

NCRC Board of Regional Coordinators Policy

Approved Feb 18, 2006 and amended Feb 20, 2010

Education Committee

Operating Policies and Procedures

1. Objective

- 1.1. The role of the Education Committee is to implement the Education mission of the National Cave Rescue Commission (NCRC) as stated in the NCRC By-Laws, and/or as determined by the Board of Regional Coordinators. This includes the development of education policy, curriculum and standards documents that relate to the education of cave rescue personnel and certification of NCRC instructors.
- 1.2. The Education Committee shall foster the development of technically sound standards, instructional curriculum, instructor certification programs, guidelines and test methods for cave rescue personnel, as well as being alert and responsive to new technologies and the developing needs of the public and private sectors as related to cave rescue.

2. Organization

- 2.1. The Education Committee (EC) shall consist of the national coordinator, the training coordinator, the medical coordinator, the database manager, and four members-at-large. EC members should attend committee meetings, and be available to serve on subcommittees. A Curriculum Coordinator shall be appointed by the Training Coordinator to assist the EC. This is a non-voting, staff position.
- 2.2. Each EC member shall have one vote for the purpose of voting their position on all EC matters.
- 2.3. The Education Executive Committee (EEC) shall direct and manage the Education program of NCRC. The EEC shall consist of the Training Coordinator, who shall act as chairperson, and the National Coordinator of the NCRC, who shall act as vice-chair
- 2.4. Subcommittees:
 - 2.4.1. May be established by the EEC.
 - 2.4.2. Subcommittee Chairs will be appointed by the EEC.
 - 2.4.3. Any interested EC member may join a subcommittee.
 - 2.4.4. Non-EC members and other interested parties may participate with the approval of a simple majority of the EC.

- 2.4.5. The EC shall review subcommittee rosters annually and, based on the report of the chair of that subcommittee, recommend additions or removal from the subcommittee roster.
- 2.4.6. The Training Coordinator shall maintain a roster of subcommittee membership.
- 2.5. Subcommittees will have the following duties:
 - 2.5.1. Prepare and/or review documents within their scope.
 - 2.5.2. Assure that the required reviews of documents within their scope take place.
 - 2.5.3. Assure proper procedures are followed.
- 2.6. Standing subcommittees are:
 - 2.6.1. Curriculum subcommittee – Responsible for the development and revision of curricula.
 - 2.6.2. Instructor Certification subcommittee – Responsible for the development and revision of instructor certification/recertification policies and procedures.

3. Responsibilities

- 3.1. The EC and the EEC shall use procedures that maintain the principles of openness, consensus and due process. This includes conducting business in a transparent manner, being receptive to dialogue with non-members as well as with any party interested in any EC document or technical subject. Discussions of personnel matters will be handled in executive session and all documentation of a personal nature will be kept confidential according to the NCRC privacy policy.
- 3.2. The EEC is obliged to assure that all activities and information are unbiased, accurate and disseminated in a timely manner.
- 3.3. The Curriculum Coordinator shall maintain complete records of the development process of all EC Documents and track the status of each document through development. The National Coordinator shall also maintain a current copy of all documents once finally approved.

4. Meetings

- 4.1. EC Meetings shall be held annually and at the call of the EC chair.
- 4.2. Notice of EC meetings shall be sent stating the meeting's place, day and time; and mailed, emailed or faxed at least sixty (60) days prior to the date of the meeting to all EC members and EC subcommittee participants of record. Agendas shall be sent out at least thirty (30) days in advance. Meetings may be called with less notice providing that all members agree in advance to such a meeting and to its specific agenda items.
- 4.3. Subcommittees of the Education Committee should meet in conjunction with EC meetings whenever practical but may have additional meetings as needed.

- 4.4. Notice of Subcommittee meetings and an Agenda for that meeting shall be sent stating the meeting's place, day and time; and mailed, emailed or faxed at least ten (10) days prior to the date of the meeting to all current subcommittee members.
- 4.5. Subcommittee meetings may be called on less than ten (10) days notice with the approval of all members. Agendas for such meetings not including all members shall be fixed in advance.
- 4.6. Any meeting may utilize a contemporaneous communications system in which all participants in the meeting can communicate with each other; and participation in a meeting by this system constitutes the presence of the participant at the meeting.

5. Types of Documents

- 5.1. Curriculum: A document set including overall course objectives, lesson plans and supplemental training material designed to meet the course objectives.
- 5.2. Standard: A precise statement of a set of requirements to be used in the development, testing or delivery of knowledge, skills or abilities.
- 5.3. Terminology: A document related to standards having definitions and explanations of terms, words, abbreviations, symbols and acronyms.
- 5.4. Test Method: A definitive procedure that provides for the identification, measurement and approval of one or more qualities, characteristics and properties of knowledge, skills or abilities.

