

Society for Teaching and Learning in Higher Education (STLHE)

Meeting of the EDC Executive

October 26, 2018

2:00-3:00pm (EST)

Minutes

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

Regrets:

Not in Attendance:

- 1) **Adoption of the agenda** - Maureen, Natasha, all in favour
- 2) **Minutes of previous meetings for approval** – Celia, Erika
- 3) **Updates in Brief** (15 min)
 - a) **Chair's report (Erika)**
 - i) Thanks to EDC Institute organizers
 - ii) December 2 and 3 meetings will be held for STLHE meetings
 - iii) AS we have been discussing more centralized support, so has STLHE and looks at doing so for 2020. Possibly thinking of Ottawa
 - iv) Confirmed our face to face meeting - February 11 and 12. We need to decide on a location.
To Do: Email Erika with suggestions for places in which to hold our Executive retreat
 - v) EDC needs assessment can be expected in the next couple of weeks.
 - vi) Revisit discussion with Tim Loblaw - may not be proceeding as we had discussed in last meeting.
 - vii) Shall we consider hiring an RA to update the centre leads contact list? This may not be necessary - Maureen has updated the list after recent usages. Part of the issue/confusion is that the website is out of date. Small action group to complete a review?
 - viii) Timeline of one-minute video may be nearer to the end of November.
 - b) **Vice Chair Professional Development (Jaymie)**
 - i) EDC Institute 2018
 - (1) Debrief to take place next week on most recent institute. Survey has gone out to participants. Thoughts are to make the recordings available to those who registered for the institute.
 - ii) EDC Institute 2019
 - (1) Posting information about the institute: shall we continue with having a link shared through the main conference page or shall a different approach be used? It may be more helpful to have information locally accessible (all in one place). Suggestion to keep

all institute information on the EDC web page under the institute tab. Once information has been collected, can simply share with Maureen who will post.

- (2) Need to think about the budget for the institute/conference will be continued in moving forward (surplus split between host/EDC). Will this work in going forward? May consider dedicated budget line for the institute so as to alleviate confusion in the budget. Does the institute have a report regarding the estimated costs vs actual costs? **To Do: Jaymie and Natasha to create/draft a report including budgetary details. Other details can follow the EDC model.**
 - iii) Creation of webinar in advance of the next institute/theme.
 - iv) Coordinator start dates/renewal
 - (1) Jessica Raffoul - Start April 2016, Lisa Endersby (EDC Institute coordinator) - start April 2016, webinar coordinator role currently being covered by Jessie Richards. Mel Young, EDC Resource Reviews, June 2017 start date. **To Do: Jaymie to ask Jessie if she is comfortable taking over the role as webinar coordinator. Let Maureen and Mandy know result. If so, will need picture and biography.**
 - (2) 1 year overlap for some of our coordinators to mentor in the new appointed coordinator. **To Do: Mandy to go back into bylaws to see if there is a cap in place for coordinators**
 - v) Possibility of creating EDC YouTube channel. We just need to decide what email address we should use to go forward in doing so. Generic EDC email or create one? Preference to create a generic EDC Exec email. **To Do: Jaymie to send Tim Howard an email requesting to create a generic EDC email, copy Erika.** If not possible can create a gmail address.
- c) Vice Chair Communications Report (Maureen)**
- i) Since June have had 110 added to listserv. Will come back to exec to review new designs and look of the website.
 - ii) Took foam puzzle pieces to a recent symposium where people had questions about the virtual conference.
- d) Vice-Chair Conferences (Celia)**
- i) Conference Update
 - (1) 2019 - registration has opened for the conference. Call for parallel sessions closes next week. Call has also gone out for showcase items but closing date is later. In current iteration of the schedule is the suggestion to have something on the awards. Natasha to take lead on this. **To Do: Celia and Natasha to connect about awards and online conference.** One of the issues with online is that people may not be connecting as they can do during a face to face session. Thoughts about having guiding questions pregenerated for participants who are able to connect to have shared starting/endpoint. Is there a way to have links added directly to personal calendars? **To Do: Jaymie to look into option of having "add to calendar" feature added to online conference.**
 - (2) 2020 - Conversations with 2020 conference host were not finalized. **To Do: EDC Exec to review proposal and have responses to Celia by November 2, 2018.**
- e) Vice-Chair Awards & Recognition (Natasha)**

- i) EDC Awards - 3 nominations received. Nominations committee meeting next week. Have committed in the description of the awards to give winners an automatic place in the upcoming conference. What format do we want this session? Parallel session? Placeholder for now.

f) Finances/Budget report (Jenn)

- i) Budget Review - budget went out via email. All in favour.
- ii) Increase of EDC Grants from \$10,000 to \$12,000 - 4 items increased: travel, executive meeting, special projects, grants (up \$2,000). A budget line of \$2000 was created as a way to deal with concerns regarding where income is coming from (institute, ed). \$7,750 change from previous year. Will have to see next year about EDGEs grant as these are still covered in current budget.
- iii) Targeted email message to members regarding their annual membership including what the benefits are and what becomes accessible. **To Do: Erika and Mandy to draft an email or ad for website, why it is a benefit/good thing to be an EDC member.**

g) Secretary's report (Mandy)

- i) Since STLHE report has gone out, many requests to join new action groups have been received.

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) - all in favour

Next Meeting: November 23, 2018.

Action Items:

To Do: Email Erika with suggestions for places in which to hold our Executive retreat

To Do: Jaymie and Natasha to create/draft a report including budgetary details. Other details can follow the EDC model.

To Do: Jaymie to ask Jessie if she is comfortable taking over the role as webinar coordinator. Let Maureen and Mandy know result. If so, will need picture and biography.

To Do: Mandy to go back into bylaws to see if there is a cap in place for coordinators

**To Do: Jaymie to send Tim Howard an email requesting to create a generic EDC email, copy Erika.
To Do: Celia and Natasha to connect about awards and online conference.**

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