EDUCATIONAL DEVELOPERS CAUCUS

AGENDA OF ANNUAL GENERAL MEETING

February 21, 2014

11:40-12:45 pm McEwan Ball Room

76 people in attendance

I. **Opening Session**
   a. Adoption of Agenda
      i. Moved by Nicola Simmons, seconded by Ruth Rodgers, unanimously approved
   b. Approval of Minutes from AGM February Thursday February 21, 2013
      (*http://www.stlhe.ca/constituencies/educational-developers-caucus/documents-resources/annual-general-meetings/*)
      i. Moved by Natasha Kenny, seconded by Nicola Simmons, unanimously approved with spelling correction
   c. Business arising from the Minutes
      i. Thank you from Lynn Taylor for conference organization
         (1) Thanks to all people who submitted proposals, and reviewed proposals
         (2) Thanks to the conference team, particularly Mary Jane for all of her work
   d. Report from the Chair (Deb Dawson)
      i. Thanks to everyone for their contributions to a highly successful conference
      ii. EDC Highlights
         (1) EDC Resource Coordinator: Julie Timmermans
         (2) EDC Institute: Alice Cassidy and Ruth Rodgers – new and experienced educational developers, first 3 day version
         (3) EDC Conference Handbook updated by Jeanette McDonald (originally written by Alice Cassidy)
         (4) Expanded Action Groups – about 60 people involved
         (5) Increased presence on social media
         (6) Streamlined Budget process
         (7) Expanded grants and bursaries
         (8) Incredible year, connected to our living plan, actions from the ground

II. **Reports from Executive**
   a. Vice-Chair Conferences (Jordanne Christie)
      i. Report from EDC Conference – 134 delegates attended, 66 new members, 4 international delegates
      ii. 3 engaging pre-conference sessions were attended by 70 delegates
      iii. Thought provoking and inspiring plenary by Joan McArthur-Blair on Appreciative Inquiry
      iv. Conference participants have engaged in online, and twitter discussions and networking
      v. What does educational development look like at its best? This year's conference!
   b. Vice-Chair Professional Development's Report (Paola Borin)
      i. Educational Developers' Institute – expanded from 1 day institute to 3 day institute, and provided tremendous development opportunity
         (1) A call will be issued soon for next year, and all members are encouraged to submit a proposal
      ii. EDC Grants Call for Proposals will be circulated soon, andy will be available in Ma

(1) EDC is a constituency of STLHE, and funding comes from STLHE Institutional Memberships

(2) Small grants available any time during the year – information will be posted online and circulated through the listserve

iii. Update on Current Projects – we invite grant recipients to speak at next EDC conference

c. Vice-Chair Communications' Report (Stephanie Chu)

i. EDC website: http://www.stlhe.ca/constituencies/educational-developers-caucus/

(1) Adding information – ex. Grants list of recipients with project titles, grant examples, resources from EDC Institute and an updated list of Teaching and Learning Centres

(2) Invite members to send pictures, to add more membership presence on the web

(3) 174 paid members, 134 people attended the conference

ii. Educational developers Resource – ongoing development

iii. Listserv– stlhe-ido@lists.carleton.ca

(1) 449 on mailing list, mainly Canada but also US, UK, Australia

iv. Twitter – (EDC_RFPES) 116 followers on twitter, with members who are very active

v. LinkedIn Educational Developers Caucus group - 182 members

vi. Facebook – www.facebook.com/EDCCanada had 56 likes

vii. Goal for increased opportunities for members to engage online – people have mentioned they are interested in more people being able to contribute and extend sharing beyond the face-to-face meetings

(1) Short-term- would like to show case more people – and so will be contact people who presented this EDC, to ask if willing to share resources online

(2) Longer-term -Searching for more ways for member ownership with the goal that members can contribute to shared spaces, with a shared sense of ownership

(a) Consolidate the social media, find ways to help provide smooth connections between the social media options

(3) Is extending our community online of interest (approximately 45 people raised hands)

d. Secretary's Report (Erika Kustra)

i. Membership: Reminder that membership is rolling, and can be renewed via wildapricot http://stlhesapes.wildapricot.org/edcmembership

ii. Update your profile within wildapricotso others can search

iii. Documents are all available online including EDC Executive Meeting Minutes, AGM and GM Minutes and Budgets

iv. EDC Conference bag and lapel pin for new members

e. Treasurer's report (Tim Loblaw)

i. Review of financial statements – documents available online

ii. EDC receives revenue primarily from membership fee and from 10% of STLHE Institutional Membership fees

iii. EDC is not a profit generating group – often estimate thee revenue conservatively low, it is a challenge to anticipate for projected budget, but need to add projection

iv. All institutes and conferences are assume to have no surplus. If there is a profit, it is split with host.

v. Expenses – 2013 in essence had a balanced budget ($500 over)

vi. Because we had a significant surplus going in to the year, we maintained a surplus

vii. 2014 budget – submitted a balanced budget, approved by the STLHE Board

viii. Have carried a surplus due to conference and membership revenue being greater than predicted

ix. Need to maintain $13000 for contingency funds (ex. To help cover if a conference has been cancelled due to weather)

x. Made commitment to work with STLHE Treasurer to examine the option of moving the Contingency fund to another area for investment, so that it does not appear to be a surplus

(1) Concern raised that we do not want to eliminate all surplus by moving it to another investment, rather spend the surplus on ideas that were generated by the membership as priorities. Confirmed that the intent is only to move the Contingency Fund.

