

OPAS ACCC #8
September 13, 2006

Attendees: Mary Beth Horton (BEC), Dick Knight (Saturday Academy), Marcie Benne (OMSI), Marilyn Johnson (OMSI), Jo Oshiro (OPAS), Amanda Thomas (OMSI), Michal Young (UO)

Summary

The new date for NOISE (Network of Informal STEM Educators) kickoff is Monday, February 5, 2007. A [project timeline](#) drafted by Ray Vandiver was distributed.

Marcie Benne of OMSI's Evaluation Department joined us to help configure the participant survey:

- Simple profile and ranking of collaboration interests; invite them to bring annual reports, etc. to the event to collect more detailed data
- logistical and demographic data to help in planning and kicking off NOISE; is financial support necessary to attend?
- help identify holes in coverage by
 - content,
 - geography, and
 - sociodemographics.
- update the BEC's [TechnoScienceSuperSite](#)
- few questions, structured with dropdown boxes, etc. and room for comments
- focus on STEM only, for those organizations that do more
- Amanda and Marcie will handle this offline based on this committee input:
 - **Collaboration Interests: (mission-oriented)**
 - Reaching new audiences
 - Communicating and working with schools
 - Finding and training volunteers
 - Working effectively with business
 - Understanding and responding to unmet community (students, families, schools, businesses) needs
 - Understanding best practices for informal STEM education
 - Accessing and sharing STEM educational resources
 - Getting grant funds from new sources
 - Advocacy/lobbying in political realm
 - Grow and sustain successful programs
 - Training for effective organizational operations
- **Key skills** – (tools to increase organizational effectiveness- probably a second survey during the NOISE kickoff event).
 - Evaluation – how do we measure success? Track?
 - Grant writing
 - Board roles and development

- Building collaborative relationships
 - Marketing
 - Rewarding and retaining key personnel
 - Rewarding and retaining volunteers
 - Documenting program so it is transferable, keep org. history
 - Project Management
 - Event Management
 - Documenting curriculum/ program development
 - Quality assurance/ continuous improvement
 - How do you grow successful programs?
 - Effective administrative practices – liability, insurance, background checks, budget
- The first draft of the spreadsheet of potential invitees was revised and expanded. We are targeting those representing a larger constituency – the Director of Pre-College Programs rather than the Director of each program. Exceptions will be made on a case-by-case basis.
 - *Because Di Saunders was unable to attend, the agenda item “Draft Marketing Materials was taken to email initiated by Jo September 13, 2006.*

Next Meeting: Tuesday October 2 1:00-2:30 at OMSI in SERC.

Discussion Details:

Questions for the survey –

Target audience: invited potential participants

Two versions – one for formals, one for informals

Goal: profile of groups, and for their organization, what do they see as the most critical unmet needs in the community? What do they see as collaborations to meet those unmet needs? What hurdles do you face in meeting your goals?

- Must be relatively painless, few questions
- Must answer for organization, only the STEM part

Informals:

- How many STEM programs do you run? OST/ informal – give a definition
- Format: mentorships, clubs, class partnerships, field trip/ events; intensive, focused instruction, limited duration, hands-on

How many students? Budget? Contact hours?

Marcie: today, go for goals rather than questions, then work it over offline.

MBH: Use this demographic info as a kickoff to the day.

AT: What are we going to do with the data?

Feed into TechnoScienceSupersite.

Identify holes – content, geography, sociodemo

MJ: Give them structure, dropdown boxes, checklists

Marcie: Give the opportunity to bring annual report to the meeting, let them match up those figures for analytical work.

DK: Profiling

- please mail us a document – annual report, case statements
- no. of orgs
- types of programs
- number of students
- located where
- percentage underserved
- based on preliminary polling, the following issues are of concern to the majority of groups
- estimate the number of volunteer hours put in your program or volunteers (smaller groups don't track hours)

Marcie: make room for comments

MJ: especially on collaborative needs question

MBH: How important is collaboration to meeting your goals?

DK: Figure out needs re: collaboration. What are top 10-15 benefits of collaboration?

Have them rate – marketing, reaching new audiences, getting new grants, more effectively tapping volunteers,

AT: Need logistical info to make sure can attend – need financial support?

Marcie: Read success measures from grant. A lot of this hinges on collaboration. She will talk to OMSI eval dept. on polishing the questions.

DK: Summary – very simple profile and simple collaboration rank. Shorter is better. Aim for 20 questions.

Marcie: refine with Survey Monkey in monkey.

Amanda and Marcie – refine, layout.

Committee – come up with collaboration questions. Right now.

Amanda's List

Be sure we are getting the right person from seven sisters; need to represent larger consistency. Exceptions on case by case basis.