6. Information Dissemination

- 6.1. Education documents that have not received formal, final approval by the Board of Regional Coordinators shall be conspicuously marked as follows: **This document is not approved by the National Cave Rescue Commission. It is under consideration within the NCRC Education Committee, but has not received all approvals required to become a NCRC Education document. It shall not be reproduced, circulated, or quoted, in whole or in part, outside of NCRC EC activities.**
- 6.2. Subcommittee reports should be given at each meeting of the Education Committee. If the subcommittee Chair or his/her representative cannot report at a meeting, a written report shall be sent to the Education Committee Chairman.
- 6.3. Notice of EC activities, including status of EC document projects and subcommittee activities, should be carried in the NCRC newsletter, on the web site and such other communication channels as appropriate.

7. Dispute Resolution

- 7.1. Recognizing that the differing interests of members may lead to conflicting opinions on technical matters, it shall be the responsibility of the EEC to attempt to resolve disputes that occur within the activities of the Education Committee. Failing this, the EEC will

prepare, or have prepared by the applicable subcommittees, an objective report on both sides of the issue, for resolution by the Board of Regional Coordinators. Members involved in any such EC dispute shall be notified of the time and place of the Board of Regional Coordinators' meeting where the dispute will be included on the agenda for resolution and may have a representative attend.

8. Document Creation and Review Process

- 8.1. Any member may petition the EEC to undertake an Education document project that is consistent with the objectives of the NCRC Education Program.
- 8.2. Approved projects shall be assigned to a subcommittee by the EEC.
- 8.3. The assigned subcommittee shall develop the Education document for approval by the EEC for EC ballot. A simple majority of the subcommittee is required for submission to the EEC.
- 8.4. Upon approval of the EEC a ballot shall be sent to all of the EC members.
- 8.5. The ballot shall provide for the following voting selections; Affirmative; Affirmative with comments; Abstain or Negative with comments. Negative votes without written comments will not be considered. Ballot approval shall require 100% of ballots returned be marked affirmative, affirmative with comments or abstain, and require at least a 60% return of all ballots.
- 8.6. The ballot may be sent and cast by email. In the case of a ballot with comments, a copy of the comments must be submitted via email to be considered.
- 8.7. The subcommittee shall review all non-affirmative votes and comments and determine if comments are technical or editorial. A quorum of at least 60% of the subcommittee members, as determined by the roster shall be required to review the non-affirmative votes.
- 8.8. Editorial comments found persuasive will be implemented.
- 8.9. The subcommittee shall determine if a negative vote is persuasive or non-persuasive. If negative vote is found persuasive the document will be revised and re-balloted. If the negative vote is found non-persuasive the subcommittee shall prepare a written response to the EC member casting the negative vote. In addition the subcommittee will request a confirming simple majority vote of the Education Committee at a scheduled meeting to uphold the non-persuasive ruling. If the Education Committee finds the original negative voter persuasive the document will be revised and re-balloted to the EC.
- 8.10. If re-balloting is necessary, return the document to the subcommittee for preparation.
- 8.11. If re-balloting is not necessary, the document shall proceed to the NCRC Board of Regional Coordinators for final review at the next BORC meeting.

9. Board Review Process

- 9.1. The Training Coordinator (Education Committee Chairperson) shall report the final consensus ballot and draft, along with files, to the Board of Regional Coordinators, on their next meeting agenda, for their approval. Negative comments reviewed by the EC and found non-persuasive shall be included with the final submission to the Board of Regional Coordinators, along with the reasons for non-persuasiveness.
- 9.2. Upon ratification by a simple majority of the Board of Regional Coordinators, the approved version will become the master document for use as required.

10. Records

- 10.1. The Education Committee Chairman shall cause records to be kept as follows:
- 10.2. Activity/Status Log: Individual Education documents.

To include:

- Title and number
- Subcommittee responsibility
- Original date
- Draft number and date
- Approval date
- Review date

- 10.3. Project files: For Education documents

File will contain progression of documents through approval processes (ballots, votes, provisional drafts, Negative votes, negative comments and the disposition of them, etc.)

To be kept at a location determined by the BORC.

- 10.4. Work done at EC meeting by attendees or via electronic means
 - 10.4.1. Permanent copy: To be kept by NCRC office both electronically and in hard copy form for use in distribution.
 - 10.4.2. Roster of current members of each subcommittee.

11. Review Period

- 11.1. The EC shall review all Education documents at least every five (5) years.

11.2. As a result of this review the EC shall:

11.2.1. Re-ratify the document or

11.2.2. Return the document to the EEC for referral to a subcommittee for updating or

11.2.3. Propose the elimination of the document, as obsolete, to the BORC.

12. Report to BOG

12.1. The Training Coordinator shall make a full report on Education activities to the NCRC and the NSS Board of Governors via the National Coordinators report to the BOG at least once a year.