

March 2017 STLHE board meeting agenda



Board of Directors Meeting

March 20, 2:30pm EDT

Agenda

Draft: March 21, 2017

Accepted: April 17, 2017

Attendees

R. Lapp
D. Stockley
R. Sproule
L. Kinderman
G. Watson
D. Bateman
D. Kiceniuk
M. Van Bussel
E. Kustra
J. McDonald
R. Verwoord
V. Lopes
T. Howard

Regrets

C. Gaucher
E. Enns

Reference Material

- February 21, 2017 minutes
- SoTL Canada Report
- Awards Report
- STLHE Conference Manual

- STLHE 2018 Conference Letter of Agreement
 - Policy 3 Nominations Committee (2017 Draft)
 - STLHE 2017 Letter
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Notes

- A reminder that a copy of the approved minutes of this meeting will be posted to the STLHE website.
 - Please note that next board meeting is currently scheduled for Easter Monday.
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Agenda

1. Call to order and welcome

Leader: R. Lapp

- 2:34pm EDT call to order
- R. Lapp read our STLHE BoD statement of values

2. Approval of the agenda

Time: 1 min

Purpose: make a decision

Leader: R. Lapp

Preparation: Review agenda

Motion: I move that today's agenda is amended to include a new item about a letter to be sent to the STLHE 2017 organizing committee, to be item 10 on the agenda.

Moved: Laura Kinderman. Seconded: Gavan Watson

- Motion passes by consensus
- March agenda passes by consensus.

3. Approval of minutes of February 21, 2017

Time: 5 minutes

Purpose: make a decision

Leader: R. Lapp

Preparation: Review February 21, 2017 minutes

- Minutes from February 21, 2017 approved by consensus.

4. Report: SoTL Canada

Time: 20 minutes

Purpose: share information

Leader: D. Kiceniuk

Preparation: read SoTL Canada report

- D. Kiceniuk provides a summary of the SoTL Canada report to the board, as submitted.
 - Grants and Awards to support teaching & learning scholarship a notable request from SoTL AGM
- D. Kiceniuk asks when the STLHE fiscal year ends; B. Sproule reminds it is a January-January fiscal year.
- V. Lopes asks a question regarding involving Colleges; D. Kiceniuk notes that she will update the report to the board to include the College sector as they are involved.
- D. Stockley asks how the University contact list was generated for 2014 survey; D. Stockley, D. Bateman & V. Lopes notes that they did not receive the survey.
- R. Lapp adds thanks for the work that SoTL Canada is doing to support SoTL in Canada; thanks also SoTL Canada for showing leadership on social media.

5. Report: Awards

Time: 20 minutes

Purpose: share information

Leader: V. Lopes

Preparation: Read Awards report & Please review:

- 1 the Awards section of the STLHE Website;
 - 2 the types of information that is provided about each of the Awards and
 - 3 the ways in which the winners are highlighted;
- V. Lopes is continuing from the discussion held at the February face-to-face meeting.
 - V. Lopes notes the struggle to find the right person to be the coordinator of the awards; still looking for a coordinator for D2L award.
 - 4 or 5 people might be interested in being the D2L coordinator, according to Patrick Lyons

Awards section of the STLHE website

- R. Lapp notes one small detail: Pat Rogers prize wording not updated.
- D. Stockley suggests that the current awards be highlighted at the top of the webpage.
- J. McDonald suggests that there be a one-page document that could be downloaded which summarizes awards, dates, criteria, etc.
- J. McDonald asks: should all awards be listed on the STLHE awards website?
 - V. Lopes notes that there should be a distinction in the way the awards are displayed that helps display who “owns” the award.

- J. McDonald appreciates the notion of development of process for constituent groups to communicate with the Awards Chair so that Awards Chair has a fulsome list of award details.
- J. McDonald, L. Kinderman & V. Lopes will work to develop an awards criteria communication policy.
- D. Kiceniuk notes that adjudicators from STLHE 2016 developed Pat Rogers award rubric and asks would that be of benefit for the website?
 - V. Lopes asks for the submission of the criteria.
- R. Verwoord notes that there is also criteria for the TAGSA award.
- V. Lopes notes the importance of transparency when sharing information on the awards.
- V. Lopes also notes the current challenge of appropriate time for awardee recognition at STLHE 2017 given the current scheduling and amount of time allocated; she is working on this item with the STLHE 2017 organizing committee.
- R. Lapp reminds the board of a past idea of capturing feedback on award winners and having it displayed, as appropriate, at the conference.
- L. Kinderman notes that in the submitted awards report, 3M student fellow Nia King missing their University

6. STLHE Conference Manual

Time: 10 minutes

Purpose: Make a decision

Leader: L. Kinderman

Preparation: Review the changes to the conference manual.

Item Notes:

Minor grammatical changes were done and substantive changes include:

- the STLHE conference loan amount (\$5,000 to \$10,000)
- Sponsorship was updated to “under review”
- Wild Apricot was updated based on current understanding

Motion: I move that the updated conference manual be approved.

