

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

Meeting of the EDC Executive

January 26, 2018

1:00-3:00pm

AGENDA + Minutes

Invited: Erika Kustra (Chair), Mandy Frake-Mistak, Maureen Wideman, Celia Popovic, Theresa Southam, Jaymie Koroluk, Natasha Patrino Hannon

Regrets:

Not in Attendance:

- 1) **Adoption of the agenda** (Mandy) – Celia, Theresa
- 2) **Minutes of previous meetings for approval** –
 - a) November EDC Executive Meeting Minutes – Natasha, Theresa
- 3) **Updates in Brief** (15 min)
 - a) **Chair's report (Erika)**
 - i) Annual Report - thank you for the feedback. **To DO: Jaymie, Erika requires something about the Webinars for EDC Annual report. Confirmation that Joe Lipsett is still at OCAD.** Final changes to Annual Report will be made over the weekend and then sent to STLHE Board. We need to have the long version ready for our EDC AGM. The shorter version will go to STLHE. Acknowledgement of all the work that the EDC has done in the last year.
 - ii) EDC Elections - Usually in Feb we do a call for anyone who is coming up at the end of their term, which includes Erika and Jaymie. Normally we have to decide if EDC Executive are willing to stand for second term. The process is still to have a nomination committee. Someone can still apply to run against which would result in an election. Should there be no one else to run for the position(s) this would result in a ratification. There must be an EDC representative on the Nomination Committee, which usually means that someone who is familiar with the executive but not from the executive. Recommendations were suggested for the Executive representative on the nominations committee. **To Do: Mandy to invite potential representative Carolyn Hoessler.**
 - iii) Amended EDC Bylaws – EDC was asked by STLHE to update Bylaws and policies to be in alignment with STLHE as a result of changes they were required to make to their own documents. Historically our communications officer did the bylaws changes. Discussion around whose portfolio this work should come under. Executive agreed that the Exec Secretary could be responsible for this forthcoming. In its current iteration some changes were made around governance and how meetings take place, we relied heavily on our current practices. Question raised to executive about timeline and suggested changes and if they are acceptable to support. Executive agreed that most of the suggested changes were clear and appropriate but had a few suggestions vis a vis wording and phrasing (e.g., 7.2.10, 7.3.3). Executive raised no further questions or concerns. **To Do: Mandy and Maureen work**

to get descriptions of executive roles on our websites. Can see Theresa's email with her suggested wording for her role. This will also be helpful for future nominations committees and electoral procedures.

b) Communications Report (Maureen)

- i) Unable to update the sidebar menu meaning Maureen must rely on Tim Howard to do so but will ask for access.
- ii) Currently going through our EDC Website and old links. In particular this link: <https://www.stlhe.ca/affiliated-groups/educational-developers-caucus/resources/>. In its current form, executive agreed that this is outdated and our community is uncomfortable self identifying as "expert". **To Do: Maureen will continue to go through resources on our website and remove elements that are out of date.**
- iii) Stephanie and Maureen are working on new website but also seeking help to do this. Question regarding whose help will be best - for example someone from the executive or shall there be a general call? Maureen identified that too many people may be more confusing but will reach out should there be a need.

c) Vice-Chair Conferences (Celia)

- i) Conference Update - UVic conference, Cynthia Korpan is doing extensive work, so we should do something to thank her. We are currently standing at 172 registrations with more outstanding and over 30 or so volunteers. 80+ of these registrations are new members! Should Erika send an email to newcomers and may also address the role of "Old Timers" at the welcome breakfast. Theresa to make treasurer report virtually during our AGM on February 14, 2018. Theresa having a conflict regarding the AGM and her work responsibilities. **To Do: Theresa to make a recording of her report and will get it to Celia (via DropBox) by end of next week (February 2, 2018).**
- ii) Celia to follow up with hosts of STLHE for 2019 and is meeting at 3PM. Questions about what the EDC stream will look like from their perspective. For example, how much autonomy will EDC have and so on.
- iii) If we are to move forward with an online conference in 2019 as an opportunity to try something new. Celia has taken this idea to the conference committee and very few responses. Jaymie indicated that herself, Joe Lipsett, and Lisa Endersby have been reviewing this and may be willing to take this on. Jamie stated that they have a call nearly put together at this point. Conference committee was put together not to host a conference but to imagine how it could happen otherwise. Feeling is that this committee has seen its term. Discussion about a rumour of a potential host for 2019 but Celia stated that based on our work and previous communications with the membership that we will not take this further. Erika asked if we needed a point person to take lead on the 2019 online conference - this is very different from the EDC Institute which we agreed in a previous meeting that the institute will occur every 18 months. For the online conference our hosts can be a group of people from anywhere across the province. We are treating this as a pilot.. Erika reminded us that we need an AGM otherwise we are in breach of our Bylaws. **To Do: Erika, Jaymie, Joe, Lisa, and Celia to meet and contact Gavan in moving this forward.**

d) Vice-Chair Communications (Natasha)

