

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

Meeting of the EDC Executive

October 28
1:00-3:00EST

AGENDA

Invited: Erika Kustra, Jaymie Koroluk, Celia Popovic

Guests: Carolyn Hoessler, Jessica Raffoul, Lisa Endersby

Regrets: Deb Dawson, Tim Loblaw, Stephanie Chu, Erin Aspenlieder

1. Adoption of the agenda (Erika)

- a) Move agenda items for Institute and Guides first: Jaymie moved and Celia seconded, unanimously approve with change in order

2. Minutes of previous meetings for approval (Erika) Celia moves, Erika second

- a) Two typos in September minutes to be revised.

3. Updates in Brief (15 min)

a) Chair's report (Erika)

- COED meeting in November requested EDC update; Erin to provide update.
- EDC Institute – congratulations and formally thank you for all of the hard work for Lisa and Jaymie,
- STLHE Board – Partnerships, likely not to continue Magna partnership for now, may impact Knapper award
 - i. Alan Wright will take over Knapper Award Coordinator
 - ii. Board is using Basecamp – if works well, we might try it
 - iii. Board is considering Special Projects Budget line. Discussion of what projects might fall into this budget line.

b) Professional Development report (Jaymie)

- EDC Institute (Lisa Endersby)
 - i. Very successful, small group size was appropriate and had impact
 - ii. Total of ~30 people participated
 - iii. Discussion of what worked well and what could be improved:
 - 1. Want to continue to capture and continue opportunities for networking face-2-face as well as accessible
 - 2. Need to keep aware of purpose and intent of event, continue to work with hosts – prepare a set of guidelines (Jaymie and Lisa)
 - 3. Discussion of whether the institute material could become part of the international educational development program Celia is managing
 - 4. Originally set up with intention to have a stream that has beginners guide to being an educational developers – may be better to focus on one topic rather than trying to have two streams, or divide up by expertise in topic rather than career path
 - 5. Executive and hosts should have discussion and guidance to make sure the Institute topic fits a need not any where else
 - 6. Participants expressed interest in continuing the discussion virtually, this may become part of institute, or an alternative form of engagement (Lisa and Jaymie)
 - iv. Develop process to address past Institute questions and future Institute concerns; and how to act on past Institute questions (Lisa and Jaymie)
 - v. Develop an Institute Handbook (Lisa and Jaymie)
 - vi. Reflection on the scope of PD available: Guides, EDC Institute, EDC Conference, STLHE Conference, Grants, webinars....International online course coming

- EDC Guides (Jessica) – see below
 - Webinars – Jaymie is contacting Heather to confirm leadership of this area.
 - Grants – Jaymie has been in touch with Kris Knorr – need to update email contact on the website (Jaymie and Stephanie)
 - i. Consider going back to one call/year – discuss with full executive
 - ii. Discussion of a session at the conference to brainstorm ideas, and gear up for spring call (Jaymie and Kris)
- c) Conference report (Celia)
- 2018 Hosts confirmed, MOU, UVic confirmed- announce at conference!
 - Celia met with Guelph hosts, some of their decisions and work includes:
 - i. Extended proposal deadline by one week
 - ii. They have 25 reviewers signed up; reminder to the executive to sign up as reviewers.
 - iii. Keynotes coming together
 - iv. Website development – using dropbox to share handouts – reviewing system that might be good for future
 - v. Celia to confirm AGM set for 2017.
 - vi. Confirm Teaching Leadership meeting during pre-conference – consider having two stream one specific for Directors group and one more general for leadership development
- d) Finances/Budget report (Tim)
- e) Communication report (Stephanie)
- Website development continues with STLHE.
 - Next step is a quote for website development.
 - Goal is to launch website at EDC 2017.
- f) Secretary's report (Erin - defer)

4. Living Plan (Carolyn Hoessler)

- a) Update: Feedback from EDC Community summarized, and revised document shared
- b) Questions from Carolyn for the Executive:
 - i. Like the 4 categories? – yes the executive liked the four categories
 - ii. Graphic? – image of visual flower, but also in motion, generally the executive members, liked the abstract image
- c) Some small revisions – eg. Use title 'Actions' rather than Goals, champion SoEd (Carolyn)
- d) Review model, infrastructure and support for action groups (Erin)
- e) Call out to do Systematic review of ED Needs – building from Living plan?? (Jaymie think about this)
 - i. Check with Tim funds might have to do this from special projects funds (Tim)
- f) Review if grant areas make sense (Jaymie and Kris)
- g) Present at EDC AGM (Carolyn)
- h) Post final version online (Stephanie)
- i) Willing to touch base annually or in retreat to revisit and revise (Carolyn)
 - i. Follow up with EDC Living Plan summary initiatives (Erika)

5. EDC Executive Calendar - defer

6. EDC Guide Process (Jessica and Jaymie)

- a) Call for topics is completed – need to select guides
- b) Goals of process include desire to have a sense of community and respect
- c) Process
 - i. General call for topics
 - ii. Recommendation from EDC Guide Team to EDC Executive: question of whether the proposal should go to an initial group of peer reviewers? (deferred to November)
 - iii. Criteria for selection
 1. Depth of suggestion

2. Rationale – clear, focussed, place in context existing resources
3. Readiness – have clear concepts, initial work started and potential authors
4. Relevance to EDC needs and living plan (Repeat entries – indicate community thinks it is a relevant topic)
5. Scope of Guides – start with foundational topics, move into specialized
- iv. Recommend identifying two Guides at a time
- v. Invite EDC Community to submit formal Guide proposal – Invite teams of authors submit a proposal together – prefer multi-institutional (people self-select their team)
- vi. Draft Process Discussion:
 - Send out call to community, and clarify process (opportunity for community to give feedback and seek clarification).
 - Step 1: Expression of Interest – team, experience, focus statement
 - a. groups could be encouraged to work together
 - Step 2: Invite full proposal: Statement of focus (Description of guide), possible tables of content, reference list, audience, author team and relevant experience, identify process will use to write/editor who will oversee writing. Discussion of whether to include a sample chapter, with decision that this may not give a fulsome picture and so should not be included at this stage.
 - Review Proposal by EDC Guide Team- Ensure right people and right resources
 - a. Criteria as above, plus experience of authors
 - Provide guide for authors, and recommended process – e.g. recruit an editor to manage writing style
- d) EDC Guide Team - Recommend
 - i. Centre Review – interest, work already done, multi-institutional team
 - ii. Ethical Practice – work already done, multi-institutional team
- e) Next steps: (Jessica and Jaymie)
 - i. send email to Exec to confirm the 2 topics, confirm process (tidy up our notes)
 - ii. send call out to EDC Community with rationale based on criteria
 - iii. Post instructions on web (Stephanie)
 - iv. invite action group or sessions on topics

7. Other Business – Executive Team section on website with posts, names (Jaymie and Stephanie)

8. Adjournment (2 min)