Moved: Laura Kinderman, Seconded: Deborah Kiceniuk

Motion passes. Yes: 11; No: 0; Abstentions: 0.

- L. Kinderman notes that this conference manual is an important document and is urgently needed by conference organizers.
- Substantive changes to conference manual:
 - Conference loan amount (5K to 10K)
 - Mark sponsorship development section as “under review”
 - Incorporate the use of WildApricot

Floor opened to questions:

- G. Watson asks what it means for a section to be under review?
 - L. Kinderman notes that being under review means that the section is going to be expanded and improved.

- M. Van Bussel asks if sponsorship supporting materials would be incorporated the sponsorship development section; L. Kinderman notes that many sponsorship supporting materials from STLHE 2016 included as appendix.
- D. Stockley notes the importance of STLHE organizing committees use the conference manual template to make changes.

7. STLHE 2018 Conference Letter of Agreement

Time: 2 minutes

Purpose: Share information

Leader: L. Kinderman

Preparation: Review letter of agreement

- 2018 Letter of Agreement (LOA) signed and circulated.
- L. Kinderman happy that the letter is signed and looking forward to providing support to organizing committee.
- R. Sproule notes that in draft budget, there is a STLHE grant total of \$7,000; would like to know what makes up that 7K?
 - D. Stockley notes that the draft budget is a draft budget meaning that they submit their draft once and it is not revised. A final budget will be submitted before any grant money transferred.
 - D. Stockley also notes that in 2018, 10K is the revised budget grant.
- R. Sproule also asks about the draft budget:
 - If there is a need for further details from the conference organizers about the relationship between cost and revenue from the banquet. Should STLHE be concerned about the level of subsidy provided by a conference for the banquet (A subsidy to the conference budget occurs if the plate cost of the banquet exceeds the ticket price.)?
 - About the hand-written note in the letter of the reimbursement of costs back to the host institution and what that means specifically for STLHE. The signed letter of agreement for the STLHE conference in 2018 includes a hand-written addition which reads in part, “contributions from the host institution will be repaid before determining any surplus”. What is the nature of host institution contributions
 - What is the make-up of the \$7000 grant?
- L. Kinderman makes note of R. Sproule’s questions and will follow-up with the Board.
- E. Kustra asks if we can share the location of the conference; notes that with the tightening of travel budgets, sharing locations early could help members with budget planning.
 - L. Kinderman notes that the conference location should remain confidential outside the host institution and the STLHE board.

8. Updating STLHE Policy 3 (Nominations Committee)

Time: 15 minutes

Purpose: Make a decision

Leader: G. Watson

Preparation: Review Policy 3 Nominations Committee (2017 Draft)

Motion: I move that the revised Policy 3 is brought to the general membership for approval.

Moved: Gavan Watson Seconded: Laura Kinderman

Motion passes. Yes: 10, No: 0, Abstentions: 0

- G. Watson notes that the current draft aligns the current by-laws and change in process to having voting close before the annual general meeting.

9. EDC 2017 Conference Update

Time: 5 minutes

Purpose: share information

Leader: E. Kustra

Preparation: None

- E. Kustra wanted to formally thank the U of G for hosting the EDC annual conference, EDC exec meeting and the STLHE Board Meeting.
- At the conference, E. Kustra reminded EDC attendees to complete the STLHE member's survey.
- In 2017 the EDC institute will happen in alignment with STLHE 2017; following a blended model.
 - Thanks to STLHE 2017 conference organizers for facilitating that extension after the conference.
- EDC conference 2018 to be hosted by the University of Victoria.
- R. Lapp notes that the face-to-face STLHE board meeting will then be happening in Victoria in February, 2018.

10. STLHE 2017 letter

Time: 2 minutes

Purpose: share information

Leader: L. Kinderman

Preparation: Review STLHE 2017 Letter

- L. Kinderman wants the board to know of a letter than contains items of agreement with STLHE 2017 hosts that fall outside the original letter of agreement.

Motion to move meeting *in camera*; no objections from board members

Meeting goes *in camera*.

Meeting moves out of camera.

11. Other business

- Motion for adjournment at 3:54pm EDT

Next board meeting

April 17, 2017, 2:30-4:00pm Eastern

Decisions

[@Jeanette M](#), [@Laura K](#) & [@Valerie L](#) will work to develop an awards criteria communication policy.

Action items

[@sotlcanada@stlhe.ca](mailto:sotlcanada@stlhe.ca) (D. Kiceniuk) will update the SoTL Canada report to the board to reflect the College-sector involvement.

[@Laura K](#) makes note of R. Sproule's questions for STLHE 2017 organizing committee and will follow-up with the Board with answers.

[@Valerie L](#) will update the wording of the Pat Rogers prize on STLHE website.

[@sotlcanada@stlhe.ca](mailto:sotlcanada@stlhe.ca) (D. Kiceniuk) will share Pat Rogers award rubric, developed in 2016, with [@Valerie L](#)

Items for next meeting
