

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

Meeting of the EDC Executive

November 25, 2016

1:00-3:00EST

MINUTES

Invited: Deb Dawson, Erika Kustra, Jaymie Koroluk, Tim Loblaw, Erin Aspenlieder

Regrets: Celia Popovic, Stephanie Chu

1. Adoption of the agenda (Erin)

- a. Erika moves; All approve.

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

- a. Revised meeting minutes from September 2016 Executive Meeting
 - i. Tim moves; Erika seconds; approved.
- b. Meeting minutes from October 2016 Executive Meeting: Request for clarification
 - i. Erin to circulate revised October minutes for December meeting.

3. Updates in Brief (15 min)

- a) Chair's report (Erika)
 - a. STLHE meetings are having rotating reports because the agendas are so full. Erika will be reporting in January; anticipate requests for this report for Executive.
 - b. Erika to follow-up with Celia about developing connections with representatives from HERDSA, POD, SEDA to develop common projects with EDC. Current and future leadership of these organizations are interested in these partnerships.
 - c. Erika gave out all bookmarks at POD for the EDC Portfolio; Erika to order more bookmarks.
 - d. 3M teaching award nominations are submitted; Deb, Erika and Tim are all on the review committee, so EDC well represented.
 - e. STLHE has submitted a formal letter withdrawing from Teaching & Learning Canada.
 - f. Erika will reconnect with colleagues from SHED to restart the webinar connection. We will need a date and time for this webinar.
- b) Past chair's report (Deb)
 - a. Discussion of a Portfolio Institute to follow directly after STLHE, involving webinars in advance so that some of the Portfolio work could be done in ahead; potential for some virtual facilitation at the Institute. Jeanette McDonald has agreed to be the lead on this Institute. Deb is working on coordinating a location for this event; accommodation costs for the facilitators to be covered under the costs of the Institute. Goal is to have 60 completed portfolios to see how the portfolio is used as a tool for development and for hiring.
 - b. Japanese colleagues are interested in following up on the ED Portfolio; possibility of a further workshop and a translation of the Guidebook.
 - c. Deb will follow-up with Heather Smith to lead the Mentoring group before the December meeting.
- c) Professional Development report (Jaymie)
 - a. EDC Grants:
 - i. Discussions of whether to have the Grants return to an annual call; most recent call has had a few submissions. Decision to continue with the twice a year model because it allows for predictability in budget, multiple opportunities for submissions, and administrative simplicity.
 - b. EDC Guides

- i. Jaymie and Lisa continue to develop the process for selecting Guides. Jaymie will send a draft call – including recommendations for topics – to the Executive by December 5 for feedback and then to the membership.
 - c. Webinars
 - i. Judy and Isabeau interested in doing webinar in early March on the Portfolio; Deb to connect with Judy on the topic and timeline.
 - ii. Deb to send Jaymie the webinar process that she used for organizing webinars (information for hosts; role of coordinator; ways of soliciting topics and hosts; scheduling). Possible topics: evaluating activities of educational development (Carolyn), recruiting faculty members to events; internationalization group following Institute. Jaymie to get some support from a colleague to set up the webinars in future.
 - iii. Affirmation of the goal of the webinar series to have an ongoing professional development opportunity for developers throughout the year.
 - iv. Erika confirmed with Tim H that WebEX has a limited number of hours for meetings; but a one-hour webinar is fine, but a full-day Institute would be too prohibitive.
 - d. EDC Institute
 - i. Hosts are looking to reconcile Institute budget for December. Discussion of whether/when the transfer payments can come from STLHE. Jaymie will continue to monitor this payment.
- d) Conference report (Celia)
 - a. Deferred to December.
- e) Finances/Budget report (Tim)
 - a. Tim's replacement
 - i. Tim suggested a colleague to replace him; the Executive approves the replacement.
 - b. 2016 budget means we are on track for a surplus
 - i. The surplus line for conferences & institute will be diverted to the hosts so not properly a surplus.
 - ii. 2016 budget included lines for the Guidebook; we are currently over-spending in this area. Discuss at AGM.
- f) Communication report (Stephanie)
 - a. Some website updates requested for Stephanie: add Deb as a member of the Executive and include the Coordinators to the main page.
 - b. ED Portfolio Institute should take place in different parts of the country; wondering whether it could be hosted at Kwantlen. Deb to follow-up with Stephanie on this idea.
 - c. Website information and questions will be forwarded to the Executive. Erika will send to the Executive.
- g) Secretary's report (Erin)
 - a. EDC Awards
 - i. Discussion of the public materials for the award winners, press release, etc. Approval from the board for these materials. Erin will circulate the pieces at appropriate times.
 - b. COED
 - i. Erin shared update from the COED meeting that it was a good group and discussion.
 - c. Call for EDC Resource Coordinator
 - i. Erin to send out a call for this Coordinator before December 1.

4. Budget 2017

- a. Tim L built the 2017 budget on projected revenues and expenses based on previous years. Anticipating the same revenue for 2017 with the same number of memberships and institutional memberships.
- b. Discussion of revenue for 2017 and membership fees
 - i. Idea to increase benefits for membership (e.g. bursaries, reduced rate memberships, membership waivers), rather than decreasing membership fee.
 - ii. Desire to maintain current membership fee because it makes it more challenging to return to a balanced budget.
 - iii. Add a new category bursary "EDC membership bursary" as part of the bursary line targeted at retirees, students, those in part-time positions: folks could submit requests for funds and we

could approve. This bursary would only be possible so long as surplus. Celia to draft and coordinate with Stephanie for the website.

- iv. Decision to increase the bursary line to account for an additional membership bursary.
- v. Submitting a deficit budget in order to diminish the ongoing surplus.
- c. STLHE requesting budget for beginning December for STLHE board approval. Historically we submit the budget to the membership for approval electronically; given the timeline this year we do not have time for membership approval before it goes to the board. Decision to send the budget to the membership for feedback and to ask questions.
 - i. Include as a discussion item at the AGM.

5. EDC Accreditation Discussion (10 minutes)

- a. Discussion of whether STLHE or EDC should be the accrediting name for these accreditation activities.
 - i. EDC as accrediting body because knowledge of the programs and their offerings; EDC members serve on the accrediting working group; EDC expertise in educational development is key.
 - ii. Previous interest in STLHE accrediting Centres was not well received by membership; some concern of a gap in knowledge and experience.
 - iii. Concern that if it comes from STLHE they would have the right to change the process and we want to control the process.
 - iv. Note that STLHE has more international and national recognition and so the accreditation may have more weight coming from it.
 - v. Decision to continue with it as EDC accreditation with the opportunity to revisit this decision in 12-24 months.

6. Adjournment (2 min)

- a. Erika moves, all approve.