

Society for Teaching and Learning in Higher Education (STLHE)

Meeting of the EDC Executive

November 23, 2018 and November 30, 2018

1:00-3:00pm (EST)

Minutes

Invited: Erika Kustra (Chair), Celia Popovic, Mandy Frake-Mistak, Maureen Wideman

November 30, 2018: Natasha Patrito Hannon, Jaymie Koroluk, Jenn Martin,

- 1) **Adoption of the agenda** - Moved by Celia and seconded Mandy (on Nov 23) Moved by Natasha, seconded by Jenn (Nov 30), approved unanimously
- 2) **Minutes of previous meetings for approval** – Moved by Celia and seconded by Mandy (on Nov 23) moved by Natasha, Jaymie seconded, unanimously approved
- 3) **Updates in Brief** (15 min)
 - a) **Chair's report (Erika)**
 - i) Executive retreat February 11 and 12, 2019 - **To Do: Follow with the retreat location and price options for rooms and meeting spaces**
Niagara has options, Pillar and Post, WhiteOaks (Natasha and Jenn)

Ottawa option: <https://wakefieldmill.com/corporate-meetings/meeting-packages/>
(Jaymie following up)
 - Confirm budget questions - \$250/person travel, EDC Meeting line dinner and costs of the meeting
 - Clarify approvals
 - Confirm costs for room, travel, meeting room, food, travel distance and cost - ensure that cost is less than meeting in Toronto
 - ii) One-minute video may be nearer to the end of November and will now do a general conference welcome - Erika created
 - iii) EDC Elections
 - (1) Maureen Wideman VC Communications - started 2017 finishing first term June 2019
 - (2) Natasha Hannon VC Awards and Recognition - started 2017 finishing first term - willing to stand for a second term
 - (3) Celia Popovic VC Conference - started 2015 finishing second term
 - (4) Mandy Frake-Mistak— started 2017 start, finishing first term - willing to stand for a second
 - (5) Striking of Nominations Committee: EDC Executive representative nominated, Mandy could manage the process, but during the AGM Erika or Jaymie manage the call from the floor - consider contacting Isabeau Iqbal or Carolyn Hoessler, Natasha Kenny, Chris Knorr (Mandy to contact??)

- iv) STLHE Board meeting and POD - goal to improve connection between EDC and STLHE and POD. Met with POD President to explore further collaborations. Particularly development for chairs and also evaluation of teaching as a document that people could share (i.e. with upper administration).
- v) Joint meeting in Ottawa regarding hosting of conference. Needing follow up regarding meetings.
 - (1)
- vi) Verbal report has been given to STLHE and full written report will be submitted in February.

b) Vice Chair Professional Development (Jaymie and Natasha)

- i) EDC Institute 2019: Great Teachers Seminar style
 - (1) Hope to have registration week of January 7 - have questions set, just finalizing registration fee, then can post on Wild Apricot
 - (2) Venue hosting Institute is a registered charity - HST exempt, concern about whose responsibility to report HST, and whether we need to apply HST to all or portions - waiting to hear from Tim Howard
 - (3) Went to visit Ignatius Centre site - Ken Meadows and Natasha Hannon - inspirational
 - (4) Start Tuesday evening 6:30 pm start expected, Need to leave last day by Thursday by 2:30 at the latest
 - (5) Save the date went out by email from Lisa
 - (6) Flyers shared at COED and POD
 - (7) Update website (Maureen and Jaymie)

c) Vice Chair Communications Report (Maureen)

- i) No response from ABorg. Hoping to get an update from them soon.
- ii) Development of YouTube channel - who is responsible for doing this? What might it look like. **To Do: Jaymie and Maureen to connect regarding YouTube.**
- iii) Will not be renewing term in June 2019. But is willing to help mentor in the new person to the role. Does this position also require a coordinator to assist? Is the updating of the website something that can be delegated.
- iv) Need to generalize Bylaw so Coordinators are not specifically named, just the terms and general circumstance (Erika and Mandy? To review and consider for June)

d) Vice-Chair Conferences (Celia)

- i) Conference Update
 - (1) 2019 - Very small number of proposals which have been reviewed. Conference committee to meet to decide next steps. Call is still out for showcase. Keynotes are in place and confirmed. **To Do: Celia and Natasha to meet regarding award winners.**
 - (a) Clarify if need Thursday plenary for Wednesday - what do about the time since don't need it for Award, would it become time for EDC Dialogues? Open networking time?? (Celia, Natasha, etc.)**
 - (b) There may be a keynote by award winners or they may choose to wait until the 2020 conference. Positive feedback received about online conference from international colleagues. This may result in further reaching participants and

support. **To Do: Erika to connect with Denise Stockley to record a welcome for EDC online conference.**

- (2) 2020 -Conference hosts have responded to feedback and questions from the executive. **To Do: Celia to connect with Jenn regarding EDC bursaries for 2020 conference and will discuss increasing the amount offered.** Some discussion about making some elements of EDC 2020 available online (modelled after 2019 EDC online conference). We could offer some centralized support from the online conference planning committee. These individuals could liaise with conference hosts.

e) Vice-Chair Awards & Recognition (Natasha)

- i) EDC Awards
 - (1) Award winners wondered if an option to re-route the funds to EDC Bursaries, or Graduate students of their choosing? Yes, and can leave notes in budget to make sure there is a track record for future (Jenn and Natasha)
 - (2) Can we put some standing wording to allow the flexibility? Eg. Yours or can donated to Bursaries - agree that this is a good option (Jenn find a way to track, but should be possible, Natasha look at wording changes)
 - (3) Jill will be unavailable for EDC Conference due to travel - considering a short video, with a colleague to facilitate discussion as a parallel session rather than a plenary - it is possible technically in Big Blue Button, explore testing to make sure smooth, may share a link, take 5 minutes to watch and come back
 - (4) Natasha K. would prefer to defer to following year

f) Finances/Budget report (Jenn)

- i) Budget Review
 - (1) As above - EDC Institute
 - (2) Sent proposed Budget to STLHE today
 - (3) When and how do we bring to membership? Check if can make changes (Jenn) if we can send out for feedback, if we cannot, send out with EDC AGM Agenda for information (Mandy and Jenn)
 - (4) Confirm funds for translation - summary of costs, and then reimburse the costs for bilingualism (Erika can submit request for up to \$2000) - track over year, and see if can put a line item for ongoing costs - make a note to consider for next year (Jenn)
 - (5) Erika bring back question about STLHE supports for translations (Erika)

g) Secretary's report (Mandy)

- i) Date of next Executive Meeting - doodle poll will be distributed
- ii) Everyone double check meeting dates for next term to see if we need to reschedule
- iii) One of next meetings (likely January) meet in BBB so we can practice and train for the online AGM

5) Other Business:

- i) Changing role of ED Centres (tabled from October meeting - table to November meeting)
 - Action Group?

- Session at EDC

6) Adjournment (2 min) -

Next Meeting: TBD