

## November 2017 Board Meeting



### Board of Directors Meeting

Monday November 22, 2:30pm EST

#### Minutes

Draft: November 22, 2017

Accepted: December 18, 2017

#### Attendees

D. Stockley  
G. Watson  
C. Gaucher  
V. Lopes  
D. Kiceniuk  
M. Van Bussel  
D. Bateman  
E. Kustra  
U. Fiedler  
J. McDonald  
E. Enns  
T. Howard

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#### Regrets

L. Kinderman

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#### Reference Material

- October 2017 minutes
- 3M Council Report
- CELT LOA

- SoTL Canada Report
  - 2018 STLHE budget
  - 2017 final conference report
  - 2017 updated conference manual
  - 2017 conference budget
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## Notes

- Reminder that requests for funding from board members (especially for travel) need to be submitted to Bob by November 24 [@Gavan W](#) [@Denise S](#) [@Dianne B](#) [@Erika Kustra k](#) [@Christine G](#) [@Valerie L](#) [@Deborah K](#) [@Laura K](#) [@Jeanette M](#) [@Jeanette M](#)
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## Agenda

### 1. Call to order and welcome

Leader: D. Stockley

Quorum reached at 2:35pm

### 2. Approval of the agenda

Time: 1 min

Purpose: make a decision

Leader: D. Stockley

Preparation: Review agenda

Passes unanimously.

### 3. Approval of minutes of October 2017

Time: 5 minutes

Purpose: make a decision

Leader: D. Stockley

Preparation: Review October minutes

Passes unanimously.

### 4. Chair's report

Time: 5 minutes

Purpose: share information

Leader: D. Stockley

Preparation: none.

- Denise just returned from 3M national retreat and noted that this year's cohort is well-connected with STLHE.
- New international award: Yidan prize, consider submitting: <http://www.yidanprize.org/en/>
- ICED issued a call for new President; Denise will keep us posted.

- If you are attending disciplinary conferences, consider adding STLHE to your name tag.

## **5. Report: 3M Council**

Time: 15 minutes

Purpose: Share information

Leader: E. Enns

Preparation: Review 3M Council Report

- E. Enns reviewed the submitted report.

Floor opened for questions.

- None asked.

## **6. Report: Publications**

Time: 10 minutes

Purpose: Share information

Leader: D. Bateman

Preparation: Review CELT LOA

- D. Bateman reports a new Green Guide in progress, with a focus on Connectivism in Higher Education.
  - Authors are Matthew Stranach & Bridgette Atkins, UOIT.
- D. Bateman discusses the CELT / UBC letter of agreement.
- D. Bateman would like to increase the CELT budget for abstract translation.
- Translation currently costs \$50 / abstract; would like to increase the CELT budget by \$1500 for the additional cost associated with translation.
- D. Stockley notes that the current funding for CELT does not come from STLHE but from the conference budget.
- A contract has been signed with a \$4000 CELT line in the budget for the 2018 and 2019 STLHE conference.
- B. Sproule notes that the additional \$1500 for CELT would have to be reflected in the 2018 & 2019 STLHE budget before it could be included in the conference budget.
- [@Dianne B](#) will write up a motion for the additional funding and submit for December board meeting.

## **7. Report: SoTL Canada**

Time: 15 minutes

Purpose: Share information

Leader: D. Kiceniuk

Preparation: Review SoTL Canada Report

- D. Kiceniuk reviewed the submitted report.

Floor opened to questions.

- None asked.

## **8. Motion to approve 3M-NSF Coordinator nominee, Cynthia Korpan**

Time: 10 minutes

Purpose: Make a decision

Leader: V. Lopes

Preparation: If you are unfamiliar with the nominee, you can review Cynthia Korpan's [institutional biography](#).

- B. Sproule asks about the length of the coordinator term; it starts in December 1, 2017, but the first 7 months is a mentorship; the new coordinator would take on official duties after the 2018 STLHE conference.
- V. Lopes outlines C. Korpan's background and capacity; V. Lopes notes that C. Korpan was the unanimous selection of the coordinator selection committee.

**MOTION** (Moved by V. Lopes, Seconded by G. Watson): I move that that Cynthia Korpan be appointed as the new 3M National Student Fellows Award Co-ordinator for a 4-year term.

Yes: 10

No: 0

Abstain: 0

## 9. What are the next steps for the Alan Blizzard Award?

Time: 15 minutes

Purpose: Share information; make a decision.

Leader: V. Lopes

Preparation: Please take a look at the information about the Award [posted on the STLHE website](#).

- V. Lopes notes that the Alan Blizzard Award currently does not have a sponsor or a coordinator.
- The award criteria does not currently fit the inclusion of college-sector educators in the award.
- It is the only STLHE award that is a group award.

V. Lopes asks the following questions to consider:

- Should we continue to have this Award?
  - If so why? If not why not?
- If we continue to offer it, does STLHE sponsor it?
- If we continue to offer are there suggested revisions to the criteria? (as a note – this is the only Award that we currently have that is team based)

Floor opened to questions:

- E. Kustra feels strongly that the award should continue as a group award; that it is important to recognize group-based teaching models.
  - College sector should be included.
- M. Van Bussel supports the need to have groups recognized in a award; including work done at teaching support centres; include the college sector.
- D. Bateman agrees that the criteria should be adjusted; though there is no sponsor, STLHE should consider supporting it financially, including the travel of award winners to the annual STLHE conference.

