# Education and Training Committee Charter

# 1. Purpose

The purposes of the Education and Training Committee (ETC) are to (1) provide advice, direction and guidance to staff on long-term education and training goals for the BCxA; (2) establish and maintain the Association’s core curriculum, and (3) correlate curriculum to the industry-recognized building commissioning Job Task Analysis and BCxA Best Practice documents.

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 also be designed to relate to other building industry stakeholders such as architects, engineers, contractors, building code officials and building owners and operators. The ETC will collaborate with the Annual Conference Committee on development of conference topics. Committee members will assist staff to assure the content accuracy and consistency of instructional materials, in keeping with the BCxA mission and Best Practices as well as the technical standards of the commissioning profession.

To accomplish the goals of the BCxA around education and training, this Committee will be divided into three subcommittees:

1. Online Curriculum and Program Development
2. Classroom Curriculum and Scheduling
3. Professional Development Curriculum through webinars and member-only TechTalks

# 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).
* Defining what is considered Professional Development.
* Determining a method to differentiation between content offered through Professional Development activities and the delivery of Core Curriculum.
* Working closely with the Conference Committee on the planning of the annual meeting.
* Reviewing and advising staff on the accuracy of marketing materials related to education and training programs.
* Conducting market research for development of programs.
* Reviewing and approving content from other sources for endorsement or inclusion into our program.
* Developing a business plan/financial planning for all education/training programs.
* Assisting Staff with reports to the Board of Directors and BCxA Membership on program development.
* Reviewing and approving all BCxA sponsors’ AIA LU education/training for continuing education by chapters.
* Serving as a resource to Chapters to help provide appropriate education/training for their events.

# 3. Membership

The Committee shall consist of three subcommittees, each with a minimum of three members. The Committee shall ensure adequate membership to carry out the tasks specified in Section 2 – Primary Responsibilities.

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 who 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 the BCxA Annual Conference). 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.