

STLHE



SAPES

Board of Directors Meeting

October 16, 2:30pm

Minutes

Draft: October 16, 2017

Accepted: November 20, 2017

Attendees

C. Gaucher
D. Stockley
M. Van Bussel
G. Watson
J. McDonald
R. Sproule
D. Kiceniuk
T. Howard
D. Bateman
E. Kustra
L. Kinderman

Regrets

E. Enns
V. Lopes
U. Fiedler

Reference Material

- September 18th, 2017 minutes
 - Approval process for 2018 Operating Budget
 - Our Financial Health, Fall 2017
 - Bilingualism Report, October 2017
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Notes

- E. Kustra notes a new EDC webinar has been confirmed, offered in conjunction with SHED on Monday, Nov 6. Details to follow.
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Agenda

1. Call to order and welcome

Leader: D. Stockley

Quorum reached at 2:35pm EDT

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 September, 2017

Time: 5 minutes

Purpose: make a decision

Leader: D. Stockley

Preparation: Review September 2017 minutes

September 2017 minutes approved by consensus.

4. Chair's report

Time: 5 minutes

Purpose: share information

Leader: D. Stockley

Preparation: none.

- Had a good STLHE 2018 site visit in Sherbrooke
- Attended ISSoTL last week; STLHE had sponsored a table
 - It was staffed, in part, by D. Stockley and other STLHE members
 - Able to promote STLHE and EDC
 - Next "table" event is POD in Montreal
- D. Stockley noted the publication of STLHEgram today; notes the predominance of EDC items (great for EDC and the work they're doing); suggests that each board member provides an update, on a rotating basis, for STLHEgram so that members are kept up to date on all facets of board work
- Bylaws: the exec has realized that constituency group and STLHE bylaws need to be in alignment (some areas where they currently aren't)
 - D. Stockley and G. Watson will get in touch with constituency groups to schedule a conversation

- Constituency chairs, please ensure that your exec contact list is up-to-date on your websites [@Erika Kustra k](#) [@Deborah K](#) [@csec@stlhe.ca](#) [@chair3mcouncil@stlhe.ca](#)

5. Report: Partnerships

[no details submitted at time of agenda distribution]

Time:

Purpose:

Leader: J. McDonald

Preparation:

D2L Award

- John Baker has committed to sponsoring the award
- D2L agreement has been updated and shared with D2L
- New contact for D2L identified and reflected in agreement under contacts
- Revised agreement reflects expectation for D2L to be present at conference
- D2L invited to explore options to engage D2L award recipients in think tank like and special D2L events
- Hope to bring the new agreement to the board in November
- A collaborative effort between board members in moving this forward

Awards and sponsorship

- Alan Blizzard Award: last sponsored in 2012
- Ended our Magna relationship for sponsorship of Christopher Knapper award programs. STLHE to sponsor its own awards

CELT

- New CELT agreement prepared reflecting feedback from various board members
- Waiting on feedback from D. Bateman before bringing to board

Multi-year STLHE conference sponsorship agreements

- Goal to have 1-2 multi-year sponsors in place for 2018
- Agreement process to be developed; some consultation with various members already taken place - more needs to come

MOUs and Policy 7

- A need to continue to discuss and review

Hosting agreement with Canvas (see April 2017 minutes)

- Introduction to ED Course in pilot phase using Canvas; after pilot course project members will be in a better position to make a decision about if and how to move forward with Canvas
- No agreement with Canvas currently signed with STLHE

Floor opened to questions.

- D. Stockley notes that it would be great to have a 1-page publication that highlights partnerships for STLHE conferences.

- Could be awards-related, sponsor-related or all-encompassing.
- M. Van Bussel asked if there was feedback from sponsors from STLHE 2017.

6. Report: Bilingualism

[no details submitted at time of agenda distribution]

Time:

Purpose:

Leader: C. Gaucher

Preparation: Review Bilingualism Report

C. Gaucher reviewed details of submitted bilingualism report.

Floor opened to questions.

- D. Stockley notes that the Sherbrooke organizing committee has increased budget for translation for 10K for STLHE 2018 and passed on congratulations.

7. Report: Submissions of the 2018 operating budget

Time: 10 minutes

Purpose: Share information on the approval of the STLHE 2018 Operating Budget

Leader: R. Sproule

Preparation: Review Approval Process for 2018 Operating Budget

- R. Sproule notes the Approval Process for 2018 Operating Budget; please review.
- In addition to submissions from those Board members with budgetary responsibility, Board members will need to provide information on personal, expected travel cost not being covered-for by their home institution.
 - For those board members who are requiring financial support to attend either F2F meetings in 2018, they only need to identify expected travel costs (not include accommodation or meal costs).
- R. Sproule will follow-up with individuals with budgetary responsibilities.
@doc Board members, please be prepared to submit draft budget by the middle of November.

Floor opened to questions

- E. Kustra asks about EDC-related budget items and deadlines
 - In December, the STLHE board reviews and approves a budget; EDC needs to get budget submissions to Bob in November.
- D. Stockley notes that with the transition in board members (especially VP) that travel costs could change.

8. Approval of new 3M-NTF Coordinator

Time: 10 minutes

Purpose: make a decision

Leader: D. Stockley, on behalf of V. Lopes

Preparation: none

- D. Stockley notes that the position is a four-year term, inclusive of the final one year of mentorship for new coordinator.