III. Reports from EDC Action Groups

a. See report attached, at the end of the minutes
   i. Educational Developers Portfolio
   ii. Social Media Action Group
   iii. Education for Sustainability Action Group
   iv. Mentoring Action Group (New)
   v. Reward & Recognition Action Group (New)
   vi. Starting a Centre: Resources and Support (New) – Call for interested participants and lead
   vii. Guidelines of Ethical Conduct Action Group (New) - Building from EDC Ethical Principles for ED Practice Action Group that is now complete

b. For new ideas, complete and Action Group Proposal form www.stlhe.ca/constituencies/educational-developers-caucus/edc-special-projects-action-groups/

IV. By-Law Changes

a. A new proposed By-law section was circulated by email. The intent was to clarify duties for EDC Executive, including attendance at EDC meeting, and to enable a person to step down (adding a new section)

b. Moved by Jeannette McDonald, seconded by Deb Dawson
   7.2.8: fulfilling responsibilities as outlined in their position descriptions, including regular attendance at EDC Executive meetings, the EDC Annual General Meeting and General Meeting. Should a member of the EDC Executive be unable to completely fulfill responsibilities including regular attendance, the term may be withdrawn and a replacement may be requested, or the member may ask to step down, and a re-election for the position may be held at the discretion of the EDC Executive.

c. Discussion:
   i. Feedback about language that the tone appears punative
   ii. Concern raised: What does regular attendance mean? This detail may go into a handbook, rather than being included in the by-law
   iii. Concern raised: If executive were highly political in the future, they could use the by-law to get rid of an unwanted member. We need to make sure that we do not allow politics to lead to unwanted wording.
   iv. Need to create a handbook, organizational guide to provide guidance for executive.

v.   Deb Dawson called the question - 27 voted for, 0 opposed, 4 abstention
    vi. *By-law approved.*

V. Upcoming Elections: Nominating Committee (Deb Dawson and Erika Kustra)
a.   Purpose of Nominating Committee is to aid in the election process
    i.   Chair (Deb Dawson will let her name stand for a 2nd term)
    ii. Vice-Chair Professional Development
b.   Job overviews: http://www.stlhe.ca/constituencies/educational-developers-caucus/executive/
c.   Introduction of member appointed by the EDC Executive – Brad Wutherick
d.   Process and role for Nominating Committee
    i.   Meet virtually, and choose a chair
    ii. Actively encourage nominations, actively advertise
    iii. Sylvia Riselay will runs the online voting, for election prior to June 2014
e.   Election of two members at large to be on the Nominating Committee
    i.   Nominated Pierre Boulos, Moved by Nicola Simmons, seconded by Jeanette McDonald
    ii. Nominated Jaymie Koroluk, <mark>Nominated by Natasha Kenny (is this right?),</mark> seconded by Paola Borin

VI. Announcement of Location for Next EDC Conference
a.   University of Manitoba, February 11-13, 2015
    i.   Invitation to attend presented by Eunice Friesen and Colleen Webb

VII. Adjournment Moved by Pierre Boulos, seconded by Eric Erikson (unanimously accepted)

Critical Issues in EDC – critical issues will replace the Professional Development session for future AGM
a.   Accrediting ED programs – Issues and Models
b.   *What should be the role of EDC in Accreditation of Educational Development programs?*
c.   Discussion about accreditation for ED programs, ex. SEDA has been underway
d.   We need to discuss what role we think EDC should have
e.   Given the limited time and to ensure a broad engagement of the membership, we will lead a discussion online
f.   This may be an important Action Group

EDC Action Groups Update
February 2014

Educational Developers Portfolio
Overview: An action group formed to discuss, research and create a new guide that provides an overview and supports the development of ED portfolios
Team Members: Jeanette McDonald (Lead), Paola Borin, Marla Arbach, Debra Dawson, Erika Kustra and Natasha Kenny
Timelines: Established 2012, Ongoing
Update:
    1.   EDC Conference workshop – World Café session proposed and run.
    2.   ICED Conference workshop submitted, and waiting to confirm if accepted.

3. REB approval to gather information from World Café submitted by Jeanette McDonald.
4. Initial draft table of contents has been made.
5. Plans to submit a grant proposal to help collect and analyze the information.

Social Media Action Group

Overview: An action group formed to help establish a clear vision for how we can leverage social media to enhance and build on our exemplary EDC community.
Team Members: Gavan Watson (Lead), Erin Allard, Judy Chan, Jaymie Koroluk, Jordanne Christie, Natasha Kenny
Timelines: Established at 2013 EDC Conference, on-going
Update: Group discussed virtually with Stephanie Chu. Looking for opportunities for interaction through the EDC website. May need to host a blog separately and link, so researching options. Have EDC twitter hashtag, used twitter extensively during conference.

