

National Environmental Education Advisory Council
Conference Call -- January 28, 2013
Summary

On January 28, 2013, members of the National Environmental Education Advisory Council (NEEAC), a Federal Advisory Committee (FACA) to the U.S. Environmental Protection Agency (EPA), and staff of the EPA Office of Environmental Education (OEE) held a conference call from 2:00 P.M. to 3:30 P.M. EST. This conference call was made available to the public.

Attendees of the call are listed below. Contact information for the attendees is provided on the final page.

NEEAC members:

- Kay Antúnez de Mayolo
- Angie Chen
- Vidette (Kiki) Corry
- Scott Frazier
- Kenneth Gembel
- Kelly Keena
- Mark Kraus
- Caroline Lewis
- Edna Negrón-Martinez

EPA Staff members:

- Javier Araujo, Designated Federal Officer (OEE)
- Julia Ortiz (OEE)
- Stephanie Owens, Deputy Associate Administrator (Office of External Affairs and Environmental Education)
- Dale Perry, Acting Deputy Director (OEE)

Other:

- Andrea Falken, Director (U.S. Department of Education)
- Diane Wood, President (National Environmental Education Foundation)

The following NEEAC members were unable to participate in the call:

- Cara Gizzi
- Richard Gonzales

Call to Order and Introductions

Javier Araujo, the Designated Federal Officer (DFO) of the NEEAC, called the meeting to order, welcomed all attendees and thanked everyone for attending. He reminded attendees to mute their line when not speaking, and noted that they should be aware that the call is open to the public.

Welcome and Overview of Agenda

Kelly Keena, Chair of the NEEAC, introduced herself and then asked all attendees of the call to introduce themselves to the group. Kelly introduced one NEEAC member who was unable to attend the face-to-face meeting in December, Scott Frazier, and welcomed him to the group.

Workgroup Updates:

Research Workgroup

Ken Gembel gave the report for the research workgroup, whose members include Kelly Keena, Edna Negron and Angie Chen. The research workgroup proposes that an online file-sharing system be set up to facilitate collaborative work among the NEEAC members. It was noted that an added value of having this system in place is preventing the duplication of work. In response to this request, Kelly informed the group that the EPA is switching over to a Microsoft Outlook-based system in mid-February, and suggested that discussion of a file-sharing system be postponed until a permanent solution can be provided by the EPA. In the meantime, Kelly suggested that each workgroup set up a temporary system using free online services such as Google Drive or Dropbox.

Definitions Workgroup

Kelly provided the report for the definitions workgroup, whose members include Kiki Corry and Kay Antúnez de Mayolo. The definitions workgroup proposes that all NEEAC members review the definitions present in the 2005 NEEAC Report to Congress and provide feedback about how the definitions should be updated or altered to provide a more modern context.

Kelly made a motion to vote on this proposition, Kiki seconded the motion, and the group unanimously voted to uphold the proposition.

Stakeholders Workgroup

Caroline Lewis gave the report for the stakeholders workgroup, whose members include Richard Gonzales and Mark Kraus. Richard Gonzales is the lead of the workgroup but he was not present on the call at this point to deliver the report. Caroline reported that the group had decided that a survey of stakeholders should not be pursued to prevent duplication of effort. Instead, the workgroup proposed that a timeline be developed for the collection of comments by NEEAC members on three documents: (1) the U.S. Forestry Service Survey, due out in March, (2) the Next Generation Science Standards, due out in 2013 (currently open for public comment), and (3) the NAAEE report on the state of EE nationally. Reviewers should highlight information or trends in these documents to be used in the Report to Congress.

It was proposed that NEEAC members review these documents from now until the end of August and be prepared to provide feedback by September. The group unanimously agreed with this decision.

The stakeholders workgroup wishes to conduct a pilot listening session at the Summit for Environmental Education in April. Parameters and guidance for the listening sessions must be developed and finalized before this time. Kelly noted that this topic would be discussed in further detail later in the call.

Question and Answer Session

Javier led the group in a question and answer-style discussion session following the workgroup updates. Questions and responses are documented below.

Mark: When will compensation for attendance of the December NEEAC meeting be received?

Javier: It is currently being processed and should be paid out at the end of the next pay period, February 5, 2013.

Kay: How do we document time spent outside of workgroup meetings? Should the members tabulate and enter their time on a monthly basis or weekly basis?

Dale: The EPA will be providing a written guidance document sometime in the early portion of the week of February 4, 2013. This guidance will include details on how to handle all time entry scenarios.

Javier: A calendar identifying the pay period schedule was circulated to NEEAC members. This schedule should inform members of when payment will be issued as well as when reviewers are expected to submit timecards.

Ken: Will we be receiving a W-2 Form for last year?

Javier: Yes, this was confirmed this morning. You should receive a W-2 reflecting time spent for the December meeting shortly. If you do not receive this document soon, please notify me.

