

**TEXAS TECH UNIVERSITY
STEM CENTER FOR OUTREACH, RESEARCH, AND EDUCATION
(STEM CORE)**

**SCOPE AND STRUCTURE
(adopted November 2020)**

VISION

STEM CORE will be a nationally recognized resource that performs and facilitates collaborative and interdisciplinary activities in STEM education, outreach, and research.

MISSION

The mission of STEM CORE is to integrate and deepen the impact of STEM education, outreach, and research at Texas Tech University and beyond. Currently, STEM CORE's mission and activities align with the three university's primary, comprehensive areas of focus in the strategic plan: 1) Enable innovative research and creative activities; 2) Transform lives and communities through strategic outreach and engaged scholarship; and 3) Provide support mechanisms for educating and empowering a diverse student body.

SCOPE

The scope for STEM CORE is derived from its vision and mission in the realms of STEM education, outreach, and research. All three are weighted equally within the scope of STEM CORE and includes training and professional development. The activities of STEM CORE are in service to and in collaboration with our stakeholders. Stakeholders include but are not limited to Texas Tech University faculty, staff, and administrators, K-12 educators, and informal science community partners.

Although STEM CORE aims to have a role at the national level in STEM issues, the primary mission of STEM CORE is locally based, that is, to improve STEM outreach, research, and education at Texas Tech University and surrounding communities. STEM CORE acts to facilitate interaction, community, and knowledge development in outreach, research, and educational activities among stakeholders.

Our primary functions include the following: 1) providing a service to faculty related to proposal writing and broader impacts consultations; 2) facilitating strategic K-12 outreach; 3) serving as a central hub to culminate and coordinate STEM activities across campus by stimulating networking; and 4) stimulating and sustaining the development of an inclusive and diverse STEM population on campus.

The mission of STEM CORE includes, but is not restricted to:

OUTREACH: STEM CORE facilitates and coordinates outreach between Texas Tech University and our stakeholders.

RESEARCH: STEM CORE helps to identify individuals and facilitate interdisciplinary teams in the development of research projects, ideas and grants, and aids in the creation of broader impact statements and boilerplate information as appropriate for STEM grants. STEM CORE will actively facilitate sustainability efforts.

EDUCATION: STEM CORE furthers undergraduate and graduate opportunities in the areas of STEM education and education research. STEM CORE promotes and coordinates educational opportunities, such as, but not limited to topical seminars, professional development and training, and models of STEM learning.

STRUCTURE

STEM CORE is composed of stakeholder groups, each with different interests, missions, and purposes. The stakeholders can be grouped broadly according to their functions: (1) internal oversight and (2) practitioners. The stakeholder groups are delineated below:

Internal Oversight: This group includes the Director, Associate Directors, and STEM CORE staff. The group will meet at regular intervals (generally monthly, unless extenuating circumstances occur), and is charged to

- Enable and foster teams for multidisciplinary outreach, research, and education
- Facilitate grants for research and education in STEM
- Assist others in grant development through broader impacts and letters of support
- Administer outreach activities consistent with the interest of STEM CORE
- Support and provide educational opportunities in STEM
- Disseminate information through multiple venues, including a seminar series and updates
- Interact with and inform Texas Tech upper administration in areas of STEM outreach, research and education.

In addition to the list above, the Director will oversee the general activities of STEM CORE and have fiduciary responsibilities for the center.

The number of Associate Directors shall be no less than six typically composed of faculty members from the following: two (2) from the College of Arts and Sciences, one or two (1-2) from the College of Education, one (1) from the College of Engineering, one (1) from the College of Agricultural Science and Natural Resources, and one (1) from the College of Human Sciences.

The duties of the STEM CORE staff include, but are not limited to:

- Help to develop, coordinate, and facilitate new and existing outreach programs and educational STEMinars
- Support grant writing in STEM areas
- Website development, design, and upkeep
- Administer budget and financial aspects of programs and the Center

- Coordinate monthly meetings
- Assist, facilitate, and support the development of STEM outreach, research, and education grants that are supported by the Center
- Act as a liaison between STEM CORE and its constituency groups
- Maintain historical information related to STEM CORE and general STEM activities on campus
- Review and affirm membership applicants; send acceptance information
- Take meeting minutes with Director's meetings as needed

Practitioners: Four levels of practitioners exist for faculty and staff, dependent upon the extent of their involvement within the vision and mission of STEM CORE. Practitioners may move between levels, depending upon interest and level of activity.

- a) **Graduate Student Affiliates:** Graduate Student Affiliates are graduate students who are interested in the mission and vision of STEM CORE. In order to be a graduate student affiliate, one is expected to fulfill the requirements listed below as “affiliate” as well as be a graduate student.
- b) **Affiliates:** Affiliates are faculty and staff who wish to be involved with STEM CORE in a peripheral manner, or who wish to utilize the resources, both physical and intellectual, of the Center. In order to be an affiliate, one is expected to fulfill the following requirements:
 - i) Have identified oneself as being interested in the mission and vision of STEM CORE through sign up on the STEM CORE website
 - ii) Have attended at least one STEM CORE activity within a calendar year
- c) **Members:** In order to be a general member of STEM CORE, faculty or staff are expected to meet the affiliate requirements and regularly fulfill at least two of the three requirements:
 - i) Submit or be a part of a submission of at least one STEM, STEM education, or STEM outreach grant
 - ii) Develop or be engaged in at least one STEM outreach activity or program
 - iii) Attend STEM CORE activities
- d) **Fellows:** STEM CORE Fellows are expected to have a vested interest in the mission and vision of STEM CORE, and to go above and beyond the requirements for membership. In order to become a Fellow, the faculty or staff member must have the approval of the Director and Associate Directors and

fulfill all of the requirements to be a regular member and one or both of items below:

- i) Have a recognizable track record in STEM research, education, or outreach funding
- ii) Have a track record of sustained STEM outreach activity and consistently reported on its efficacy at a regional or national meeting or published the results in a peer-reviewed journal