

Pre-College Committee

Purpose:

The Pre-College Committee represents K-12 educators within the Division.

Vision:

The Pre-College committee shares information about the Division of Chemical Education with K-12 educators. And works to connect and support K-12 educators with the broader chemical education community..

Composition:

The committee is composed of two co-chairs, appointed by the Division chair, 12 additional members, and 2 associate members. The Committee solicits volunteers for upcoming vacancies on the committee. Associate members represent the *Journal of Chemical Education* and *Chemical Education Xchange* and provide expertise to the committee.

Term of Office:

The committee chair serves a three-year term and may have previously served as a committee member. Members serve three-year terms and terms are staggered with four (4) committee members either returning or coming on new each year. Members can serve 3 three-year terms.

Responsibilities:

- Provide support, information, and ideas for symposia and workshops for the Pre-College Teacher Day at ACS National Meetings and BCCE when called upon.
- Maintain information on the DivCHED web site that is appropriate for the pre-college community, as well as minutes of the Committee's meetings.
- Generate a list of appropriate resources for pre-college teachers and post this information on the DivCHED Pre-College Committee's page on the DivCHED web site.
- Hold at least two meetings annually, one at the Spring National ACS meeting and the other at the summer chemical education conference (BCCE in even years; ChemED in odd years) at which plans and topics for pre-college teachers are discussed and arranged, as are other items that can further the purpose of the committee. Additional meetings may be held between the face-to-face meetings via teleconferencing.

Timetable:

January:

- Submit the committee annual report to the Division secretary to assist in the preparation of the Division annual report. Request from the Secretary a meeting room for the committee meeting at the spring national meeting of the Society. Solicit volunteers for appointment to the committee in the spring issue of the Division newsletter and through e-mail to other pre-college educators.

February/March:

- Distribute an agenda to all committee members for the spring national meeting of the Society. Submit a committee report for review at the Division Executive Committee meeting and, if appropriate, items to the Division chair for inclusion on the spring Executive Committee agenda.
- Request a meeting room for the committee meeting at the summer conference -- BCCE in even years; ChemED in odd years.

March/April:

- The committee generally meets on Saturday evening at the spring national meeting of the Society. If appropriate, a committee representative presents the committee items submitted for inclusion in the spring Executive Committee agenda.

April:

- The committee note-taker distributes the minutes and action items of the spring meeting to the co-chairs for review.
- If there is need for a teleconference, it is scheduled for May/June.

May/June:

- Host teleconference meeting.
- Distribute minutes of teleconference.

July:

- Submit a committee report for review at the Division Executive Committee meeting and, if appropriate, items to the Division chair for inclusion on the fall Executive Committee agenda. Distribute the agenda and schedule for the committee meeting to committee members for the fall national meeting of the Society.

July/August:

- Submit the budget request for the following calendar year to the treasurer.
- The committee generally meets sometime during the summer chemical education conference -- BCCE in even years; ChemED in odd years -- If appropriate, a committee representative presents the committee items submitted for inclusion in the fall Executive Committee agenda.

August/September:

- If scheduled, meet at the fall national meeting of the Society. Recognize and thank committee members who are completing their terms of office in the current calendar year.

September/October:

- The committee note-taker distributes minutes and action items from the summer/fall committee meeting to all committee members. The Committee members consult via e-mail on recommendations for new members and the results are communicated to the Division chair.
- Plan and host a fall teleconference meeting.

December:

- The chair sends thank-you letters to all committee members who have completed their terms of office. Original documents of potential long-term value that are not needed by the chair in the fulfillment of his/her duties are transferred to the Division archivist/historian. If the chair is completing his/her term of office, the files are prepared to be transferred to the incoming chair by January 1. The committee chair begins the draft of the committee annual report.
- During the last meeting of the year, the committee should consider if any adjustments to the Operations Manual should be made. If so, those updates need to be forwarded to the Member at Large by early December.