

June 2017 STLHE board meeting minutes



Board of Directors Meeting

June 19th, 9:00-5:00pm

Location: Room 302, McCain Centre (building 1 on [Campus Map](#), attached below), [Mount Saint Vincent University](#))

Agenda

Draft: June 19, 2017

Accepted: September 18, 2017

Attendees

- 1 Deborah Kiceniuk.
- 2 Laura Kinderman.
- 3 Denise Stockley.
- 4 Robert Lapp.
- 5 Valerie Lopes.
- 6 Jeanette McDonald.
- 7 Michael Van Bussel.
- 8 Erika Kustra.
- 9 Gavan Watson.
- 10 Esther Enns.
- 11 Robert Sproule.
- 12 Christine Gaucher.
- 13 Dianne Bateman.
- 14 Roselynn Verwoord.
- 15 Tim Howard.

Regrets

Reference Material

- 1 May 23, 2017 draft minutes
 - 2 Summary Report STLHE Survey Results
 - 3 EDC update
 - 4 2016 Travel Expense Spreadsheet
 - 5 2017 AGM Slides
 - 6 2019 STLHE proposals
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Notes

- 1 Review meeting logistics on [this Basecamp post](#)
 - 2 STLHE board members have been invited by TAGSA to attend a STLHE 2017 panel to learn more about how “graduate student development is situated within the current context of higher education”, Wednesday June 21, 11-12 ADT in Rowe 1007, [full panel details here](#).
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Agenda

1. Call to order and welcome

Leader: R. Lapp

- Call to order at 9:20am
- R. Lapp acknowledges that we are in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People.
- E. Enns provides the board with some context about our location here at Mount St. Vincent University.

2. Approval of the agenda

Time: 1 min

Purpose: make a decision

Leader: R. Lapp

Preparation: Review agenda

- Motion to approve meeting agenda, passes unanimously.

3. Approval of minutes of May 23, 2017

Time: 5 minutes

Purpose: make a decision

Leader: R. Lapp

Preparation: Review May 23, 2017 minutes

- Motion (R. Lapp, seconded by E. Kustra) to approve May 23 draft minutes. Passes unanimously.

4. Reviewing results of STLHE member's survey

Time: 9:15am-11:30am

Leader: D. Stockley

Preparation: Review Summary Report STLHE Survey Results, linked above

- Aim of discussion from reviewing results of STLHE membership survey: a strategic plan, that culminates in a two-page report to STLHE membership.
- Also would ask that we consider how we seek feedback from the STLHE membership on an on-going basis.

What did Board Members notice from the results?

- Communication—a common theme across portfolios (what are we communicating about, how are we doing it?).
 - There needs to be, in effect, communications about communications.
- Opportunity to turn to award-winners to share their “innovations” or award-winning approach with the membership—knowledge translation of award-winners.
- How can we recognize 3M award-winners and bring them together for STLHE conferences? Or how can we better utilize STLHE award winners as keynote speakers at our conferences?
- Noted that only 17% of respondents felt well supported for SoTL work.
 - A need SoTL grants.
- Lots of feedback related to conferences: cost and affordability.
 - Need to keep conference affordable; increase bilingualism.
- Is there a different approach to bilingualism; communicate directly with Francophones to invite them to join STLHE, including French only sessions, etc. as opposed to bilingual sessions, etc.
- From a financial standpoint, a need to use surplus efficiently without jeopardizing financial stability.
- 3M communications needs to link with STLHE communications.

Members broke into three groups to discuss communications from three areas: membership, conferences & advocacy. Aim of discussion: how do we raise awareness (what Society does, profile, what differentiates STLHE?) & conduct advocacy (where do we need to go next?); How do we get the membership to actively engage?

Report-back from groups

Conference group

- Key challenges to address: who the conference draws in, how to change the conference to meet other needs.
 - Thinking about accessibility: not just a single central conference, but regional conferences?
 - These regional offering could represent STLHE without the cost of attending annual conference.

- Could the conferences be blended?
 - V. Lopes notes that trend towards blended conferences waning.
- Can STLHE chapters (geographically-based) be created?

Membership group

- Overall challenge is that at the board level, communications lie with the Secretary board position, in other organizations this is managed by other board member, or committee or admin unit.
- Communications could be pulled out of the Secretary's portfolio.
 - Acknowledge that there will be a cost involved with central support from admin unit for communication support.
- Communication channel ownership "fractured" — e.g. STLHE-L lives at UNB without board member access at the admin level; LinkedIn STLHE group not managed by the organization.
- Conduct a communications audit, followed by a communications plan.
 - Could a subcommittee take this work on?
- Communications from constituency groups should be coordinated amongst groups.
 - Regular meetings between the communications reps. from constituency groups.
- Build, or make visible, the disciplinary practices/pedagogies at conferences as a way to build relevance to current or potential members.

