

**Educational Developers Caucus (EDC) of the
Society for Teaching and Learning in Higher Education (STLHE)**

Meeting of the EDC Executive

Thursday, September 3, 2015 2:00-4:00

MINUTES

Invited: Deb Dawson (Chair), Erin Aspenlieder, Carolyn Hoessler, Tim Loblaw, Celia Popovic

Regrets: Stephanie Chu

1) Adoption of the agenda (Erin)

- a) Erin moves to adopt; all in favour

2) Minutes of previous meetings for approval (Erin, all)

- a) Erin moves to adopt
- b) No changes
- c) All in favour

3) Updates in Brief (15 min)

- a) Chair's report (Deb)
 - i) STLHE board meeting on September 4th, so will be able to share more information after the meeting
 - ii) Living Plan
 - (1) Natasha Kenny working on a written report on the Living Plan discussion from AGM and will send to Executive. Continue to check-in with Natasha on updates for the Living Plan (Erin)
 - iii) Mentorship
 - (1) Deb seeking help from EDC board to host an online session on mentorship;
 - (2) Goal is to hold WebEX meeting with informal discussion on mentorship/professional development
 - (3) Carolyn to help Deb set up this Professional development virtual meeting. Deb and Carolyn to connect to set up this meeting with the first session on "Centre Directors" and Celia to be a panellist. (Deb and Carolyn)
- b) Professional Development and Grants report (Carolyn)
 - i) EDC Institute
 - (1) Discussed the essential elements of an EDC Institute, including:
 - (a) Whether all Institutes should include both a novice and experienced stream
 - (b) Advantages and disadvantages of including novice and experienced streams: advantages in that there is a lot to learn as a new educational developer, advantage of being able to send more than one person from the same Centre; disadvantage in that it can be challenging to determine whether to register for 'novice' or 'experienced.'
 - (c) Whether Institutes should have a specific 'themed' topic
 - (d) Whether the Institute topic should be decided by the host institution
 - (e) Advantages and disadvantages of including specific topics: potential disadvantage of overlapping with EDC conference; potential advantage of streamlining organization and cost-savings for participants who could travel to both; advantage in that participants might attend each year to engage with different topics
 - (f) Possibility of alternating years between novice stream and focused topics
 - (g) Need to clarify within the call for proposals for the Institute whether novice/experienced means general ED novice/experienced or novice/experienced in the specific theme
 - (h) Possibility of an online Institute, including the advantage of making the Institute more accessible for different places and the suggestion to include virtual opportunities if there is the experience in blended facilitation.

(2) **Actions from this discussion:** Updating the Call for Proposals for Institutes to clarify the novice/experienced expectation and the suggestion to include online elements.

(3) Discussion of the 2016 EDC Institute Proposal

- (a) Identified a few areas to ask for more information from the proposed hosts and to make some suggestions. These items include: inquiring about interest in offering one 'themed' topic or the novice/experienced streams; suggesting investigating the use of buses for transportation; suggesting that the hosts keep track of estimates for costs and communicate with Exec as these are updated.
- (b) Budget for the next Institute is approved and it was recognized the costs were slightly higher due to transportation costs. Suggestion was made to consider the use of school buses.
- (c) The current guidelines do not require all facilitators/hosts to be EDC members, but should minimally require one EDC member for Institute proposals.

(4) Motion to approve Institute proposal with the following suggestions

- (a) Clarification on transportation, update on estimates
 - (b) Advance date for COED
 - (c) Advance/novice is underdeveloped and either further clarify or collapse
- Carolyn moves; all in favour; motion passes**

(5) Outstanding Institute questions for Exec to revisit:

- (a) Do we want a cost/Institute or cost/day?

ii) Guides

(1) Three types of funding needed for the Guides:

- (a) One time funding to design a template
 - (i) Carolyn reached out to STLHE, Windsor (CELT guides), and local representatives
 - (ii) Requesting quotes and samples (Carolyn)
- (b) Ongoing cost for translation of Guide abstract
- (c) Ongoing cost for formatting and use of template
 - (i) Set fixed amount for each Guide and giving the Guide group the autonomy to decide how to use the formatting budget.
- (d) **Actions from this discussion:** Tim L to build a fixed formatting budget and translation budget for the Guides into the EDC budget.

(2) Stephanie and Carolyn to work together to consider templates that also include online elements. If other Exec members are interested in working on this element to contact Carolyn.

- (a) Template will include "About EDC" and "About the Series" and "About Series/Issue Editor"
- (b) Executive should draft this "About EDC" and "About the Series" to include in this template.

