ASCB Education Committee Charter

TYPE OF COMMITTEE: Standing

PURPOSE:

The Education Committee aims to support current and future cell biologists in thoughtfully employing evidence-based, inclusive teaching and mentoring practices with the ultimate goals of improving student learning, development, diversity, and success in the sciences and preparing scientists-in-training to pursue diverse career paths. The committee primarily focuses its work at the undergraduate and graduate level, including individuals who teach and mentor learners in postsecondary education.

The committee uses the following strategies to achieve this vision:

- Increasing use of effective teaching and mentoring strategies (active learning, assessment, equitable and inclusive teaching) by working collaboratively with other ASCB committees and initiatives to design and execute educational programming based on research on effective and inclusive professional development.
- Expanding support, resources, mentorship, and professional networks to support cell biologists across all career levels and stages interested in education-related careers.
- Advocating for education to continue as a priority, both within ASCB and beyond.

COMMITTEE MEMBERSHIP:

- Ideal Size: 2 co-chairs, 15-20 full members, 4-5 associate members, 2-4 ex officio, liaisons as needed
- Term Length: 1 year for associates with potential to be invited for subsequent 3-year full membership with the opportunity to renew once. Co-chairs have 3-year terms with the opportunity to renew once.
- Average Time Commitment: ~20 hours/year plus annual meeting participation
- Membership Type(s): Any ASCB membership category except Undergraduate.

The current committee includes regular, educator, postdoc, and grad student members. The committee strives for diversity of its members in terms of their institutional affiliation, geographic location, professional position and responsibilities, and personal characteristics.

- Approval Process: Co-chairs are approved by Council. Full members are approved by the Executive Committee. Associates are invited by the co-chairs.
- Member Expertise: Committee members are expected to have experience with the principles of scientific teaching (i.e., active learning, assessment, and equity and inclusion) and be committed to continuing their learning about evidence related to effective and inclusive education in ways that are consistent with the Society’s Declaration on Effective and Inclusive Undergraduate Education.[RGM1]
- Duties: The committee organizes professional development sessions at the ASCB|EMBO Meeting, manages online CV review, administers grant-funded mentored teaching programs, writes and/or advises on education-related content for ASCB Communications (website, newsletter, etc.), and reviews travel grant applications and Alberts Award nominations. In alignment with the ASCB Strategic Plan, the committee has developed a robust set of year-round resources as well as professional development workshops at a regional level. The committee works in close coordination with CBE—Life Sciences Education. The committee also engages in periodic review of resources
and strategies in order to make continuous and responsive improvements toward achievement of its mission.

SUBCOMMITTEE(S) MEMBERSHIP:

- **Albert Award Review Committee**
  - Purpose: Review nominations for Bruce Alberts Award for Excellence in Education and select winner
  - Size and Composition: Approximately 5 full committee members, including the co-chairs
  - Term Length: 1 year
  - Average Time Commitment: Varies
  - Approval Process: Subcommittee members are invited by the co-chairs.
  - Duties: Review nominations prior to a 1-hour conference call to select the awardee. The co-chairs inform the winner and all nominators as to outcome. The co-chairs also decide who will introduce the speaker at the award ceremony.

- **Foundational Cell Biology Workshop**
  - Purpose: Invite a local, experienced facilitator to carry out an education workshop at the ASCB|EMBO Meeting
  - Size and Composition: 2 committee members, with the prior year’s lead as an advisor. The lead is a full member paired with a less experienced member. Ideally, the less experienced member is the lead the following year.
  - Term Length: 1 year
  - Average Time Commitment: 10-15 hours plus onsite at the 2-hour event
  - Approval Process: Volunteers are approved by the co-chairs.
  - Duties: Collect input on potential topics, select topic based on feedback, and invite one or a team of workshop facilitator(s) who are located in the host city or who are already planning to attend the meeting (i.e., there are no funds for travel). Work on logistics with staff liaison and with the speakers to ensure the session is engaging and embodies principles of active learning and inclusive teaching.

- **Education Minisymposium**
  - Purpose: Choose abstracts submitted for an education minisymposium at the ASCB|EMBO Meeting
  - Size and Composition: 2 full committee members, with the prior year’s lead as an advisor. The lead is a full member paired with a less experienced member. Ideally, the less experienced member is the lead the following year.
  - Term Length: 1 year
  - Average Time Commitment: 10-15 hours plus onsite at the 90-minute event
  - Approval Process: Volunteers are approved by the co-chairs
  - Duties: In the spring, encourage colleagues to submit abstracts on topics of importance. Once the first abstract deadline has passed, select approximately six people to give talks. Work with the speakers in advance to ensure the session is engaging and embodies principles of active learning and inclusive teaching.

- **Office Hours with the Education Committee**
  - Purpose: Bring educational issues and evidence-based solutions to the attention of the ASCB membership
  - Size and Composition: 2 or 3 members and/or associates
- Term Length: 1 year
- Average Time Commitment: 15-20 hours
- Approval Process: Volunteers are approved by the co-chairs
- Duties: Write quarterly articles for the newsletter. Work with Publications director and representative of LSE to identify topics and refine final copy.

OTHER RESPONSIBILITIES AND DELIVERABLES:

- Manage online CV review: Year-round as applications are received.
- Review nominations for Bruce Alberts Award for Excellence in Education and select winner: Immediately after May 15 deadline
- Design longstanding and new annual meeting programs (workshop; minisymposium; judged undergraduate poster competition with MAC; roundtables on evidence-based teaching and learning strategies, improved teaching skills and knowledge, and biology education scholarship; happy hour for educators): Organization begins in late spring up until applications open for Education and Professional Development sessions and roundtables.
- Organize regional educator meetings and/or professional development workshops: These are generally held in May and/or August. Planning begins at least 6 months in advance.
- Maintain/update teaching resources on ASCB website: Year-round
- Pursue efforts related to further awareness and adoption of recommendations from the Declaration on Effective and Inclusive Undergraduate Biology Education: Year-round
- Write Office Hours with the Education Committee: Quarterly articles for the ASCB Newsletter
- Review travel grant applications: September

MEETINGS:

Members participate in conference calls throughout the year and one meeting held during the ASCB|EMBO Meeting. Subcommittees, taskforces, and grant stakeholders conduct business through emails and conference calls as needed.