Advocacy group

- Identify a process to seek input from membership.
 - E. Kustra listed a group of processes necessary in order to advance an agenda of advocacy:
 - Invite input from members and board on a regular basis
 - Board approval for something STLHE formally supports
 - Process to engage members in action and advocacy in ongoing fashion
 - Process to identify those additional people interested
 - Support to help them work
 - Choose advocacy Outcome and format
 - Funding options – special project funds
- Need a better understanding of what STLHE means when we say "advocacy"; Deborah had a good question that addresses the question of advocacy differently.
 - There are often similar "advocacy" conversations occurring in parallel amongst constituency groups & SIGs.
- Suggestion is to bring heads of constituency groups, President & SIGs together to discuss their work and practice.

VALUE emerged as a theme:

- What are we doing that is of value for our individual members
- What can we do differently that can add value for them?
- What is the value that we can provide institutional members?
- How do we re-invest funds to build value for members?

Morning Break

10:30am

5. Meeting with STLHE 2017 conference co-chairs

Time: 30 minutes, scheduled from 11:30am-12:00pm

Purpose: Share information

Leader: L. Kinderman

Preparation:

- We will be joined by Brad Wuetherick, Madine Vanderplaat & Esther Enns
- Co-chairs have been invited to share with the Board highlights of the upcoming conference and respond to any Board questions.

- Joined by Brad, Madine & Esther.
- Registration update:
 - 749 participants confirmed as attending.
 - Student registrants sitting at 103.
 - International delegates from UK, US, West Indies, Australia, South Africa.
- Institutions sending large cohort of delegates:
 - Red Deer College sending 15 delegates.
 - UBC sending a high number of delegates.
- Brad mentions that college-sector engagement is driving conference attendee growth.
- 1/3 of presentation proposals were not accepted.
- As demand for presenting at conference grows, STLHE will have to grapple with the question: Should a third full-third day (vs. half-day) be added to accommodate growth?
- Budget:
 - Student bursary: of those students who applied, not enough money to “go around”.
 - Challenge: not knowing how many delegates to expect—will it be over the break-even rate?
 - Can the loan from STLHE for the conference start-up funds be increased?
 - Approximately 30K has been spent to-date.
- Sponsorships
 - Noted that in-kind cost of negotiating sponsorships exceeded the amount of money raised.
 - Recommendation that conference sponsorships be decided on a per-conference basis, with some centrally-negotiated sponsorship.
- WildApricot
 - Closing a pre-conference session (when maximum numbers reached) proved to be problematic.
 - There is an issue with pre-conference registration (not intuitive).
 - The more options there are for rates, the more issues there are; a symptom of multi-institution conference hosts.

- Good that it is linked to STLHE membership list.

Lunch break

12:00-1:00pm.

6. Report: EDC

Time: 20 minutes

Purpose: share information

Leader: E. Kustra

Preparation: review EDC update

- E. Kustra shared the contents of submitted EDC update.

Floor opened to questions:

- J. McDonald enjoyed the range of alternative session formats at EDC 2017, wondering if there is feedback yet on these formats. E. Kustra noted that the draft conference report does not give that kind of specificity.
- R. Sproule asks about publications, wondering where they are printed. EDC publications exist as online-only. R. Lapp notes that the current guides are English-only.

[@Erika Kustra k](#) will investigate translating ED portfolio into French.

7. Report: CSEC

Time: 20 minutes

Purpose: share information

Leader: M. Van Bussel

Preparation: none

- M. Van Bussel provides an update on CSEC.
 - 184 members
 - Meeting at STLHE, 8-9am Thursday
- M. Van Bussel conducted informal survey with CSEC members.
- Work continues to ensure that College faculty are engaged in the 3M fellowship process.
- M. Van Bussel asks the board about interest in developing an online module for assisting 3M nominees from the college sector in preparing their nominations.
 - V. Lopes asks if it would be used?
 - M. Van Bussel suggests that the online module doesn't need to be college-only.
 - D. Stockley notes to connect with Shannon Murray to seek funding of and expertise in developing a module.
- M. Van Bussel discussed how CSEC can build connections across STLHE constituency groups.

8. Travel expenses for 2016

Time: 5 minutes

Purpose: share information

Leader: B. Sproule

Preparation: Review 2016 Travel Expense spreadsheet

- B. Sproule shared the spreadsheet and noted an anomaly: 2016 does not include any expenses for conference site visit costs, this expense will be re-appearing in 2017.
- This data is important if there is a discussion about travel costs.