(3) Portfolio Guide will be sent to an external reviewer

(4) Apply for ISBN # for the Guide

- (a) Carolyn has applied for this ISBN, but requires a static email address
- (b) Request from Tim Howard an edc@stlhe.ca email address (Carolyn)

iii) Grants

(1) Sending out grant update on September 9, with deadline for October 31

c) Conference report (Celia)

i) Scheduling of meetings for EDC conference

- (1) The STLHE annual meeting is held before the EDC conference
- (2) Deb will let Celia know the date of the STLHE board meeting (Deb)

ii) MOU for EDC Conference has been resolved and the MOU has been signed

- iii) Clarification that the VP Conferences (Celia) sends out the call for the EDC Conference
 - (1) Update calendar for Exec to include sending the call for conference hosts for May (Erin)
 - (2) 2017 should be held on the West coast, include in the Call a West coast appeal
- iv) Conference proposal process is on the shared Exec calendar
 - (1) All Exec members should check the shared calendar to ensure is accurate (all)

d) Finances/Budget report (Tim L)

- i) STLHE hand-off between Elaine Simpson and Tim Howard will allow for timely budget updates
- ii) 2015 conference did not generate revenue; discussed the need to have better Executive oversight of the budget.
- iii) Nominal revenue from 2015 EDC Institute
- iv) We budget EDC Exec travel allotment of \$250 tied to travel expenses
 - (1) To claim this \$250 we need an expense to allot this to and done after the event
 - (2) If seeking claims connect with Tim H and copy Tim L.
 - (3) Looking for any expenses from STLHE and ensuring that everyone has been appropriately refunded
- v) Reminder to copy Tim Loblaw on email with any budget related items
- vi) Tim L working on projected three year budget (2015-2018)
 - (1) Will build the ongoing costs for ED Guides into this budget once estimates are available
 - (2) Looking for a maximum of one Guide a year

e) Communication report (Stephanie – sent electronically)

- i) Website update:
 - (1) In discussions with Tim H and Jon to determine functional requirements and potential designers;
 - (2) continuing to maintain current site (added job descriptions)
 - (3) continuing to maintain mail-list.
- ii) Email digest:
 - (1) Building on EDC goals to develop this digest in order to summarize current information and to direct people to the website.
 - (2) Looking for content for these digests: send Stephanie topics, descriptions and urls (Erin)
 - (a) POD
 - (b) ICED in South Africa in 2016
 - (c) ISSOTL in Australia
 - (d) SEDA
 - (e) COED

f) Secretary's report (Erin)

- i) Action Items
 - (1) Please send Erin action items that have been completed or are no longer relevant (all)

4) Other (all) (5 min)

- a) Accreditation
 - i) Celia and Erin are taking part in this action group, meeting three times this fall to determine next steps
 - ii) Developing a template to pilot for accreditation of graduate student/sessional programs
 - iii) Continue to check-in with the Executive on this item

5) Future Meetings

September 28 – 1:00-3:00
October 26 – 1:00-3:00

6) Adjournment (2 min)

- a) Very busy time of year – appreciation for all the support and energy of the community! Hooray to a great year!

Completed Action Items

- a) Twitter – What do people think about sharing the Twitter account so that others can post – Social Media group might also contribute – EDC Executive supports this (Stephanie)
- b) Connect with Natasha on Living Plan and inquire about opportunities for community input (Erin)
- c) EDC Membership cost is not listed on the STLHE website (<http://stlhesapes.wildapricot.org/edcmembership>) (Stephanie)
- d) Would anyone like to share the twitter and Facebook account? This would help share the information (anyone)
- e) Plan for EDC short quarterly newsletter/email blast – Stephanie
- i) link the notes on mentoring to our web site (Stephanie)
- ii) Finalizing MOU (Erika and Jordanne)

Remaining Action Items

1) Meeting Logistics

- i. Go back to past members to invite them to renew membership (Erin)
- ii. Bag update – waiting to send message out to members, as the elections are underway, and Living Plan emails and grant emails circulating (Erin)
- iii. Action Items and Calendar Update check for updates, and post to web once confirmed (everyone)
- iv. Consider how we use the wildapricot system – ask Jon to give instructions on the discussion board (Erika)
- v. Next meetings (Deb with Chris Smith will send a doodle poll)

