

Margaret Anne Rogers
OFFICE MEMORANDUM

TO : Group H-12

DATE: April 21, 1978

FROM : Acting Education Committee ~~HA~~ for MAR

SUBJECT : ORGANIZATION AND POLICY PROPOSAL FOR EDUCATION COMMITTEE

SYMBOL : H12-78-91

MAIL STOP: 490

Function: To promote educational and professional development of all H-12 group members through H-12 sponsored seminars, H-12 visitors and continuing formal education.

Structure: members - 6
chairperson

- a. elected by members
- b. responsible for meeting agenda
- c. When the agenda is full, he/she will assign time to each topic

group leader or designated representative - ex officio member and tie breaker

term - 1 yr with additional terms if asked to serve

meeting time - 1st and 3rd Tuesday each month

emergency meetings - called by Chairperson when needed

meeting length - 1 hr maximum for regular - 15 min maximum for emergency

Responsibilities:

A. Seminars

policy - group members are expected to attend seminars on a regular basis

types

a. in house

(1) purpose of in house seminars is to familiarize group members with each others work and to increase intra group communication

(2) all staff is expected to eventually give a presentation; however, presentations are not limited to staff - REASON: good practice and good way to polish a talk for presentation elsewhere

b. visitor from within lab or from out of town

frequency - every two weeks with "inhouse" alternating with "visitor"

length - 30 min maximum for "inhouse" 1 hr maximum for "visitor"

topics - choice of presentor

notice - through inter-office mail and in the case of "visitor" also in Lab. bulletin

B. Visitors

policy - committee will encourage visitors to give seminars

definition - anyone from outside the group who is "visiting" on a formal basis within the group

1047
General



12140

TO: Group H-21
H12-78-91

2-

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notice - to be given to committee two weeks in advance (if possible)
of expected arrival; committee will then notify rest of
group

scheduling

- a. committee needs to know
 - (1) who and their credentials
 - (2) purpose of visit
 - (3) expected arrival and length of stay and whether either
are flexible
- b. committee with above information will ask group at large to
notify them if they want time with the visitor and schedule
time

C. Continuing Formal Education
policy

- a. committee encourages people to submit requests
- b. requests should be applicable to group's efforts
- c. committee will hear all requests from both staff and
technicians
- d. all requests will be forwarded to group leader regardless
of committee's evaluation
- e. committee will issue a policy statement each fiscal year
based on conditions for that year in regard to finances and
group work load

procedure

- a. individual should be prepared to discuss and justify his/
her request at a committee meeting
- b. those involved in scheduling work load for requestor will
be consulted
- c. committee will evaluate request and pass the request to the
group leader with a favorable, nonfavorable, or no comment
recommendation