Caroline: What is being done to address the logistics of conducting listening sessions, potentially at the upcoming EE Summit in April?

Javier: Resources at the EPA regional offices should be utilized.

Dale: A guidance document will be developed, including talking points and a sample framework/structure for the listening sessions. This guidance will include important information about how to represent yourself as a member of NEEAC and how one is to behave during official listening sessions. Templates will be included which give an example of how to conduct a listening session.

Kelly: Do NEEAC members need to be physically present for the listening sessions to be conducted? For example, can the listening sessions be conducted via telephone or e-mail?

Response: A protocol and framework for the listening sessions will be developed in a guidance document to be finalized by the end of March.

Stephanie: Could we conduct a survey of preference for the potential date of this year's Summit on Environmental Education? The potential dates (ordered by currently most preferred to least preferred) are: Tuesday, April 16; Monday, April 22; Friday, April 19; Monday, April 15; and Friday, April 12.

Kelly: Is it beneficial to hold a face-to-face meeting of the NEEAC in Washington, DC while all members are in the same location for the Summit on Environmental Education?

Group: The group unanimously agreed that this would be very beneficial.

Diane: Will the background portion of the Report to Congress be the same as the prior report, or will we update the background to include modern context?

Kiki: It would be beneficial to re-write this section to provide a more modern context since much of what was previously included has since changed.

Ken: Should we invite the former NEEAC chair, Elaine Andrews, to future calls to provide input such as lessons learned and procedural advice? Ken indicated that he had recently spoken with Elaine and she said she would be glad to provide guidance to the NEEAC if provided the opportunity. Ken has her contact information.

Group (response): The group unanimously decided that this would be beneficial and that Elaine should be invited to participate in the next call.

Kelly: How frequently should the NEEAC hold conference calls in the future?

Group: The group unanimously responded that calls should be held on a monthly basis.

Dale: Would it be possible to set-up a date and time for the next six months of conference calls? This would make the process of issuing a Federal Registry Notice, required for each call, more efficient as one FR notice could be issued that covers several conference calls.

Kelly: This will be arranged once a day and time for the monthly meeting is decided.

Action Items

- All NEEAC members:
 - Workgroups will continue to meet independently to work on workgroup-specific objectives.
 - Review the 2005 NEEAC Report to Congress and provide feedback on the definitions included therein, no later than February 4, 2013.
 - Review the U.S. Forestry Service Surveys, due out in March; the Next Generation Science Standard; and the UL-funded effort for NAAEE surveys, and provide feedback to the stakeholders workgroup by September.

- Kelly:
 - Revise the Framework for the 2014 NEEAC Report to Congress document and circulate to NEEAC members for review via e-mail. All NEEAC members will provide feedback via a "reply all" e-mail message.

- Javier:
 - Create a Google Doodle to collect responses from NEEAC members about their preferred date for the Summit on Environmental Education.
 - Create a Google Doodle to collect responses from NEEAC members about their preferences for the day and time for the monthly conference calls.
 - Invite Elaine Andrews, former NEEAC chair, to next month's NEEAC conference call.

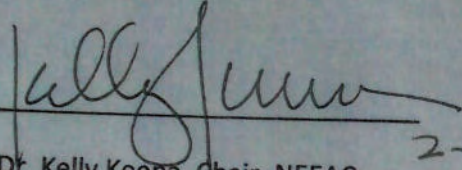
- EPA:
 - Provide a written guidance document about the timesheet process sometime in the week of February 4, 2013. This guidance will include details on how to handle all time entry scenarios.
 - Develop the protocol and framework for listening sessions in a guidance document to be finalized by the end of March.
 - Schedule a face-to-face meeting of the NEEAC once the date of the Summit on Environmental Education is finalized.
 - Pending the decision of the NEEAC on a day and time for the monthly calls, schedule at least six months of future calls in advance.

**National Environmental Education Advisory Council
January 28, 2013
Conference Call Participants**

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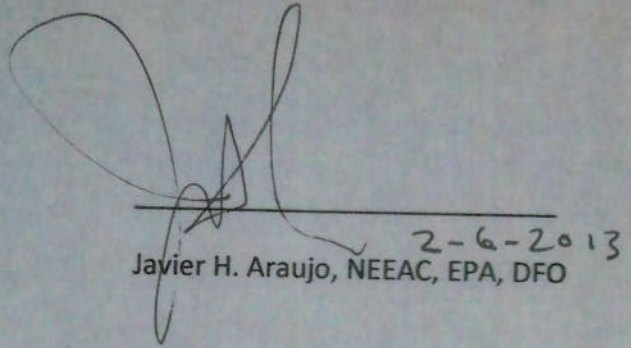
We hereby certify that, to the best of our knowledge, the foregoing meeting summary is accurate and complete.

Submitted by:



Dr. Kelly Keena, Chair, NEEAC

2-6-2013



Javier H. Araujo, NEEAC, EPA, DFO

2-6-2013