2) EDC Conference

- i) Four hour meeting prior to EDC Conference was an excellent opportunity this year, keep it in plans for EDC 2016 – Monday Feb 15 (Erika)
- ii) STLHE Board Meeting confirm if it will be Feb 19 what day they would like (Deb, Erika),
- iii) EDC AGM to be during lunch (Erika)
- iv) consider Thursday if there is a session or activity post-lunch (Erika)
- v) Follow up meeting with Tim, Jordanne (Erika)
- vi) Need to confirm that people are not in more than 2 sessions (Erika)
- vii) EDC Conference Postcards to STLHE and POD, ICED (Erika)
- viii) Keynote if there are recommendations please let us know (everyone) possibly from POD Final session: Leveraging our collective experiences – Debra Desire (Michigan State University), Alan Galiche (Ohio State University), Mathew Kaplan (University of Michigan), Matt Ouellette (Erika to follow up)
- ix) MOU – Legal representative from University of Windsor raised some issues including details of legal responsibility in circumstances of someone being hurt on campus, and the issue that EDC is not a legal ‘person’ (Erika) Share any changes to use for EDC Institute
- x) Detail meeting with Jordanne, Celia and Erika (Erika)
- xi) Build into guidelines for EDC host that report budget update midway, being aware that some costs are not confirmed until later – add this to call and use this mid-December (Erika) add to call and guide for future years (Jordanne/Celia)
- xii) gaining more resources from the conference to share that are hosted centrally – Celia
- xiii) Reconcile EDC and STLHE Conference Handbooks for similar language and awareness around whether conference committees are persons as MOU (Celia)
- xiv) Send EDC pins to new secretary (Erika)

3) Online Communication

- f) Living Plan
 - a) Communicate success and achievements that have supported the Living Plan (Appreciative)
 - b) Include in the STLHE Newsletter– Highlights of the year within the context of the Values and Living Plan (Deb on going)
 - c) Continue to check-in with Natasha on updates for the Living Plan (Erin)
- g) Professional Capacity: Develop an Annotated Bibliography online with links to critical resources
 - a) Jeanette’s documents
 - b) Pathways project (was on Ottawa website – can those be put on our EDC website? (Deb will ask Jeanette)
 - c) HEQCO project from Deb
 - d) New Direction for Teaching and Learning No 122 (reviewed in Educational Resources)
- h) The EDC review: Meta-tag needed to bump it up on ranking. Follow-up with Muriel. (Stephanie)
- i) Shared templates, and consistency for linking back – draft guidelines and invite others to contribute (Stephanie)
- a) Add picture of Action Groups to add to Action Group page (include permission sheet for photographs) (Stephanie), Photo of the EDC Executive
- j) A call will go out to EDC members for volunteers to help with the new website (Stephanie)
- k) Database of centres (Deb update re conversation with Nicola) – Nicola is comfortable with the changes, and would like to see a copy of the opening text prior to going live (Stephanie)
- l) Mentorship and online webinars – help Action Group to decide what system to use, and how to archive (Stephanie)
- i) Develop edc executive email – contact Jon and STLHE Admin that both Secretary and Communication review – this will also allow a Dropbox to be created. New website might create some of these options (Stephanie contact Jon Houseman, STLHE)
- m) Send Stephanie topics and short descriptions and urls to point to for EDC digest (all)
- i) Digest email draft sent to Executive (Stephanie)
- ii) Erin to continue to check-in with Natasha on updates for the Living Plan

4) Financial

- a) Brad Wutherick willing to host a web discussion for EDC members on Centre budgeting (Deb)
- b) Clarify what we as the EDC offer to new members, and what does STLHE do, since you must be a member of STLHE to become a member of EDC, consider ways of low-level entry ex. Students (Deb)
- c) May ask STLHE if they would consider trial membership (Deb)
- d) Once the audited financials are received, will post on the website (Tim, Stephanie)
- e) Need to consider if we will need to add a standing expense to the budget for the guides – likely an invoiced expense for graphic design (~\$1000), copy editing and final proof (~\$500-1000) – general executive consensus that agree we should add this as a standing item, raise with membership (Tim)
- f) Build a three year budget - Tim

5) Membership and A/GM Preparation

- a) Determine if we buy new EDC bags - Confirm process regarding bags (Carolyn plans to send out a quick email about grants after Fall – may be too short a timeline, follow up after STLHE (Erin)
- b) Find a way to invite 3M fellows to join EDC as they do not require STLHE membership renewal and so are not sent renewal messages (Deb)

6) Professional Development: Institute, AGM/GM, etc.

