

# Education and Training Committee Charter

## 1. Purpose

The Education and Training Committee (ETC) advises staff in the direction and guidance on the long-term education and training goals and objectives of the association. A major role for the committee will be to establish and maintain the organization's core curriculum and relate this curriculum to the industry recognized building commissioning job task analysis. The instructional design of the core curriculum shall focus primarily on addressing the educational needs of commissioning professionals to develop and advance their careers. However, the core curriculum will be designed to relate to other building industry stakeholders such as architects, engineers, contractors, building code officials and building owner and operators. The ETC will collaborate with the Professional Development Committee and the NCBC Committee on the development and revisions to the core curriculum, professional development (continuing education) activities, and conference topics. Committee members will assist staff to assure the accuracy and consistency of the content of instructional materials with the BCA mission and Best Practices of the Association as well as the technical standards of the industry.

## 2. Primary Responsibilities

The Committee shall provide guidance on the following specific tasks:

- Instructional Design of Core Curriculum utilizing the following Phases:
  - Design Phase: Develop learning objectives, outline specific courses, classes and lessons, identify content for units of instruction, and determine delivery and assessment methods.
  - Development Phase: Develop, select, review and assemble instructional content including, presentation materials, exercises and activities; develop assessment instruments and select course instructors.
  - Implementation Phase: Review and advise staff on the implementation of education and training activities, delivery of instruction, selection of instructional venues and platforms. Evaluation Phase: Determine how the effectiveness of the core curriculum will be established; determine how to evaluate the implementation phase, including the evaluating of instructors and instructional outcomes.
- Setting guidelines for Professional Development content (Continuing Education?) Define what is considered Professional Development. Determine a method to determinate between content offered through Professional Development activities and the delivery of Core Curriculum. A member of the PDC is to be a member of the ETC.
- Work closely with the Conference Committee on the planning of the NCBC annual meeting. A member of the Conference Committee is to be a member on the ETC.
- Review and advise staff on the accuracy of marketing materials related to education and training programs.
- Conduct market research for development of programs
- Review and approve content from other sources for endorsement or inclusion into our program.
- Development of a business plan/financial planning for all education/training programs
- Assist Staff with reports to the Board of Directors and BCA Membership on program development

- Review and approve all BCA sponsors AIA LU education/training for continuing education by chapters
- Serve as a resource to Chapters to help provide appropriate education/training for their events.

### 3. Membership

The Committee shall consist of a minimum of six and a maximum of ten members. The Committee shall ensure adequate membership to carry out the tasks specified in Section No. 2.

The chair of the Committee shall be nominated by the Executive Director through an application process and with final approval by the Board of Directors. The chair of the committee shall serve a two-year term. All other Committee members will submit an application to serve on the committee. The application will include their credentials, education, experience, and how they are qualified to contribute to the ETC Committee to meet the committee's strategic goals and objectives. Members shall serve for one-year terms. There shall be a no limit to the number of terms any member may serve.

Members that are absent from four committee meetings per year, will be asked to resign from the committee.

### 4. Meetings & Reports

The members of the Committee must meet at least once per year in person (preferred at NCBC). Members are responsible for their own expenses to attend meetings.

Committee will meet on a monthly basis via teleconference unless otherwise determined by the committee chair and the Executive Director.

### 5. Duration

The Committee shall serve until dissolved by the Executive Director.