Education for Sustainability Action Group

Overview: An action group formed to share ideas, information and opportunities related to education for sustainability and its support at the educational developer, instructor, curriculum, institutional and national levels.

Team Members: Alice Cassidy (Lead), Alice Macpherson, Vivian Neal, Sandra Neill, Gavan Watson
Timelines: Formed 2013, On-going
Associated Documents/Resources: http://cassidyinview.wordpress.com/publications-and-other-resources/sustainability-education-and-leadership/resources/
Update:
1. EDC Session Friday - one of the main goals of the session is to define and build this network, and provide updates on sustainability work the group has been engaged in
2. Considering ways to raise the profile of the group, such as twitter, listerv messages and EDC Linked In group messages to invite people to join us, showing examples of the value or, and specific examples where the action group has provided guidance to those of us working in this area and how, really, sustainability education and leadership is key to the work of all educational developers as it overlaps so much with good pedagogy. For example, experiential learning, flexible learning, learning innovation, link of class activities and assignments to clear learning outcomes (and we also noted that these are in large-scale in nature at our institutions), as well as complex, real-world, focus on hands-on learning, and other aspects of good pedagogy.

Mentoring Action Group (New)

Overview: An action group formed to develop mentor and mentee relationships and related resources and to plan mentoring activities.
Team Members: 26 members as mentor, mentee or mutual mentoring
Steering Committee: Deb Dawson (Lead), Isabeau Iqbal, Teresa Dawson, Ros Woodhouse, Ruth Rodgers and Heather Smith
Associated Documents/Resources: Meeting notes from STLHE on June 21, 2013, EDC Resource http://edcresourcereview.blogspot.ca
Update:
1. Had first teleconference in the fall, with ideas from speed dating sessions, to mentoring sessions at EDC, to online mentoring, to mutual mentoring.
2. Steering group was formed.
3. Explicit mentoring component was included in the EDC Institute in Vancouver (facilitated by Ruth Rodgers and Alice Cassidy). The Institute was very well received and gave the opportunities for new developers and experienced developers to interact.

4. Julie Timmermins devoted an issue of the EDC resource review to research on mentoring --this is wonderful resource for all of us:http://edcresourcereview.blogspot.ca
5. EDC Conference half day pre-conference session Deb Dawson and Teresa Dawson on *Growing our own: Developing a Mentoring Framework for the Future of Our Profession*
Day 1 morning session given by Lynn Taylor, Stephanie Chu and Deb Dawson *The Changing Face of Educational Development*
Day 2 session given by Eric Kristensen, Heather Smith, Isabeau Iqbal *Mentoring our Future Leaders: Next Steps*
        http://edc2014.ucalgary.ca/sites/default/files/EDC_EventSchedule_v8.pdf
6. At the EDC conference we have asked to have newcomers identified in on their name tags so we can all be sure to welcome new folks to our community.

Reward & Recognition (New)
Overview: The EDC is looking into how to recognize the contributions of individuals to our organization. A committee was struck lead by Carol Roderick and in our discussions some of the foci we noted were the importance of even small gestures of thanks, of capturing stories of what makes EDC conferences and community great, and of inclusive opportunities for recognition.
Team members: Shivanand Balram; Carolyn Hoessler; Peter Wolf; Alice Cassidy; Suzanne Sheffield; Jeanette McDonald; Carol Roderick (lead); Denise Stockley
Timelines: Established early in 2014. Ongoing.
Update:
1. Wall of Thanks: Every year, our inspirational fellow conference goers, encouraging presenters, tireless volunteers, and many more individuals make EDC and the EDC conference great! This year, we would like to start a tradition of saying "Thanks!" and in true ED form we want to share specific and timely feedback! So add a note at the Wall of Thanks or stop by to be inspired!
2. Met during the conference, and a series of action items developed that will be circulated.

Starting a Centre: Resources and Support (New) – Call for interested participants

Guidelines of Ethical Conduct Action Group (New)
Overview: This action group has the goal of developing ethical guidelines to situate and inform our professional practice and conduct. Commitment to ethical practice has been identified as a shared and defining value for the ED community and has prompted an interest in articulating the commitment more fully. The group will build on the work of the *EDC Ethical Principles for ED Practice Action Group*.
Team Members: Mary Wilson (Lead), and Jeannette McDonald
Update: We would like to invite members of the ED community to be part of the action group. A first meeting could be set for March once individual have expressed interest to be part of the group.

EDC Ethical Principles for ED Practice - Complete
Overview: An action group created by the EDC Executive
Team Members: Nicola Simmons (lead), Eileen Herteis, Bill Owen, Ruth Rodgers, and Mary Wilson
Timelines: 2011-2013, led Educational Developers Institute - completed
Associated Documents/Resources: Ethical principles (see 2012 ED Institute Resources and ED 2013 on website)