MOTION (Moved by D. Stockley, Seconded by J. McDonald): I move that that Debra Dawson be appointed as the new 3M National Teaching Fellows Award Co-ordinator for a 4-year term.

Yes: 9

No: 0

Abstain: 0

9. Update on STLHE 2018 Site Visit

Time: 10 minutes

Purpose: share information

Leader: L. Kinderman

Preparation: none

- D. Stockley and L. Kinderman visited at the beginning of October.
- Site visit was successful from their perspective.

MOTION (Moved by L. Kinderman, Seconded G. Watson): I move that the conversation be moved *in camera*.

Passes unanimously.

10. Update on STLHE website maintenance

Time: 5 minutes

Purpose: share information

Leader: G. Watson

Preparation: none

- The current host ([Korax](#)) for the STLHE suite of websites does not allow for simple user-based maintenance (think Windows versus MS-DOS; Korax is MS-DOS)
 - This is a limitation as we need staff or board members with the command line knowledge to undertake regular maintenance.
- As a consequence, we do not have a rolling back-up of the STLHE websites that we can access; this kind of user-accessed backups is typical of other web hosts (often powered through a platform called [CPanel](#))
- Our current site size is listed at 6.95 GB.
- We do not have a direct mechanism to understand how this space is being used; the current size of the websites is a limitation for moving hosts.
- ABORG (the Ottawa-based web development company we have contracted in the past) could undertake this size audit.
- STLHE has “credits” remaining with which ABorg could conduct the space audit.
- I am planning to ask ABorg to undertake this work and report back to Tim and myself.

- Next possible steps after answering this question is to look into switching hosts; for example ABorg offers web hosting to Korax, but at a lower price.
- ABorg also offers automatic site back-ups that we can access.
 - Korax hosting is currently \$44.85 /month; ABorg quotes a range from \$29-\$41.25 /month)
 - Our current site size is a limitation for moving hosts.

11. Our Financial Health Discussion

Time: 10 minutes

Purpose: to share information on our unrestricted surplus funds

Leader: R. Sproule

Preparation: Review Our Financial Health, Fall 2017

- R. Sproule in this item makes reference to the attached *Our Financial Health, Fall 2017*; provides perspective from R. Sproule on the current fiscal health of STLHE.
- R. Sproule asks if anyone requires clarification of material included in the document. No questions.
- R. Sproule notes that he is a STLHE board member, like all board members and offers expertise but no particularly special perspective on the Board's health.
- R. Sproule asks, based on what is included in *Our Financial Health, Fall 2017*:
 - Q# 1: What is your level of comfort of having a surplus available for new initiatives?
 - Q#2: If you believe there is a surplus available, what should the initiatives be?
- Discussion to be conducted in Basecamp.
 - @doc Engage in discussion on basecamp, answering the two question supplied by R. Sproule (above)

Floor opened to Basecamp

- D. Stockley asks if results of the membership survey can be shared on Basecamp and inform conversation.
- E. Kustra asks if it okay if a constituency group has a budget approved by constituency group membership and not the board?
 - As a result of a discussion, the following was suggested: That a constituency group is approving a group's budget submission to the STLHE board, but they are not approving the budget itself.

12. Development of SOTL Grants and Awards

Time: 10 minutes

Purpose: share information; get feedback

Leader: D. Kiceniuk

Preparation: none

- SoTL Canada looking for ways to support constituency members to engage in SoTL.
- Two areas of focus for this support:
 - Recognition
 - Support
- Proposes a:
 - Research award (grant)
 - Conference award
- Looking for funding as SoTL Canada does not have membership funding.
- Is it possible to get funding from STLHE to support this work?
- Is there a difference between faculty, staff and students when judging these awards?
- What would the process be to access these additional funds?

Floor opened to questions.

- D. Stockley wonders how SoTL Canada is promoting or enhancing current SoTL awards in STLHE (e.g. Pat Rogers Poster Prize)?
- G. Watson seeks clarification between Research awards and Research grants, would want to see a full proposal for a grant program before providing specific feedback.
- J. McDonald notes the history of the creation of the EDC grant.
- D. Kiceniuk responded to the statement that seed funding could be used initiate a grant process which then could be sustained with SoTL Canada membership fees.

13. Alan Blizzard award update

Time:

Purpose:

Leader: J. McDonald

Preparation: none

- J. McDonald bringing forward some points from V. Lopes to kickstart conversation on Basecamp.
 - The only team-based award STLHE has
 - Last had a sponsor in 2012.
 - Awarded every two years.
- Need to bring award in alignment, so that it is consistent with mission, purpose and values (e.g. expanded to college sector)
- Would seek feedback from Alan Blizzard regarding any changes
- Question: Would this award be something that would be sponsored by STLHE, or would we seek an external sponsor?

14. Other business

- D. Stockley notes the importance of checking Basecamp on an on-going basis between board meetings.

MOTION (Moved by D. Stockley, Seconded by D. Kiceniuk): Move to adjourn.
Approved by consensus.

Next board meeting

November 20, 2:30-4:00pm Eastern

Decisions

Action items

Items for next meeting
