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

Meeting of the EDC Executive
March 16, 2018
1:00-3:00pm

Minutes

Invited: Erika Kustra (Chair), Mandy Frake-Mistak, Maureen Wideman, Celia Popovic, Theresa Southam, Natasha Patrito Hannon, Jenn Martin

Regrets: Jaymie Koroluk
Not in Attendance: Theresa Southam

1) **Adoption of the agenda** (Mandy) – Natasha, seconded by Celia, approved by all

2) **Minutes of previous meetings for approval** –

   a) February EDC Executive Meeting Minutes – Celia, seconded by natasha. Question raised by Erika as to whether or not we wish to remove the goals from the minutes. Approval of the February minutes with removal of goals into a separate document. All in favour of minutes with friendly amendment.

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

   a) **Chair's report (Erika)**
      i)   No STLHE board meeting since last EDC exec meeting so there are no updates to share from there.
      ii) Thank you to all the executive members for their work.
      iii) Welcome to Jenn and thank you for joining us as Treasurer. Erika provided brief overview of role and having voice in minutes.
      iv) Thank you to Theresa for her work as Treasurer.

   b) **Vice Chair Professional Development (Jaymie)**
      i) Deferred due to absence. Will ask Jaymie to provide any updates regarding webinars and institute by email.
      ii) Will add EDC Institute to our April agenda

   c) **Vice Chair Communications Report (Maureen)**
      i) Deferred due to absence
      ii) To Do: Add photo and bio of Deb Chen (EDGE coordinator) to website

   d) **Vice-Chair Conferences (Celia)**
      i) Conference Update - online version of our EDC conference in 2019. A group has met to begin the process of organizing and planning our next EDC conference. Discussions have

taken place about meeting "provincially" according to time zones and such. There will be a mixture of regional events, synchronous and asynchronous online events. Plenaries may be recorded and posted for all to watch -this may be done as a group of people or individually on one's own. This conference is not being designed to replicate what happens during our face-to-face conference but its intent is to capture what matters most to our EDC community. There will be opportunities to share, network, and present. The charge will be minimal. Some connections have been made with others who have run online conferences to learn about pitfalls and benefits of online conferences.

ii)   Celia spoke of the potential of having a face-to-face meeting of sorts at STLHE conference in June 2019. Plan is to have a face-to-face, full or half day event, at the conference which will allow more fulsome discussion about the needs/wants/desires of our community. This may in actual fact be the Educational Developer Dialogue.

iii) Question from Natasha regarding platform for the online conference. This issue has been brought up by conference planning committee but this will need to be investigated further. A distributed model may be utilized whereby if you are presenting your workshop you would do so using your institutional platform. This model presents a number of pros and cons that will need to be thoughtfully considered. Suggestion that some of the cost of registration go towards the purchasing of a virtual platform for the sake of the conference. There may be an opportunity to streamline this process. Natasha has worked with a colleague from St. Clair, James LaPeer, where this has been done and hosted 6 different institutions (45 people) for events. People are logging in from work, home, elsewhere. **To Do: Natasha to connect Celia with James.**

iv)   2020 hosts for EDC conference was discussed. **To Do: Erika to reach out to potential host to confirm outcome.**

v)   Suggestion is that there is a keynote who has spoken at EDC before. Celia and Erika to discuss further.

vi)   Conference may take place over 5 days and each day will include a synchronous event. On one of these days would be the keynote plenary about Ed Dev roles, what are we doing and how are we doing it.

vii) Suggestion from Erika for conference planning committee to discuss the EDC Exec to come together, centre leaders meetings, the AGM, and the VP Teaching and Learning. STLHE will also need to discuss whether or not they will meet as a Board at this time.

viii) To be host of STLHE, the Treasurer confirms the loss that is shared between the host and EDC. Host is asking for an estimation of how many people would attend for our EDC half-day so they can book rooms and handle organization as appropriate. When we have a description of the online conference and ask for a poll of who might attend this event. There may likely be no more than a pre-conference.

ix)   What are we calling our meeting at STLHE - EDC Unconference & GM

e) **Vice-Chair Awards & Recognition (Natasha)**
   i)   EDC Awards & Online conference 2019 (benefits/award outputs) - The award portion of the EDC award is bound up in EDC attendance. This also includes the Distinguished developer presenting a session at the conference. Without a face-to-face conference taking place poses challenges. The call may need to go out earlier this year (perhaps before April exec meeting). It might be worth considering the presentation of the award during our EDC face-to-face session at STLHE. Would it be possible for the funds that are usually awarded to award recipients be put towards EDC conference 2020, or STLHE. Award winners may be given the option as to what they would like to see happen. We also need to consider

allowing someone to defer their winning because they are unable to attend to the conference. Recipients may choose to split the cost of their registration/flexing the funds.

    ii) Request for groups be possible candidates for the leadership award (the distinguished career award would remain for individuals). Natasha referred to previous discussion recorded in minutes. Opening this award to a maximum of one team (perhaps with a max award of the equivalent of 3 registrations which the team could allocate as they saw fit) and a maximum of 2 individuals as a way to bridge the challenges presented by this request was put forth. **To Do: Natasha to send out an updated call for proposals.**

    iii) Deadline for EDGE's grant is April 6. Kris Knor and Natasha met with Deb Chen (UBC) who is the EDGE's coordinator.

  f) Finances/Budget report (Theresa/Jenn)

    i) What would be helpful in going forward regarding budget updates? It does vary by month. Depending where we are in the calendar year there may be no updates, or upon receiving quarterly updates and/or things missing from people (gaps) these items may be shared. Often there are budget questions that arise during the Executive meetings that you could take to Tim Howard and then update at the next EDC Exec meeting. You can refer to the EDC calendar that will help to guide the process.

    ii) Jenn has not yet received the quarterly report. Erika stated that Jenn is probably not receiving the email notification that updates have been made. To Do: Jenn to connect with Tim Howard and Bob Sproule regarding this. Tim Lablaw is an excellent resource to have regarding the role of Treasurer.

  g) Secretary's report (Mandy)

    i) EDC Elections - update from Nominations Committee - provided update.

    ii) Review of EDC Bylaws as passed during EDC AGM - To Do: Mandy to distribute section of bylaws to Executive for review.

    iii) Scheduling of upcoming meetings - absence in April. Erika and Natasha to take minutes in lieu of Mandy's absence.

4) Educational Developers Dialogue (Jaymie)- This emerged as a means to address professional development and key issues as a group of developers, particularly on issues that the Exec should not be making decisions on behalf of the membership. How do we schedule time in the conference regarding the Educational Developers Dialogue? Do we wish to reserve time for these conversations? Reflect on learning?

    1. This may fit in the EDC Unconference & GM. Celia to speak with Jaymie about incorporating this into our STLHE face-to-face meeting.

    2. Update from Jaymie/Joe Lipsett regarding the EDC conference webinar debrief - either by email or to be added into our next meeting

To Do: Mandy to send out Executive calendar for review. Should changes be required please send them to Mandy prior to our next meeting in April.

5) Adjournment (2 min), Motion by Natasha, seconded by Celia, approved by all.

Next Meeting: April 27, 2018, 1PM (EST)