

## September 2017 STLHE board meeting minutes



### Board of Directors Meeting

September 18th, 2:30pm EDT

#### Minutes

Draft: September 22, 2017

Accepted: October 16, 2017

#### Attendees

D. Stockley  
E. Enns  
G. Watson  
J. McDonald  
R. Sproule  
U. Fiedler  
L. Kinderman  
V. Lopes  
T. Howard

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#### Regrets

D. Kiceniuk  
M. Van Bussel  
C. Gaucher  
D. Bateman  
E. Kustra (might arrive late)

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#### Reference Material

- June 2017 minutes
- STLHE Listserv emails

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## Notes

### Upcoming conferences

ISSoTL: Booth at U of C, October 11-14

POD: October 25-29 in Montreal; Erika will be representing STLHE board, we will have a booth.

ICED: June 5-8, 2018 in Atlanta

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## Agenda

### 1. Call to order and welcome

Leader: D. Stockley

- Quorum reached at 2:35pm EDT
- Denise welcomed Ute to the Board

### 2. Approval of the agenda

Time: 1 min

Purpose: make a decision

Leader: D. Stockley

Preparation: Review agenda

- Agenda approved by consensus, 2:37pm EDT

### 3. Approval of minutes of June, 2017

Time: 5 minutes

Purpose: make a decision

Leader: D. Stockley

Preparation: Review June minutes

**Motion:** I move that the June 2017 minutes be approved as submitted.

Moved: R. Sproule, Seconded: J. McDonald

Motion passed unanimously.

### 4. Chair's report

Time: 5 minutes

Purpose: share information

Leader: D. Stockley

Preparation: none.

Updates since board last met in June:

- Denise and Erika attended ICED meeting in China in July 2017
- With recent losses of former STLHE board members—how do we acknowledge the passing of significant past board members?

- We will be having further discussions on this item.
- At June board meeting we discussed how to respond to “world issues” but no decision was made about how we would respond; reminded again due to events in the past months that there is a need to develop a process through which we can acknowledge or respond to these kinds of events.
- The new constituency groups do not have bylaws that align with STLHEs at this time and should be encouraged to do so.
  - V. Lopes notes that CSEC potentially does not have a currently active executive on their website.

## 5. Report: Awards portfolio

Time: 15 min

Purpose: Share information

Leader: V. Lopes

Preparation: None

### STLHE conference 2017

- Awards celebrated, recipients pleased
- V. Lopes noted that some items did not run as smoothly as possible:
  - e.g. 3M student plenary, no photographer in place
  - V. Lopes will update the conference manual to ensure these are “spelled out”
  - Wondering how we can address participants leaving during the presentation of awards?
  - Australian D2L award-winner, Maria Parappilly, received a great deal of Australian press

### D2L Award

- Agreement has not been signed for the upcoming year.
- D. Stockley, J. McDonald & V. Lopes currently working on getting this agreement signed.
- V. Lopes notes that the guidelines note that it is an individual award; teams have approached asking if they could be nominated.

### Alan Blizzard Award

- Award under review with J. McDonald.
- Does not have a coordinator.
- Was not awarded this year.

### 3M award coordinators: call for nomination

- 3 applications received for student fellowship coordinator.
- 2 applications received for national teaching fellowship coordinator.
- Two small committees will be struck to review nominations for coordinators.
 

@doc If there is a suggestion for a 3M nomination committee member from STLHE membership-at-large, please forward to D. Stockley by Friday September 22nd

  - D. Stockley will post slate to Basecamp for discussion.
  - V. Lopes will coordinate with G. Watson to consider if an online vote could take place.

- E. Enns asks when the process will be complete: would like the successful coordinator be ready for early November to attend 3M retreat
- Decision made that a discussion about the member can occur online and no formal motion and vote necessary.

