



Board of Directors Meeting

February 13, 8:30am-4:30pm PST

Minutes

Draft: February 14, 2018

Accepted: March 19, 2018

Attendees

D. Stockley, L. Kinderman, R. Sproule, G. Watson, E. Kustra, T. Loblaw, A. Germain-Rutherford, C. Gaucher, D. Bateman, T. Howard, V. Lopes (online), J. McDonald (online)

Regrets

U. Fiedler, G. Newton

Reference Material

- January 2018 minutes
 - EDC annual report executive summary
 - Partnership report
 - CSEC report
 - Policy 8 3b Revised Wording
 - CELT UBC-STLHE LOA
 - STLHE Goals and Purpose, Final Version (Feb 12)
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Notes

- Meeting logistics details [posted in Basecamp](#).
 - On draft agenda circulated February Item 11 (Revisiting the goals and purpose of STLHE) is now item 14.
 - As discussed at the meeting, [Gavan has provided a link to the CAUT traditional territories acknowledgement document](#).
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Agenda

1. Call to order and welcome

Leader: D. Stockley

- Denise calls the meeting to order at 8:45am
- Tim acknowledges the traditional territory of the traditional and territory of the Coast and Straits Salish people.
 - Gavan has added a link to the CAUT traditional territories acknowledge document to today's meeting agenda.
- Denise reads the STLHE values statement

2. Approval of the agenda

Time: 1 min

Purpose: make a decision

Leader: D. Stockley

Preparation: Review agenda

- Agenda approved by consensus.

3. Approval of minutes of January 2018

Time: 5 minutes

Purpose: make a decision

Leader: D. Stockley

Preparation: Review January 2018 minutes

- Minutes approved by consensus.

4. Chair's report

Time: 5 minutes

Purpose: share information

Leader: D. Stockley

Preparation: none.

- Denise notes and thanks the board's participation today, at our face-to-face meeting.
- Denise is compiling a list of international teaching & learning awards.
 - Working for colleagues from ICED to create a list of awards that are awarded to international nominees.
 - Looking to be engaged and involved at the international level, STLHE can promote Canada's engagement in teaching and learning internationally.
- Tim L. asks:
 - Are these awards are more vendor-based?
 - Is there a focus of awards on the college-sector?
- Denise notes that we are the only Society that awards an international award (D2L innovation award).
- Denise revisited the notion of a "Spirit-of..." page on the website for past STLHE members who have passed on.

- Denise discussed the need for current and updated by-laws and policies from and for constituency groups.
 - STLHE's role is to be supportive to groups; but by-laws are the responsibility of the constituency groups (aligning STLHE's own by-laws and policies related to constituency groups).
- Denise closes on the need for encouraging a spirit of volunteerism within the Society to encourage engagement.
 - Aline notes that the liveliness of an organization doesn't necessarily "live" with the board of an organization.

5. Report: EDC Report

Time: 10 minutes

Purpose: share information

Leader: E. Kustra

Preparation: Review EDC annual report executive summary

- Erika reviewed the submitted annual report summary.
 - The report based on EDC's living plan.
 - 262 EDC members; over 520 subscribed to EDC ListServ.
- EDC will shortly be announcing a pilot project to support educational developer exchanges.
- EDC is considering a fully-online conference in 2019.
 - Given the possibility of an online EDC conference in 2019, what does this mean for our typical scheduling of the F2F board meeting in conjunction with the EDC conference?
 - If not held in February, could the two F2F meetings be six months apart?
 - STLHE Board open to (better) embedding EDC into the annual conference, as necessary.

6. Report: Partnerships Report

Time: 10 minutes

Purpose: share information

Leader: J. McDonald

Preparation: review Partnerships report under Board reports folder and linked above

- Jeanette reviewed submitted report.
- Main focus: D2L and CELT agreements renegotiated. Greater clarity of expectations and responsibilities (e.g., timelines) included in revised MOU/LOA.

Floor opened to questions.

- Denise offered congratulations & thanks to all board members who engaged in the process of getting agreements (such as the D2L and CELT agreements) (re)signed.

7. Report: CSEC Report

Time: 5 minutes

Purpose: share information

Leader: T. Loblaw

Preparation: review CSEC report

- Tim notes that he is in the chair position in an interim basis and reviewed the submitted report.

8. 3M Council Annual Report

Time: 5 minutes

Purpose: share information

Leader: A. Germain-Rutherford

Preparation: none

- Aline notes that there are two student representatives now on the 3M executive council.
- This year was a “quiet year” for work that the council engaged in.
- Exec has been working on SoLE (Scholarship of Leadership in Education) program.
- Possible new directions for the 3M council: disciplinary chapters; regional chapters.
- Executive council membership has changed, with Aline stepping into the chair-elect role.
 - Pat Maher (elected to vice-chair) and Heather Carroll (elected to Secretary-Treasurer).
- Committee has been constituted to ensure alignment 3M bylaws with STLHE bylaws and policies.
- Will begin to work on providing a french-language version of the 3M website.