- i) Update on EDC bursaries and feedback on improved bursary application form - able to offer the distribution of \$3000 to 7 candidates. One expected challenge was that 6 of the 7 did

not complete the EDC verification which meant that Natasha had to follow up with each individual. It was expressed by applicants that they thought the bottom portion of the form was for "office use". Natasha has updated the form:

<https://drive.google.com/file/d/1dOSU7focDMAwK3Eq2uZxMwK4n8otWERg/view?usp=sharing>. Natasha has created sections and a title page, a header note on the actual form. With everyone's approval Natasha will ask Maureen to add the new form to the website.

Discussion regarding the verification of the applicant's financial need. Is it worthwhile adding a "for help please contact..." space in the form? Of the 7 that were offered grant funding, 2 were unable to complete verification and as such they will not be receiving funding.

- ii) EDGEs Grant - Communication & Coordination Plan - We finalized the info sheet including the language for the website, however Natasha cannot access the link. Tim Howard has now made this page live. Application form, using the peer review rubric, is ready to go for presentation at the EDC conference and at the AGM. Natasha asked questions around additional coordination. The plan is to announce the plan at the conference, disseminate a call the week after, have the application window open until March 31st, attract a pool of reviewers at the EDC conference, and communicate this to recipients by the summer, when likely the exchanges would take place. Expressed interest in finding a coordinator of the program that would eventually take over for Natasha. We do not have any marketing materials for the EDGEs program. Should there be more to garner interest? **To Do: Erika can see what can be created if something simple is desired? The recommendation being something generic that may be used again next year. The cost for this bookmark could come out of the special projects budget. To Do: Natasha to mock something up and send to Erika in a pdf.**
- iii) EDC Awards - Regarding promotion of the EDC awards we need to look carefully at promoting them and developing a rubric for assessing them. Current committee willing to be part of the conversations for when the grant call comes out (after EDC). Natasha will have more time at this point to attend to it. Recommendation from Erika that we as an executive mention to those whom, in our own estimation, should be put forward for an EDC award. Call to go out in April/May rather than in July when most are on vacation.

e) Finances/Budget report (Theresa)

- i) Few blanks in the budget but these are being resolved. We will in fact be receiving more than the \$9000 indicated. We are still not certain regarding the grants as we are in the process of administering. Theresa did not get consensus regarding the removal of 5308 (Annual Conference plenary speaker). Theresa put a motion in that we do not have a separate line for the Annual Conference Plenary Speaker from the budget. Voting as follows: Celia in favour, Maureen in favour, Jaymie, in favour, mandy in favour, Natasha in favour, Erika in favour. Motion to remove Annual Conference Plenary Speaker from the budget unanimously passed. Lines 5312 and 5314 have been added. We are looking very good, similarly to last year, even with our new expenditures.

f) Secretary's report (Mandy)

- i) Scheduling of upcoming meetings - March 16, 2018, 1pm EST, Erika has sent a cancellation of the march 30th meeting.

4) Educational Developers Dialogue - 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?

-Given how close the conference is right now, Jaymie uncertain of how useful this discussion may be now. Perhaps revisiting later for the sake of the online conference in 2019. And may explore during the June GM. Executive to revisit this topic in March during our meeting. **To Do: Mandy to add this to our March EDC executive meeting agenda.**

5) Other Business - Erika passed on the news that Alan Blizzard has passed away. This prompted Denise Stockley to bring up the topic of recognition. As an EDC executive we have had this conversation. In this instance do we wish to do something separate from STLHE or because of our structure (EDC as a constituent of STLHE) we will be recognizing him. Agreed that because we are part of STLHE we can support any of their initiatives. We can review in the future.

5) Adjournment (2 min)

Next Meeting: Wednesday February 14, 2018, 9:30AM PST (HHB120)