

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

Meeting of the EDC Executive

March 31, 2017

1:00-3:00pm

Invited: Erika Kustra (Chair), Deb Dawson (Past Chair), Stephanie Chu, Jaymie Koroluk, Celia Popovic, Theresa Southam

Regrets: Erin Aspenlieder

1. Adoption of the agenda (Erika) motion to adopt the agenda Deb, seconded Stephanie, unanimous adopted with minor additions:

- a) Add discussion of Educational Developers course EDC accepting Canvas as platform
- b) Group Mailing list

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

- a) February minutes – moved by Erika, seconded by Jaymie, one abstention because was away, other unanimous approval
- b) AGM 2016 notes to post
 - Gap within the AGM minutes around special projects. Erin following up to resolve.

3. Updates in Brief

a) Past Chair's report (Deb)

- EDC Institute – Correspondence should be directed to Jeanette McDonald. Deb Dawson and Jeanette McDonald are continuing to working with Isabeau Iqbal and Judy Chan to coordinate the Institute.
- Discussion of whether there are bursaries to attend and confirmation that they are available.
- Discussion of current enrolment and a decision to continue to advertise, particularly in the Atlantic region. Jaymie will post.
- Dates and times for the 2017 EDC Institute: Online Webinars
 - i. May 16 and June 1 (optional post F2F webinar – TBD) | 60 to 90 minutes in length
 - ii. Start Time: 10 am Pacific | 11 am Mountain | 12 noon Central | 1 pm Eastern | 2 pm Atlantic | 2:30 NFLD
 - iii. Face-to-Face (St. Mary's University, Halifax Nova Scotia)
 - iv. Friday June 23 | 3 to 6 pm
 - v. Saturday June 24 | 9 am to 5:30 pm
 - vi. Sunday June 25 | 9 am to 1 pm
- Decision to create a short video about reasons to attend the Institute. Deb and Jaymie will create this.

b) Chair's report (Erika)

- International liaison: Discussion of upcoming international educational development events and who from the Executive might be attending.
 1. ICED: Discussion of whether there could be more funding to support travel to this event.
 2. SEDA: No current Executive members; Erika see if any past exec are going
 3. POD – Erika, Celia, Stephanie,
 4. HERDSA – No current Executive members; Erika see if any past exec are going
 5. ISSOTL – Theresa attending
- ii. SHED ongoing interaction in developing webinars.
- iii. Deb will check in on the progress of the Japanese translation of the ED Portfolio Guidebook.

- EDC Report - Erika sent message to Gavan to check where it is best posted.
- STLHE Blast
 - i. EDC Conference Highlights – Celia will wait until the Guelph conference report is complete and then send out conference highlights in the next blast as well as promoting the 2018 conference at UVic.
 - ii. EDC Institute 2017 – Lisa submitted draft report.
 - iii. EDC Grants – Kris submitted draft report.
 - iv. Next Webinar date – Joe submitted next webinar and is planning to submit highlights from the EDC/SHED webinar
- Travel grants supporting peer visits between Centres
 - i. Mentoring group identified this initiative and Isabeau was working on this idea. Erika will contact Isabeau to layout a set of criteria to receive funding, and what is appropriate to request for funding.
 - ii. York hoping to offer a series of 1 month Visiting Fellows – can pay about \$7000 for one month- Centre has a new approach and/or project, and visitors have benefit of experience. Suggestion to consider apartments on campus as a way to save money on accommodations.
 - iii. Discussion of a reasonable amount of money to support peer visits: Max of \$2000/person – to 2 or 3 total. Theresa will follow-up on budget considerations including budget lines in special projects, miscellaneous and surplus. Theresa will confirm the restrictions on surplus allocations.
- Discussion of the blog post on values and living plan and a decision to remove this from list of to-dos for now.
- Discussion of whether we want to try Basecamp for EDC Exec. Consideration that it may be useful for the action groups to track activities. Erin to investigate.

c) Professional Development report (Jaymie)

- Webinars (Joe Lipsett)
 - i. Had a successful webinar with SHED – 60 people joined online, good discussion
 1. Joe is currently working on summarizing the discussion from chat to share as a resource, and will share slides and recording of the webinar
 - ii. *How to Conduct a Webinar* – facilitated by Jaymie and it is scheduled for [1pm EST on Friday, April 21](#) (the original date had to be changed because of Easter). The registration link is here: <https://goo.gl/forms/jom8ha3glc9tSPRp2>
 - iii. Follow up on joint 3MNTF with Esther Enns and Mike Van Bussel and Shannon Murray (Jaymie)
- Discussion of Funding for Coordinators
 - i. Have a budget line for EDC Exec travel funding available to a maximum of \$1500, \$250/person max – but typically only half the funding is used
 - ii. This travel funding will be extended to include Coordinators (resulting in potentially up to 12 people accessing funds)
 - iii. Ask people to project travel costs in advance at beginning of year STLHE, EDC, EDC Institute (discuss travel fund in October/November, submit in January) – add this to Treasurer list in Calendar.
 - iv. Decision to re-evaluate this plan in October for the following budget year.
 - v. EDC Institute Coordinator - Attending the Institute is not required, but recommended where possible, so access to \$250 would provide some support. Suggestion that when the Budget is done for the institute, the hosts explore building in registration for the coordinator so that they do not have to pay to attend. Jaymie will follow-up for next Institute.
- Institute- developing guidelines
 - i. Add some details to the information including information for budget attendance for coordinator
 - ii. Contingency plans, emergency cancellation