a) Grants

- i) Continue to clarify criteria for grants – the committee will finalize the streamlined grant, and will circulate to executive (Carolyn)
- ii) Will send Fall (October 31) Call (Carolyn)
- iii) One grant need to discuss with STLHE Board to consider best way of moving forward (Deb and Carolyn)

- iv) Have additional funds in surplus so are able to fund all 4 if meet full criteria and all budgets warranted to maximum of \$3000 – confirm with reviewers (Carolyn)

b) EDC Dialogue at GM/AGM

- i) Consider having a session at STLHE/EDC about what centre models, sizes and mission (Deb/Carolyn)
- ii) SWOT Analysis with the Living Plan (Carolyn and Deb)
- iii) Living Plan analysis –consider online component (Carolyn and Stephanie)
- iv) Previous recipients of EDC Grants – present on how used the funds and outcomes (Maybe EDC) (Carolyn)

c) EDC Institute - Call out for EDC Institute 2016 Fall (Carolyn)

- i) Allocate EDC Institute Budget to host an EDC sponsored meet and greet or welcome reception – intent supporting the Living Plan for networking, welcoming new members
- ii) Recommend inviting local EDC community to join tables and networking event to encourage extended networking
- iii) Consider developing EDC Institute Handbook
- iv) Update STLHE website for Institute information (identifying past event) – what can we post now? And contact Muriel to update (Carolyn)
- v) Explore whether eventually this type of foundational institute might be every other year, and on alternative years have a focussed topic to allow people to go deeper in on topics (such as intercultural communication, project management, conflict resolution, mediation, strategic budgeting) (Carolyn)
- vi) Include link on website to CHERD and SUAC for workshops and resources that are relevant to people in leadership roles in Educational Development (Stephanie)

d) ED Series

- i) Graphic Artist will work on template cover (Carolyn)
- ii) Apply for ISBN number (Carolyn)
- iii) Request from Tim Howard an edc@stlhe.ca email address (Carolyn)
- iv) Request quotes and samples for a template (Carolyn)

7) Increase International Connections for EDC

- a) POD/ICED

8) Action Groups: Goal to involve more EDC members

a) Mentoring Action Group

- i) Will reach out to have someone willing to facilitate the first webinar (Deb)
- ii) Possibility of having a more complete web conferencing tool through STLHE that could allow web conference: licensing, multiple rooms? (Deb)
- iii) Launch Mentoring – Deb
- iv) Carolyn to help Deb set up this Professional development virtual meeting. Deb and Carolyn to connect to set up this meeting with the first session on “Centre Directors” and Celia to be a panellist. (Deb and Carolyn)

b) Teaching and Learning Centre Leaders Group

- i) Reach out to connect better to college Centres (Tim developing distribution list, 133, let group know if there are new centres or new directors) Still keep this one open
- ii) Session on being a new Director - share resources from Cracker Barrel (Stephanie, Erika)

c) Recognize and Value Educational Development Contributions

- i) Suggest start collecting stories and pictures and post on the EDC web (questions from Jeanette McDonald and Denise Stockley about entering the profession) (Deb contacted and will follow up, and contact Margaret Anne for her email)

g) Accreditation of Centres Action Group

- i) Next steps:
 - (1) Start with a sub group, and pilot

- (2) Consider collaborating with SIG Teaching Assistants and Graduate Student Advancement would complement work done on competencies, and would add to synergy with STLHE
- (3) Focus on voluntary, peer review approach – consistent our EDC values
- (4) Aim to present and discuss for February Executive 2016 (Erin make sure on slides)

h) Sessionals Action Group

- i) Send call for Action group members (Erin)

9) Strategic - Next Steps, where going forward

- a) Come to consensus about Accreditation concerns (everyone)
- b) Clarify Annual Goals for EDC Executive
 - i) Work on Living Plan group (Erika with Action Group)
 - ii) Clarify how the different things EDC does support matches and supports the different elements of the updated Living Plan
 - iii) Build EDC more within the Colleges Sector (everyone)
 - iv) Work on improved transparent communication – particularly around Action Groups and membership (Stephanie and everyone)
- c) Confirm EDC exec goals mid- and end of year (Erin)
- d) Onboarding new Executive members
 - i) Create a more formal onboarding strategy for new Executive (Deb?)

Revision in the Future and/or Removed Action Items

- b) Cannot link content between current EDC website content and the Living Plan
- c) Blog post on Value and Living Plan
- d) **Regional initiatives/groups** (Leave future for now - Invite proposals from membership later)
 - i) Let others know what is happening regionally as a first step?
 - ii) **Peer Visits** (leave for now, and come back to)
- e)