Floor opened to questions:

- Bob asked when the terms of the new executive members began; Aline answers that it the beginning of February, 2018.

9. Policy 8 3b: revised wording as it relates to Innovation Award

Time: 5-10 minutes

Purpose: approve revised wording for Innovation Award

Leader: J. McDonald

Preparation: review Policy 8 3b Revised Wording document

- Jeanette reviewed the nature of the proposed wording changes.

MOTION (Moved by J. McDonald, Seconded by Bob Sproule): I move that the Board approve the revised wording for the Innovation Award under Policy 8, section 3b to reflect the following three changes:

1. The name change of “Brightspace” to “D2L”;
2. The provision of set funding covered by the award program for the STLHE conference only (not Fusion as well); and
3. The clarification that the two-year individual membership in the Society is covered by STLHE.

Motion passes unanimously.

10. Approve the LOA between UBC and STLHE for CELT

Time: 10 minutes

Purpose: make a decision

Leader: D. Bateman

Preparation: review LOA

- Jeanette applauds the including the additional costs of abstract translation; offers a friendly amendment 1): Jeanette recommends a line be added to the timeline (Appendix B) reflecting when translation of abstracts needs to take place and be completed.
- Bob wants to ensure the board is aware that in this agreement, revenue attributable to the conference budget would now be \$1500 less than the total cost reflected in this new agreement.
- Friendly amendment 2): Denise would like the line “If expenses are greater...” removed from Appendix A.
 - Dianne agrees to remove this line.
- Friendly amendment 3): Jeanette asks if, on p.2, if it would be helpful if a 90-day notification period for termination of the agreement is included.

MOTION (Moved by D. Bateman, Seconded by Tim Loblaw): I move that the LOA between STLHE and the University of British Columbia/Okanagan Campus, regarding the publication of CELT, be approved.

Motion carries. Yes: 10; No: 0; Abstain: 1

11. Separate the CELT budget from the annual conference budget

Time: 20 minutes

Purpose: seek input for a decision

Leader: D. Bateman

Preparation: none.

- Dianne outlines that CELT has grown beyond it's original scope; beyond being a “conference proceedings”.
- Original intent was for STLHE conference organizer manage the publication process.
 - This process ended with 2012 Montreal STLHE conference.
- Dianne notes that it is different now (than a conference proceedings journal) and as such, is asking the board to feedback about removing CELT budget from the STLHE conference budget.

Floor opened to discussion.

- Aline notes that the growth of CELT is a testimony to the journal's importance.
 - If it becomes a journal no longer is associated to STLHE conference, it will have to define itself in context of other SoTL journals.
- Tim asks from a sustainability perspective: where is the money for on-going costs coming from? How does the journal remain sustainable over time?
 - Bob notes this is not about cost, but rather losing revenue item from overall budget.
- Denise notes that in 2020, the conference organizing committee can be asked to increase CELT line to \$5500; STLHE will likely need to bridge the difference between 2018 and 2020.

- Laura suggests that in terms of sustainability, it would be best for the CELT line item to remain where it is.
 - Tim Loblaw echoes Laura's position.
- [@Laura K](#) & [@Dianne B](#) will coordinate to ensure that the additional \$1500 would be included in the 2019 STLHE operating budget related to CELT; conference manual for 2020 will be updated to reflect the change of costs to CELT.

12. Elections 2018: nomination process & approving STLHE nomination committee.

Time: 15 minutes

Purpose: Share information

Leader: G. Watson

Preparation: none.

What positions are open for election in 2018?

According to my records, the following positions are up for election in 2018:

1. Treasurer
2. Vice President
3. Awards Chair

- No board members identified that their terms were ending in 2018.

Who can we suggest standing for election?

Noting that policy 3 states that:

- “After completion of a three-year term, a current Board member may choose to be re-elected to the same position by submitting their nomination as described in the call for nominations and standing for re-election.”

and

- “...Board members are elected for a three-year term (as described in Bylaw 1, article 3.3) that can be renewed once,”

Gavan notes that a challenge we face with the nomination committee is constituting a group with enough pre-existing contacts across Canada to find suitable nominees to the board.

Without prejudice to those current board members who would seek re-election, Gavan proposed to asking board members if they have suggestions for potential nominees for the positions up for election.

- Denise notes that there could be a need to update Policy 3 to reflect a responsibility of the nomination committee to connect with potential nominees.
- In regards to policy 3, Aline notes that there no college-sector representatives required for a nomination committee.
- Issues identified around constituting a nomination committee will not able to be resolved in time for 2018 STLHE election.
- As a principal for whatever changes are proposed for constituting a nomination committee, we want to ensure openness and transparency to the process.

