the co-organizers will consist of one veteran DivCHED IAC member, one new DivCHED IAC member and one international ACS DivCHED member.

Disseminate information pertaining to international events through our DivCHED website and social media.

Support global research interests by offering a yearly travel award in the amount of \$2000 to support an ACS DivCHED member to attend international meetings.

Promote and arrange collaborations.

Collect and distribute information from International Union of Pure and Applied Chemistry (IUPAC) and International Council of Associations for Science Education (ICASE) to members of the Division of Chemical Education.

Maintain a close working relationship with the ACS Joint-Board Council on International Activities; communicate with other international activities and chemical education committees, divisions and boards of the ACS, so the respective committees can work together and avoid unnecessary duplication of efforts.

Discuss, act on and answer requests received by the ACS from chemical educators in developing countries for help on curricula, lab experiments, and other assistance with chemical education.

Be sensitive to and concerned about the human rights of chemical educators worldwide.

**Timetable:**

The committee chair submits information requested by the Division secretary by February 1st to assist in the preparation of the Division annual report. Note: The committee's annual report is the responsibility of the chair who served during the year covered by the report. The report should include an accounting of the past year's planned goals and objectives, as well as those planned for the coming year.

*February:*

The committee chair drafts the committee report for review at the Division Executive Committee meeting scheduled for the spring. National meeting, submits items to the Division chair for inclusion on the spring Executive Committee agenda, requests a room from the Division's executive assistant for the committee meeting to be held at the Spring National meeting. The committee chair distributes the agenda and schedule for the spring committee meeting.

*March/April:*

The committee meets at the spring National meeting of the Society.

*April:*

The committee chair circulates the minutes and action items of the Finance Committee meeting to all committee members.

*July:*

The committee chair drafts the committee report for review at the Division Executive Committee meeting scheduled for the fall. National meeting, submits items to the Division chair for inclusion on the fall Executive Committee agenda, requests a room from the Division's Executive Assistant for the committee meeting to be held at the Fall National meeting. The committee chair distributes the agenda and schedule for the fall committee meeting. In some cases, the committee may choose to meet at the Biennial Conference on Chemical Education in place of the Fall ACS National meeting.

*July/August:*

The committee chair submits a list of recommended candidates to CPN for committee membership to replace those who are completing their terms of office in the current calendar year.

*August/September:*

The committee meets at the fall national meeting of the Society. Committee members completing their terms of office are recognized and thanked for their service.

*September:*

The committee chair circulates the minutes and action items of the International Activities Committee to all committee members.

*December:*

*The committee reviews this Operations Manual and sends any edits to the Member at Large.*

If completing his/her term of office, the committee chair prepares for the transfer of files to the incoming chair by January 1.