**Project REDCap**

**REDCap Training Collaboration Committee (REDTCC)**

**Committee Charter**

**Purpose of the Committee**

The primary function of the REDCap Training Collaboration Committee (REDTCC) is to foster the collaboration of the REDCap community’s knowledge base for using REDCap features to address specific data collection scenarios and needs. More specifically the functions of the committee include:

[Year 1]

1. Establish committee charter and name.
2. Survey REDCap consortium members to determine needs for and direction of the REDTCC committee.
3. Compile a library of training materials that consortium members are using.
4. Publicize the training materials library.
5. Solicit committee members.
6. Begin compilation of REDCap feature use cases to dissiminate to the REDCap community. Feature submissions will include the following information:

a- Description of a specific scenario/problem

b- Version of REDCap being used

c- Feature of REDCap

d- How the scenarion/problem was rectified using REDCap

e- Contact information

[Year 2 – includes activities of year one + the following]

1. Evaluate the direction and success of the committee.

**Committee Membership**

Committee membership terms: 1 year rotating. Currently includes 2 co-chairs.

Current members:

Megan Turk – (Co-Chair) Emory

Thomas Wilson – (Co-Chair) OUHSC

**Committee Meetings**

Weekly conf calls (tba)

Annual face-to-face (tba)