

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

Meeting of the EDC Executive

April 27, 2018

1:00-3:00pm

Minutes

Invited: Erika Kustra (Chair), Maureen Wideman, Celia Popovic, Theresa Southam, Jaymie Koroluk, Natasha Patriito Hannon, Jenn Martin, Jaymie Koroluk

Regrets: Mandy Frake-Mistak

Not in Attendance:

- 1) **Adoption of the agenda** - Moved (Jaymie); Seconded (Celia); All in agreement
- 2) **Minutes of previous meetings for approval** – Moved (Natasha); Seconded (Celia);
 - D ii) Minor error - changed to 2019 (not 2018)
 - Add page numbers in minute footer before posting

All in agreement to approve minutes with small changes noted above

3) **Updates in Brief** (15 min)

a) Chair's report (Erika)

i) STLHE Board Meeting Update

- (1) Civility policy reviewed by legal consultant, and approved by Board
 - Provides a mechanism to raise concerns
- (2) New SoTL Canada chair, Brett McCollum, will join May Board meeting
- (3) 2018 elections for STLHE Directors go forward with the positions of Awards Coordinator and Treasurer acclaimed.
- (4) Need a new awards coordinator for Pat Rogers Award
- (5) Past STLHE Presidents will be writing an invited paper to CJSoTL.
- (6) One SoLE project submission as of April 16, 2018, likely will extend the call.
- (7) The Human Library™ sessions, part of the STLHE conference, have been renamed “Open Book Project” due to the fact that the Human Library™ is trademarked.
- (8) 2018 conference committee has secured \$5000 in funding for translation from a grant;
- (9) Exploring multi-year sponsorship agreements for conference

ii) EDC Executive Meeting at Sherbrooke

- Corinne asked us to confirm dates and times
- EDC Exec Meeting - Best time is looking like the night before the pre-conference (Monday, June 18); meeting followed by dinner

- Proposed meeting time: 5:30 pm to 7:00 pm; followed by dinner at around 7:30 pm
 - Location: Will request one of the conference hotels
 - Agenda: Typically includes final preparation for General Meeting and our own goal setting
- iii) Cynthia Korpan acknowledgement
- Has contributed in significant and extensive ways to various EDC initiatives and conferences over the past several years; received leadership award in 2017
 - Suggestion: To acknowledge these contributions, a flower arrangement will be sent to her work office at UVic; Celia will make arrangements
- iv) EDC GM in Sherbrooke
- 2 hour preference; 1 hour for AGM normal work and 1 hour for EDC Dialogue session
 - Venue and Tech: Requested room for 40 people with moveable table and chairs; speakers and microphones
 - Timing: Initial suggestion from organizing committee is 2-hr over lunch on pre-conference day; This time is not ideal for a variety of reasons, including that not everyone is able to attend the pre-conference; Will request a recommendation from organizers on alternative - may seek to split the session (1 hr for AGM at one time - maybe Wednesday at lunch; 1-hr dialogue at breakfast)
 - In future, we would request 4 - 6 pm on the first or second full day of the main conference
- v) EDC Executive meeting in Sherbrooke

b) Vice Chair Professional Development (Jaymie)

- i) Webinars update
- Feels like these are 'rolling' into some of the other activities like the Institute (see below)
- ii) EDC Institute Update
- Fall break weeks in October (8 - 19)
 - Opportunity for this to serve as a pre-conference for the online EDC conference in 2019
 - Can also serve as a 'pilot' to test some of the facilitation and tech support features necessary for the conference
 - Question: What makes an Institute and Institute? Previously, they seemed the Institute seemed to be clearly hooked on a theme or development focus. Is initial spirit of Institutes being captured in this proposed iteration?
 - While the 2018 Institute could serve as a useful precursor to the 2019 Conference, the Institute organizers are not intending to make the Institute (deliberately or unintentionally) a required prerequisite to Conference attendance.
 - Question: How are we working with the Action Group? Intend sending the AGs a 'call for proposals' that will have clear parameters for their contributions and invite them to develop a coherent session description aligned to the theme. Perhaps have the AGs focus on 'extended professional development' in their proposals. Might consider building that into the proposal plan.

- Question: EDC Institute is generally fairly short (1 - 2 days). Was the move to 4 days (chunked) intentional? Yes - didn't want to require participants to sit in front of computer for extended periods; allow for time zones
- Gathering lessons learned from the facilitation, registration and organization of the online Institute would be extremely valuable.
- ACTION: Connect with Action Groups to firm up topics and subsequently develop a save the date message once the Institute has some 'shape'

Conference:

- It would be valuable if Exec or conference planning team could draft and provide a suite of supports in advance of the session ('Hey if you want to book a room to come together collaboratively...' i.e. to support full and meaningful participation in the conference)
- Idea - Virtual poster sessions;
- Plan to charge nominal fee; individual and group rate
- Develop centralized website that we can make it available as a model moving forward for future conference hosts
- ACTION: Conference committee will source website platforms that might serve as a useful site for conference webpage; will compare costs, functionality, and accessibility features
- ACTION: Conference committee to propose a budget and fee structure
- ACTION: Analyze options for and select a synchronous platform.
- Potential Keynote: Joan & partner/co-author (Appreciative Resiliency) along with or book-ended by Erika

c) Vice Chair Communications Report (Maureen)

i)

d) Vice-Chair Conferences (Celia)

i) Conference Update - online version of our EDC conference in 2019.

e) Vice-Chair Awards & Recognition (Natasha)

i) EDGEs update

ii) Natasha Kenny - Centre Leaders Funding Request

- \$250 for refreshments
- Approved

f) Finances/Budget report (Jenn) (Updates tabled until next meeting)

i) EDC Travel Budget

(1) Very little of this has been used for Exec travel

(2) Both exec travel and awards travel coming out of the same budget right now - should be separate. Jenn to follow up with Tim about how/when to make a new budget line (maybe now?)

ii) Presentation of receipts in final report

iii) Action Group funding has been coming out of Special Projects fund -

g) Secretary's report - Mandy absent from meeting

- i) Approval of CoP and Action Group documents
 - (1) Do you approve them - if yes can they please be added to the website, if no, what changes would you like me to make?
 - (a) Two weeks for review - will send an email reminder to exec team; if we don't find any changes, they will be posted as is
 - (b)
- ii) Will provide other updates through email to executive

5) Adjournment (2 min), Adjourned at 3:08pm (EST)

Next Meeting: May 25, 2018, 1PM (EST)