

EDUCATION COORDINATING COUNCIL
GOVERNANCE CHARTER
January 12, 2012

1. **PURPOSE.**

The Education Coordinating Council (addressed hereafter as “ECC” or “Council”) serves as the Agency’s senior decision-making body for strategic direction and planning related to education. The ECC determines NASA strategic education direction and assesses Agency progress toward achieving NASA’s educational Vision.

The ECC also serves as the Agency’s senior decision-making body regarding the integrated Agency education portfolio. It works to baseline and assess the performance of NASA education projects, programs, mission directorate education portfolios, and Center education portfolios to ensure successful outcomes supporting the achievement of NASA strategic education goals and the efficient use of Agency resources.

2. **APPLICABILITY/SCOPE.**

2.1. This charter applies to NASA Headquarters, the Jet Propulsion Laboratory, and NASA Centers, including Component Facilities and all educational activities funded by these entities excluding NASA internal professional development.

2.2. The scope of the ECC encompasses all educational activities conducted by NASA. Governance by the Council shall be used only in cases where decisions require high degrees of integration, visibility, and approval. Regardless of position within NASA’s organizational structure, senior managers are accountable to the ECC Chair with respect to topics addressed by the Council.

3. **AUTHORITY.**

3.1. 51 United States Code (U.S.C.) Sections 20112(a)(3) and 20113(a) of The National Aeronautics and Space Act of 1958, as amended.

4. **GOVERNING COUNCIL AFFILIATION**

4.1 The ECC shall report to the Agency Mission Support Council (MSC).

5. **FUNCTIONS.**

5.1. Specific ECC activities include:

- a. Setting NASA strategic direction for education, measurable education goals, education architecture, and policies related to education at the Agency.
- b. Serving as the senior leadership forum for making decisions on all strategic Agency-level education issues.
 - c. Approving Mission Directorate educational portfolios, Center educational portfolios, Office of Education portfolio, educational activities at other Agency entities, and the integrated Agency educational portfolio and the associated risk.
- d. Providing guidance for the formulation of NASA education plans.
- e. Establishing the highest level metrics against which to measure Agency education performance.
- f. Establishing education mission and budget priorities for the Agency. Mission Directorates, Centers, or other funding organizations maintain authority over their funds.
- g. Approving major new education initiatives and educational partnerships.
- h. Approving communication strategies related to education.
- i. Ensuring that NASA is meeting the commitments specified in the relevant management documents for program/project performance and mission assurance related to education.
- j. Ensuring implementation and compliance with NASA program and project management processes and requirements as modified and applicable to education.
- k. Approving major education programs/projects entry into subsequent life-cycle phases.
- l. Reviewing education programs routinely, including institutional ability to support program/project commitments and reviewing special and out-of-cycle assessments as required.

5.2. The NASA Associate Administrator for Education serves as the ECC Chair and holds the ultimate decision-making authority for the ECC. In instances where the ECC is considering educational programs/projects funded by offices other than the NASA Office of Education, the meeting is co-chaired by the Associate Administrator for Education and the delegated authorized official representing the funding organization. If the Chairs cannot reach consensus and the issue is not related to budget, then the issue will be elevated to the Mission Support Council (MSC). If the issue is related to budget, then it will be elevated to the Executive Council (EC).

5.3. The ECC Chair may create sub-councils or boards as necessary to conduct the Council's business. These organizations will convene, deliberate, report, and disband under direction provided by the ECC Chair.

5.4. The Associate Administrator for Education appoints an Executive Secretary to manage the ECC's activities. The Executive Secretary ensures presentations are properly prepared and presented to facilitate Council discussion and decision-making. Additionally, the Executive Secretary assists the Chair with advance preparation activities, coordinates meeting agendas, distributes minutes, and ensures that information required for ECC deliberations is distributed to the members on a timely basis. The Executive Secretary is a staff function and does not include membership in the ECC.

6. **MEMBERSHIP.**

6.1. The ECC shall include, as its Council membership, offices and personnel invested in education and, its adjunct membership as those individuals needed for a specific agenda item discussion. Membership in the ECC is by appointment. Members or proxies have the authority to act on behalf of the area they represent and are prepared to use this decision authority on behalf of whom they represent at the ECC. The ECC shall be a deliberative body providing a forum for comprehensive discussions of the full spectrum of education issues covered by the ECC Charter. The ECC shall be a decision-making body empowered to direct NASA's policies and investments in education through the Education Portfolio. Council membership will consist of internal NASA education stakeholders, including the following positions or their proxies:

- a. Associate Administrator for Education (ECC Chair except as noted)
- b. Deputy Associate Administrator(s) for Education (alternate ECC Chair)
- c. Office of Chief Technologist representative
- d. Mission Directorate representatives
- e. Center education directors
- f. Jet Propulsion Laboratory education director (membership will comply with the contract terms between NASA and CalTech)
- g. Office of Human Capital Management representative
- h. Strategic Portfolio Accountability manager
- i. Office of Diversity and Equal Opportunity representative
- j. Office of Communications representative
- k. Office of the Administrator representative

Adjunct members, who attend meetings at the ECC's request in order to participate in discussion of a specific agenda item, include the following positions:

- a. Chief Financial Officer representative
- b. Chief Information Officer representative
- c. Chief Scientist Officer representative
- d. Chief Engineer Officer representative
- e. Procurement representative

- f. General Counsel representative
- g. Independent Program and Cost Evaluation representative
- h. International and Interagency Relations representative
- i. Legislative and Intergovernmental Affairs representative
- j. Astronaut Office representative
- k. Office of Education, Budget manager
- l. Office of Education, Program Evaluation manager
- m. Office of Education, Elementary, Secondary, and eEducation manager
- n. Office of Education, Higher Education manager
- o. Office of Education, Minority University Research and Education Program manager
- p. Office of Education, Space Grant and Experimental Program to Stimulate Competitive Research manager
- q. Office of Education, Informal Education manager
- r. Labor representative

6.2. The Chair may invite others who are not members to attend ECC meetings. The Chair may close meetings to invitees at his/her discretion.

6.3 Executive Sessions may be called at the discretion of the ECC Chair. The Executive Session will consist of ECC members and others as called at the discretion of the ECC Chair.

7. **MEETINGS.**

7.1. At a minimum, the ECC meets annually, or more frequently at the discretion of the Chair. The Executive Secretary will publish the actions and decisions of each meeting, separate from the Council notes.

8. **DURATION.**

8.1. The ECC will remain in existence indefinitely.

8.2. The ECC Governance Charter will be reviewed every four years.

9. **ASSESSMENT**

9.1 The ECC shall be assessed regarding:

- a. Verify that action items resulting from the ECC meetings have been completed before the next meeting
- b. Conduct meetings as defined in section 7.
- c. Release meeting notes for Council review within 3 weeks of EEC meeting adjournment
- d. Notify ECC Chair of Member/non-member attendance or absence
- e. Post meeting presentations to ECC section of insidenasa.nasa.gov within 30 days of the meeting.

f. Provide agenda 72 hours in advance of the meeting to ECC section of insidenasa.nasa.gov and as email to members.

10. **RECORDS.**

10.1. The Executive Secretary is responsible for the maintenance of all records associated with the ECC, including this charter. The Executive Secretary will publish the actions and decisions of each meeting separate from the Council notes to the ECC section of insidenasa.nasa.gov