- Decision to include a regular schedule for coordinators to join EDC exec meeting. Jaymie to coordinate this.
 - Grants (with Kris Knorr)
 - i. Advertising underway
 - ii. Revision to rubrics underway – modified language in rubrics
 - iii. Information on website updated
 - iv. Planning date for webinar – will circulate soon
 - v. Talked about option for more if collaboration – Include this for the Fall call funded through the surplus.
 - Guides – discuss next meeting add to agenda
 - i. Formalize survey results into a criteria and guidelines to streamline
 - ii. Will reach out to the 2 current guides.
 - EDC Resource Review – Call for replacement
 - i. Erin to add a call again if no responses.
- d) Conference report (Celia)
- EDC 2017 – waiting for Guelph report expect May 15
 - EDC 2018 – will be at UVic, and will be in touch early
 - EDC Conference sponsorship Collaboration with STLHE for multi-year agreements?
 - i. Celia and Erika will contact Laura Kinderman, Vice President of STLHE to discuss.
- e) Finances/Budget report (Theresa)
- Nothing to report
- f) Communication report (Stephanie)
- Website
 - i. Stephanie sent specifications to company, and they will send a quote – hope to have something ready for STLHE – expect to have top menu to help decrease length of menus
 - ii. Sharing a value of being a member of EDC: using this as model
<http://evaluationcanada.ca/why-become-member>
 - iii. Discussion of the section of the website on Database of Centres, Centre leaders and who checks and updates it. Noted that on the new page people can update their own, with a note that the Secretary should send a regular message to the membership to do so.
 - iv. Discussion of the need on the website to articulate the relationship between awards and the grants of EDC constituency (eg. EDC) and STLHE and make clear on the website – liaise with Valerie Grabov. Decision to have new Awards Chair work on this with Communications.
 - Dropbox for Action Groups – constrained by space individual has, a decision to investigate whether Basecamp could work for this.
 - EDC Mail-list is updated, but needs to be exactly what submitted to database as there were some difficulties noted during the EDC conference.
 - EDC Exec Group Mailing list – decision to create a how-to for this list and a reminder that Western cannot receive these messages, so need to send to Deb separately
 - College-sector T&L Centre contacts - Mike Van Bussell is chair of the College Sector Educators Community (CSEC). It would serve both EDC and CSEC to have an up-to-date list.
- g) Secretary's report (Erin)
- Bylaw update – bylaws revised to modify positions, add new position, and add coordinators
 - Vote online currently underway, closes April 5

4. Elections & Nomination Process (Erin/Erika)

- a) Suggested nominations: Secretary, VC-Communications, VC-Awards and Recognition
- Call translated, ready to be circulated once bylaw vote complete
 - Some recommendations circulated by email, circulate new names by email
 - Consider broader representation

5. Educational Development course (Celia)

- A group of us have been working on the development of a course for entry level educational developers (documents circulated by email)
 - We are now in a position to launch a pilot course with participants in Canada and the UK, using Canada as a pilot in September.
 - In order to do this we require a platform - as you will see from the attached, Canvas is willing to provide this free of charge. They merely require an agreement by an educational body (EDC appears to fit the description) to enter into an agreement with them. If EDC is willing to do this, we could launch the pilot very soon. In the future, if the pilot is successful and we roll this out internationally it might be more appropriate for ICED to take on the agreement. However their processes are extremely slow and ponderous - so we are not confident that we would get an agreement before August - and we would hope to have the pilot concluded by then!
- a) Discussion of this proposal included cost, with a confirmation there is no cost involved. Discussion also of implications:
- EDC logo will be used
 - Canvas is moving to a Canadian cloud – ask for space on a Canadian cloud, as it will aid people in BC and other places for access to information
 - UOIT, SFU and KPU have used Canvas and can share experiences with the platform
 - Celia will confirm with STLHE whether EDC can sign an agreement as we are not a separate entity, but a constituency of STLHE - contact STLHE (Robert, Denise and Gavan).

6. Action Groups (Erin) - defer

- a) Centre grants
- b) Online development with SHED
- c) Defining Educational Development “purpose”
- d) Conference
- e) Follow-up on action items from February re: action groups
- f) Funding – through exec special funding - criteria, process, max amount?
- g) Call to some for info for STLHE blast?

7. Position Descriptions and Executive Calendar (Erin/Erika)

- a) Calendar
 - October Chair – delete 3M reading
 - Treasurer - ask people to project travel costs in advance at beginning of year STLHE, EDC, EDC Institute (what month is this best?)
 - Other changes?
- b) Descriptions – Stephanie’s and Celias in google – send to nomination committee
- c) Secretary
 - The Secretary position on the EDC Executive involves record keeping and people/resource organization. In terms of record keeping the Secretary is responsible for assembling and distributing meeting agendas and minutes, as well as working with the executive members to ensure all action items are recorded and completed. The Secretary also ensures up-to-date membership lists for the Caucus and for action groups. And, in terms of record keeping, the Secretary reviews the Caucus by-laws and leads any by-law amendments. With respect to people/resource organization, the Secretary supports the EDC Action Groups. This support includes establishing action groups; placing calls for action group membership; engaging in ongoing communication with action group chairs to provide necessary supports from the executive; and, reporting on Action Group activities to the membership. A few miscellaneous pieces also fall to the Secretary: booking online meeting space, leading the AGM and GM discussions and responding to, or directing, member queries. All Executive members are expected to engage in discussion and decision making at monthly Executive meetings and frequent email-based discussions between these meetings.
 - The Secretary portfolio relies on, and develops, a few key skills: written and oral communication, data organization and project management.

8. Adjournment (2 min) 3:01 adjourned