Floor opened to questions:

- No questions

D. Stockley thanked V. Lopes for work to secure award coordinators

## **6. Report: SoTL Canada [deferred to November]**

### **7. STLHE conference update**

Time: 10 minutes

Purpose: share information

Leader: L. Kinderman

Preparation: none

STLHE 2019

- Concerns related to U of M, met with Mark Torchia on September 8th.
- Budget resubmission occurred September 12th: concerns addressed.
- Letter of Agreement circulated to exec, sent to Mark to be signed by Provost.
- Feedback sent to U Vic, Royal Roads and Camosun College and thanked them for their work and encouraged them to consider resubmitting.

STLHE 2018

- Site visit plans ongoing.

STLHE 2017

Organizing committee:

- Finalizing final conference report.
- Changes being incorporated into conference manual.
- On their way to November deadline.

### **7. Communications update**

Time: 15 minutes

Purpose: share information, make a decision

Leader: G. Watson

Preparation: Review email discussion from Russ Hunt, STLHE ListServ admin

Updates provided on:

- STLHE LinkedIn Group
  - G. Watson has been in contact with Michael Potter, current Group admin
  - Michael Potter did not know he was the current admin; likely became admin during a tenure as STLHE Social Media coordinator

- Michael Potter transferred group ownership to G. Watson effective September 11th, to be managed on behalf of STLHE.
- STLHE Listserv
  - G. Watson reached out to Russ Hunt, STLHE ListServ coordinator
    - Review the link above for details of conversation
  - As UNB will not allow non-UNB admins, it is my suggestion that the board considers what to do with the management of the ListServ. This could include:
    - doing nothing for now, with Russ remaining as admin
    - shutting it down
    - transferring it to another institution's ListServ service, likely with new admin
    - transferring it to Google Groups (as per POD)
- G. Watson put forward motion:

**MOTION:** I move that the Board recommends to investigate, in collaboration with Russ Hunt, if and by what means the STLHE ListServ can be moved from the UNB Listserv Service, including evaluating if a transition of the ListServ to Google Groups is feasible.

Moved: G. Watson, Seconded: V. Lopes

Floor opened to questions:

- B. Sproule asks if there is another way to get others involved; e.g. a communication working group.
- G. Watson notes that he does not have communications working group terms of reference yet.
- D. Stockley notes that with our budget surplus we could hire a staff to undertake this work but we need a strategy first before engaging in communication changes.
- G. Watson to develop a plan regarding next steps related to communications.
- B. Sproule suggests not making any changes to the ListServ until communications plan is place.
- As a result, G. Watson removed motion from floor.
- STLHE Website
  - Based on direction provided to the Secretary by the STLHE executive, G. Watson contacted Jon Houseman on August 30th thanking him for his work managing the website and informing him that the management of the STLHE website will be brought back within the board, effective September 1st
  - G. Watson also asked J. Houseman to please ensure that T. Howard had all usernames and passwords required to manage the website & related services
    - I have not received a response from J. Houseman (as of September 18th)
  - I have also contacted:
    - Stephanie Chu, Jaymie Koroluk, Deborah Kiceniuk, Maureen Wideman and Janice Miller-Young about the transition, asking that they be in touch with myself or T. Howard regarding web related questions.
    - Crystal Fernandes, Web Strategist and Client Services Manager, ABORG

Floor opened to questions:

- R. Sproule suggests sending a follow-up to J. Housman with updates that have taken place.
- D. Stockley asks what happens with 404s errors if a board member comes across them on the STLHE website?
  - Send an email to T. Howard and G. Watson
    - G. Watson has installed a 404 plugin and T. Howard moving through the 200-odd 404 errors that the plugin has identified.

## **8. Needs assessment**

Time: 5 minutes

Purpose: share information

Leader: D. Stockley

Preparation: none

Key areas identified from needs assessment:

- 1 Communications strategy
- 2 Unrestricted accumulated surplus
- 3 Advocacy (reactive and proactive advocacy)
- 4 Conferences

## **9. Other business**

3:34pm EDT: motion to adjourn. D. Stockley, seconded by L. Kinderman. Passes unanimously.

## **Next board meeting**

October 16, 2:30-4:00pm Eastern

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## **Decisions**

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## **Action items**

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## **Items for next meeting**

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