How to initiate a CoP

An ADEE member may wish to be considered to start a new CoP which is ideally an area of a significant issue or need that will have interest to the wider ADEE membership. They should have ideally performed 1 or more of the following before submission: read the relevant documentation relating to setting up a CoP and its terms and reference and FAQs document; consulted with; existing CoP chairs or the lead of the CoP guidance committee, Prof Michael Botelho about the scope and commitment of setting up a CoP.

Step 1
The CoP chair must have the requisite expertise in the domain and experience to chair a group and draft the initial aims, and objectives of the CoP and send this to the COP guidance committee for consideration with the possible outcomes being: accept, revise or not suitable.

Step 2
After this, the CoP chair through ADEE will send out a call to join the CoP steering group and receive these applications for selection and submit these to the CoP guidance committee for agreement.

After this the steering group will meet to revise the draft aims and objectives of the CoP and together draft the outcomes for the COP. This will then be submitted to the CoP oversight group and published on the CoP page of the ADEE website. After this a call to join the CoP will sent out to the wider membership through Newsletter / e mail.
Step 1 – Application for a CoP

CoP applicant

Self-nominated

Invited

Draft aims and objectives, submit CV to administrator @adee.org

CoP guidance committee

Accept, revise or not suitable

Submit
Step 2 – Call to join steering group of CoP

CoP chair Sends out call to join steering group through ADEE newsletter / e mail

Applicants send letter detailing expertise and CV to chair and cc’d to administrator@adee.org

Chair – calls steering group meeting to revise draft aims, objectives and outcomes

Chair – selects applicants and presents to CoP guidance committee for feedback

Steering group submits revised document to CoP guidance group for feedback and posting on ADEE website/newsletter for members to join the CoP