



# **W. Kirk Nemeth STEM Committee**

## **I. Purpose of Committee**

The W. Kirk Nemeth Science, Technology, Engineering, and Mathematics (STEM) Committee (the “Committee”) is a committee of the Public Health and Environmental Laboratories (PHEL) at the New Jersey Department of Health (the “Department”) established to develop, deliver, and continuously evaluate a one-day hands-on summer event that will educate and expose high school students to STEM career opportunities and foster dedication to STEM learning.

## **II. Committee Membership**

The Committee is chaired by the Outreach and Workforce Development Lead and shall have at least five (5) members at all times. The Committee shall consist of representatives from the Outreach and Workforce Development, Environmental Chemistry, Public Health Laboratory Services, and Advanced Informatics teams at the Department, and advisors(s) from the external stakeholder Mercer County STEM Council Development. Committee membership may be renewed annually for an unlimited number of terms. Committee members will serve one-year terms beginning January 1st and ending December 31st. Up to one (1) PHEL intern may serve on the committee at any given time. Selected interns will serve on the committee for the duration of the internship.

## **III. Committee Deliverables**

The charge of the Committee shall be to design and implement an in-person event at the Department for selected high school students with an interest in STEM.

Committee deliverables include:

1. Researching and presenting a needs assessment to define program goals
2. Determining program objectives by using the SMART method
3. Developing multi-disciplinary event curriculum by engaging scientists at the Department

4. Coordinating with Mercer County STEM Council to determine event activities and logistics
5. Designing a minimum of four (4) hands-on activities that each align with all STEM macro competencies and illustrate the importance of laboratory data to timely and high quality public health decision making
6. Creating an event itinerary, which will include the start/end times, number of external participants, and schedule of activities
7. Selecting a date and time for the event
8. Ordering materials and supplies for the event
9. Writing a post-event assessment by using measurable indicators to determine successful program practices and areas of improvement
10. Establishing a plan to share the program evaluation with internal and external stakeholders
11. Other items as necessary

#### **IV. Committee Meetings**

The Committee will meet biweekly during the research and development phase of the program, and at least quarterly thereafter. The Committee will meet in person unless a virtual meeting is deemed necessary by the Committee chair and/or members. The Committee Chair or designee will coordinate with committee members to determine the place, date, and time of each meeting. The Committee Chair or designee will develop an agenda in advance of each meeting and communicate meeting details to Committee members in a timely fashion.

#### **V. Committee Reports**

The Committee Chair or designee will produce minutes at the conclusion of each meeting, which will include an attendance record, a copy of the agenda, an agreed-upon time of the next meeting, and a report of Committee discussions with documented recommendations, decisions, and action items. These minutes will be completed no more than twenty-four hours following the meeting and forwarded to the Committee members for proper filing.

#### **VI. Committee Evaluation**

The Committee will conduct an annual performance evaluation to review the performance of the Committee in relation to the requirements of this Charter and such other matters as the Committee deems appropriate.

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S. Mikorski, Committee Chair

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Date Approved