- Based on direction from the board, Gavan will encourage current nomination committee to reach out to past STLHE leaders for recommendations of people to contact; attempt to address particular constituencies (e.g. Francophone, College-sector); and instruct the nomination committee that we want nominees that agree to meet STLHE values.

Approving the 2018 nomination committee

After circulating a call for nomination committee members, I received four offers from the following current STLHE members:

1. Phyllis MacIntyre, Assistant Professor, Fairleigh Dickinson University, BC
2. Sophia Palahicky, Ed.D, Associate Director, Centre for Teaching & Educational Technologies, Royal Roads University, BC
3. Jovan F. Groen, Senior Analyst, Research and Impact Evaluation, Teaching and Learning Support Service (TLSS), University of Ottawa, ON
4. Nobuko Fujita, Learning Specialist, Office of Open Learning, University of Windsor, ON

MOTION (Moved by G. Watson, Seconded by Tim Loblaw): I move that the four volunteers be approved by the board as the 2018 nomination committee, noting that this will be a four-person committee rather than the described three-person committee in Policy 3.

Yes: 11, No: 0, Abstentions: 0

13. Developing a STLHE civility policy

Time: 20 minutes

Purpose: share information, for discussion.

Leader: A. Germain-Rutherford & D. Stockley

Preparation: None.

- 3M executive council feels the need to include a civility policy in its by-laws; looked to STLHE by-laws and is reporting to the board the procedure outlined in Article 13 does not serve the needs of the constituency groups.
 - There is a current need to describe what incivility is and a plan of action on what to do if it occurs that is at a scale before the need for arbitration / mediation as outlined in current STLHE Article 13.
- Denise notes that a challenge of a civility policy is that it can be used by parties in unintended ways.
- The board is being asked to consider what a civility policy would look like, and how is this enacted.
- [@Denise S](#) and [@Aline G](#) will work to craft a civility policy and bring forward to the board.

14. Revisiting the goals and purpose of STLHE

Purpose: seek input for a decision, make a decision

Leader: D. Stockley

Preparation: Review complete and submit (to [Denise](#)) your own copy of the “STLHE Goals and Purpose Revisited” document by Sunday, February 11th

- Facilitated by Denise, groups reviewed STLHE purposes and goals with an eye to some action within 12 months.
- Artifacts from the small group work is to be forwarded to Denise for collation and reporting back for further action on behalf of the board.

15. Other business

15a. Request from STLHE 2018 conference

Leader: Laura

- STLHE has provided 10K in advanced funds (as typically done) to the STLHE 2018 organizing committee; STLHE 2018 asking for another 10K for up-front costs.
- Laura notes that this is a precedent-setting decision and asks for board feedback.

Floor opened for discussion

- Tim asks what are the risks of not paying this 10K; Laura has not asked the organizing committee.
- Aline asks if this request could be associated with additional costs associated with bilingual conference?
- Bob asks if there has been any conversation with them about the possibility partial payments (as per STLHE 2017), specifically that the board could consider advancing a portion of conference registration fees to the conference hosts in instalments, both pre- and post- conference, much like we did for the 2017 conference hosts.
- Denise asks since we have increased the advanced funds to 10K this year (vs. 5K in prior years), the question becomes how much liability is the board willing to take?
- [@Laura K](#) will follow-up with STLHE 2018 asking for more details around their ask for their additional 10K; share details about alternatives (e.g. partial payments).

15b. Tax questions related to STLHE 2018

Leader: Laura & Tim H.

- Registration and TVQ (Québec sales tax): the TVQ will need to be applied to conference registration.
 - STLHE not registered for collecting TVQ.
- Given that STLHE is handling registration, this has implications for how we collect registration.
- Tim will continue to investigate this.

Motion to adjourn passed at 4:00pm PT

Next board meeting

March 19th, 2:30-4:00pm Eastern.

Decisions

- [@Gavan W](#) will encourage current nomination committee to reach out to past STLHE leaders for recommendations of people to contact; attempt to address particular constituencies (e.g. Francophone, College-sector); and instruct the nomination committee that we want nominees that agree to meet STLHE values.
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Action items

- [@Laura K](#) & [@Dianne B](#) will coordinate to ensure that the additional \$1500 would be included in the 2019 operating budget related to CELT; conference manual for 2020 will be updated to reflect the change of costs to CELT.
 - [@Tim H](#) will translate the changes to Policy 8, 3b into French and update the appropriate section of the french-language web page.
 - [@Gavan W](#) will ensure that as an agenda item for AGM in 2018 that I talk about the nomination committee for 2019
 - [@Denise S](#) and [@Aline G](#) will work to craft a civility policy and bring forward to the board. @doc have been added to a Basecamp project: Developing Board Conduct Policy.
 - @doc Artifacts from the small group work is to be forwarded to Denise for collation and reporting back for further action on behalf of the board.
 - [@Laura K](#) will follow-up with STLHE 2018 asking for more details around their ask for their additional 10K; share details about alternatives (e.g. partial payments)
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Items for next meeting