Floor opened to questions

- E. Kustra asks if the EDC travel costs are reflected in the schedule. B. Sproule indicated that travel costs for all areas, including EDC, are included in this schedule.

13. Updating Policy 7, Section 3b

Time: 30 minutes

Purpose: Provide direction toward updating [Policy 7, section 3b](#)

Leader: J. McDonald

Preparation: Reflect on the following questions in preparation for a facilitated brainstorm and discussion.

- 1 What is the value of having partnership agreements with sister organizations like POD and ISSoTL?
- 2 What do we hope to gain by way of these agreements? Do we need a formal agreement?
- 3 How do such agreements support the [vision, goals, values statement and purpose](#) of the STLHE?
- 4 Where do we draw the line with whom we partner (e.g., teaching focused only)?

J. McDonald facilitated an activity to seek answers to the four questions above.

- To consider: How do we extend our presence (locally, nationally & internationally) in a variety of ways, and how do we capture the presence?

J. McDonald will take outcomes of the discussion and use to craft an updated policy for the board to consider.

Afternoon break

Timing: 2:30pm

10. Should all past winners of College-Sector Educators Award become part of the Council of 3M Fellows for Teaching and Learning in Higher Education?

Time: 20 minutes

Purpose: Share information; make a decision

Leader: E. Enns

Preparation: review statement below.

In creating the new criteria for the 3MNTF in 2016, 3M Canada, the 3M Council and STLHE

recognized that the 3M NTF and the College Sector Education Award were similar in their focus on excellence and leadership in higher education.

Both College and University teachers from now on are eligible for the 3M NTF, and the CSEA has been formally retired as an award of the STLHE.

Since inception of the award, all 3M National Teaching Fellows have received a lifetime membership in STLHE as part of the award.

Now that the 25 recipients of the College Sector Education Award have been grandfathered into the Council of 3M Fellows for Teaching and Learning in Higher Education, the Executive of the 3M Council requests that STLHE provide lifetime memberships to these 25 CSEA winners as part of the grandfathering arrangement.

As we move forward, with both college and university teachers joining the Fellowship, we will have some College Sector members in the 3M Council with lifetime memberships and some without. That seems to us an unnecessary and unfair distinction. Under the new nomination criteria for the 3MNTF, any of these College Sector Award winners might have been recipients of the award had they applied a few years later. The lifetime membership is significant not just for itself but as a sign of the seriousness with which both STLHE and the 3M Council take the importance of the College Sector in Canadian higher education.

- This is part of the “housekeeping” related to transitioning to a consolidated 3M fellow.
- Past winners will be recognized as CSE award-winners within the 3M fellowship.
- R. Lapp believes that the loss of “membership revenue” not an issue as paid membership is currently robust.
 - D. Stockley notes that we cannot always assume that the growing number of lifetime membership will not have future financial implications.
- E. Enns notes that it would be disrespectful not to include CSEA winners as lifetime members.

On the basis of the above rationale, the 3M Council is bringing forward the following motion to the Board of the STLHE:

MOTION (Esther Enns, seconded by Robert Sproule): I move that that the 25 already named College Sector Award Winners be granted lifetime membership in STLHE.

Yes: 12

No: 0

Abstain: 2

[@Denise S](#) will write a letter to current CSE-award winners informing them of this change.

11. Discussing items related to 2017 AGM

Time: 20 minutes

Purpose: Share information

Leader: G. Watson

Preparation: Review 2017 AGM slides, linked above

As noted in Basecamp, I would ask that you take a moment to add one or two updates to the AGM slide deck. You will need to download the PPT file, add your content, save and upload.

You will see that a slide has been created for your board portfolio or position. During the meeting you will have 1 minute (timing is tight for the meeting) to introduce yourself and your highlights.

12. STLHE 2019 proposals

Time: 30 minutes

Purpose: Make a decision

Leader: L. Kinderman

Preparation: Review 2019 STLHE proposals from two institutions

MOTION (L. Kinderman seconded by D. Stockley): I move to move the meeting *in camera*.

Yes: 14

No: 0

Abstain: 0

MOTION (moved by G. Watson, seconded by L. Kinderman): I move to move the meeting out of camera.

Yes: 14

No: 0

Abstain: 0

9. Possible STLHE sponsorship for ISSoTL 2017 in Calgary

Time: 20 minutes

Purpose: Make a decision

Leader: R. Lapp

Preparation: Consider the following motion:

Note: the following is entirely [Robert's] idea, and is based primarily of the sentiment of the last clause below. [Robert] looks forward to a discussion of this idea.