- V. Lopes notes that the history of the award does not stipulate that the entire team needs to be present to accept the award.
- D. Stockley asks if Steelcase could be a potential sponsor of the award.
  - V. Lopes notes that due to timing, we are approaching the deadline for submission for this year; if we are looking for external sponsorship this could be too late to secure an external sponsor.
- D. Stockley suggests not awarding the Alan Blizzard this year.
- 3 issues to address before we can send the call: update the terms; have a sponsor; have a coordinator.
- Alan Blizzard would be informed of the change of the terms to include all post-secondary institutions; he would be able to remove his name from the award if he did not agree to the updated terms.
- Suggested deadline of June 2018 for the announcement of new award criteria at STLHE 2018.

## **10. Update on the D2L Innovation in Teaching and Learning Award**

Time: 10 minutes

Purpose: Share information

Leader: V. Lopes

Preparation: none

- Still waiting for final agreement signed by D2L; agreement waiting for final approval from D2L's legal team.
- D. Stockley and J. McDonald have had discussions with D2L's Ryan Lufkin and John Baker; D2L committed to the award.
- Funds for travel to Fusion conference removed from award guidelines and MOU; funds will be directed travel to STLHE conference by award recipients.
- Partnerships coordinator and Awards coordinator will communicate dates of future STLHE conferences to D2L for increased D2L presence at the annual conference.
- Change in the call for award: recipients must be available to attend STLHE conference; D2L interested in more of a focused retreat where someone from D2L's education department would be present.
- P. Lyons suggested, moving forward, that the "Meet the D2L award recipient session" at the conference be a permanent part of the STLHE conference; V. Lopes agrees that this is a worthwhile change.
- D. Stockley thanks everyone involved with the work of getting a new agreement signed.

## **11. STLHE 2018 Conference Budget**

Time: 10 minutes

Purpose: Share information

Leader: D. Stockley

Preparation: Review 2018 STLHE budget

- The STLHE board was sent a copy of a budget by 2018 organizing committee for review.
- D. Stockley notes a few inconsistencies between the previously submitted budget.

- Registration fees have been raised significantly from earlier-submitted budget in a bid to balance the budget.
  - e.g. Early-bird, member fee raised by \$90; Early-bird, non-member fee raised by \$163
- D. Stockley asks “What are we going to go back to the organizers with?”
  - Board can ask STLHE 2018 organizers to: 1) come back with a balanced budget with initial registration costs or 2) approve the costs as submitted in the revised budget.
- D. Stockley suggests that it is not appropriate for the board to ask members to pay the amount included in the revised budget
- E. Kustra asks if the board received any justification for the increased expenses; D. Stockley said that the board did not.
- Three options: 1) current cost not acceptable; 2) current cost acceptable; 3) a compromise on the maximum increase from the submitted budget.
- G. Watson suggests asking STLHE 2018 organizing committee for two budget scenarios: 1) a balanced budget based on the original budget submission and 2) budget with \$50 increase and making a decision on a budget based on these submissions.

## 12. Updates on STLHE 2017 Conference

Time: 10 minutes

Purpose: Share information

Leader: D. Stockley

Preparation: Review: 2017 Final Report; Updated Conference Manual

- Feedback from Halifax has been incorporated in the updated conference manual.
- STLHE 2017 organizing committee has not submitted final budget, our policy is for this to be submitted 120 days from the end of the conference.
- Organizing committee are having difficulty getting a final budget; budget submitted by Saint Mary’s University but waiting on Dalhousie University to submit receipts.
- B. Sproule has been in conversation with L. Kinderman and provided suggestions for next actions; B. Sproule prepared to help.
- D. Stockley asks: from a board perspective, at what point do we follow the MOU and penalize the STLHE 2017 organizing committee and “clawback” money?
- D. Stockley suggests emailing the chairs and then all signatories to the agreement about the status of the submission of receipts and final budget.
- [@Denise S](#) will follow-up with [@chair3mcouncil@stlhe.ca](mailto:@chair3mcouncil@stlhe.ca) after the meeting on the letter to the STLHE 2017 organizing committee.

## 13. Other business

Motion to adjourn (moved by D. Stockley, seconded by J. McDonald) passed unanimously.

## Next board meeting

December 18, 2:30-4:00pm Eastern

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## **Decisions**

1. Alan Blizzard award will not be awarded in 2018.
  2. 3 issues to address before we can send out a new Alan Blizzard award call: 1) update the terms to include the college sector; 2) secure a sponsor; and 3) appoint an award coordinator.
  3. June 2018 is the suggested deadline for for the announcement of new Alan Blizzard award criteria, announced in conjunction with STLHE 2018.
  4. Partnerships coordinator and Awards coordinator will communicate dates of future STLHE conferences to D2L for increased D2L presence at the annual conference.
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## **Action items**

1. D. Bateman will write up a motion for the support of additional funds for CELT and submit for December board meeting.
  2. L. Kinderman, in regards to the STLHE 2018 budget, will ask the STLHE 2018 organizing committee for two budget scenarios: 1) a balanced budget as submitted and 2) a budget with \$50 increase to registration costs. A decision about the STLHE 2018 budget will be based on these submissions.
  3. D. Stockley will follow-up with E. Enns after the meeting on the letter to the STLHE 2017 organizing committee regarding the conference budget submission and missing the 120 day deadline.
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## **Items for next meeting**

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