- Whereas: the ISSoTL 2017 local committee in Calgary requested of STLHE support for hosting ISSoTL 2017 in the form of an exhibitor's fee of \$1500;
- and whereas STLHE's agreement with ISSoTL includes free exhibitor's space, so this request is therefore technically illegitimate;
- Whereas--nevertheless-- the hosting of ISSoTL 2017 in Calgary brings international attention to Canada's leadership role in SoTL worldwide;
- And whereas STLHE has significant reserve funds at its disposal and the amount of \$1500 in the form of a one-off sponsorship of the conference is not large ;

- And whereas this motion hereby insists that such a single and unique sponsorship of this event is intended to neither to set a precedent, nor preclude, such requests in the future from other constituencies hosting international conferences that are directly related to the work of STLHE;
- And whereas this small amount of money would express symbolically the STLHE's support for SoTL Canada generally;

Floor opened to questions & discussion:

- J. McDondald asks how this decision would align with STLHE mission, vision & values?
- V. Lopes cautions that this will a precedent-setting decision.
- R. Verwoord asks who will be sitting at the table?
- E. Kustra notes that ISSoTL 2017 approached EDC; EDC asked about the possibility of table exchange vs. sponsorship.
 - If we are speaking about supporting SoTL, is this the best way to support SoTL?
- D. Stockley asks if this sponsorship in the best interest of our membership?

MOTION (Robert Lapp, seconded by Deborah Kiceniuk): I move that STLHE sponsor ISSoTL 2017 in the amount of \$1500.

Yes: 0

No: 14

Abstain: 0

14. Updating Policy 6

Time: 30-40 minutes

Purpose: Provide direction toward updating [Policy 6](#)

Leader: J. McDonald

Preparation: Reflect on the following questions for a facilitated brainstorm and discussion.

- What is the strategic value of affiliated groups to STLHE, especially SIGs?
- How much oversight does the board want with affiliated groups, especially SIGs?
- How should affiliate groups support/extend the [vision, goals, values statement and purpose](#) of the STLHE?
- Why should we care? It matters because...?
- What is the process by which a SIG become a constituency?
 - It is noted that SIGs have to go through a lot of process (by-laws, etc.) in order to be recognized as a SIG.
- D. Stockley notes that SIGs could be re-constituted as Action Groups; to think about the significance of SIGs versus Actions Groups.
- Action group implies that they are coming together to do something; a Special Interest Group doesn't (necessarily).

MOTION (Jeanette McDonald, seconded Denise Stockley): I move that the board is supportive of updating Policy 6 in terms of Special Interest Groups (SIG), specifically related to revising the name for SIGs and clarifying language to make it easier to form and disband.

Yes: 13

No: 0

Abstention: 1

15. Awards portfolio update

Time: 15 minutes

Purpose: share information

Leader: V. Lopes

Preparation: none

- Deborah K. notes 12 adjudicator-volunteers for Pat Rogers Award, this is the minimum number; needs board member volunteers in case current slate of volunteers are absent from the poster session at STLHE.
- V. Lopes notes that we will be looking for both 3M award coordinators.

16. Moving CELT from the University of Alberta to UBC Okanagan

Time: 10 minutes

Purpose: make a decision

Leader: D. Bateman

- A sincere and heartfelt thanks to Neil Haave and the University of Alberta. U of A and Neil have shepherded this publication for the last 3 years and have done a magnificent job!
- G. Watson asks about Jannik Eikenaar's status at UBC Okanagan; what is the assurance of continuity at the institution?

MOTION (D. Bateman, seconded by Christine Gaucher): Contingent on receiving a letter of support from the Director of the Centre for Teaching and Learning (Peter Newbury) from UBC Okanagan, I move that the production of CELT (Collected Essays in Learning & Teaching) be moved from the University of Alberta to UBC Okanagan.

Yes: 14

No: 0

Abstentions: 0

17. Bilingualism follow-up

Time: 10 minutes

Purpose: Check-in

Leader: C. Gaucher

Preparation: refer to action item from May board meeting related to bilingualism (consider one thing that can be done / that they can change to enhance bilingualism in your portfolio)

- C. Gaucher will follow-up by email or phone regarding your portfolio, coordinated by a Doodle Poll.

18. Other business

- D. Stockley will coordinate with G. Watson to coordinate board meeting schedule for 17-18.

Motion to adjourn passes at 4:59PM ADT.

Next board meeting

To be scheduled.

Decisions

Action items

Items for next meeting
