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

Meeting of the EDC Executive
Wednesday April 24, 2013

AGENDA

Invited: Deb Dawson (Chair), Natasha Kenny, Tim Loblaw, Erika Kustra, Paola Borin, Nicola Simmons, Marla Arbach

1. Adoption of the agenda (Erika Kustra)
   a) Accepted with revisions (All)

2. Minutes of previous meeting for approval (Erika Kustra, all)
   a) Revisions circulated by Natasha

3. Updates in Brief
   a) Chair’s report (Deb)
      a. Learning Outcomes Assessment COU Meeting – good representation of ED
      b. Pleased to welcome Julie Timmermans as the new EDC Resource Reviewer
      c. 106 members of EDC, approximately half of paying SLTHE membership
   b) Professional Development and Grants report (Paola)
      a. Grant call revised to refer to the EDC Living Plan
      b. Send out Grant Call Thursday April 25, 2013
      c. Deadline for submission Friday May 17, 2013
      d. Back from reviewers June 11, 2013
      e. Finalize decision during EDC Meeting at STLHE
      f. Send decisions prior to STLHE conference, and announce during the Conference
   c) Conference report (Marla)
      b. A completed 2013 report has been submitted, it was an excellent and comprehensive report
      c. Report shows how well received the conference was, and reflects how much work was done
      d. People wondered if we should create a policy for conflict situations
         i. Process followed was effective
         ii. Clarify process for inappropriate behaviour - recognize situation, and follow campus safety policy, eg. contact campus police to alert them, so they are ready if needed
         iii. Consider including EDC Values front and centre and purpose of conference (Marla – ask to include in Conference Manual Jeannette)
         iv. Ensure the conference hosts are clear on what their own security process is for their campus (Marla – ask to include in Conference Manual Jeannette)
         v. Bursaries well received – but very few student applications, unclear how much was used for students and for developers
   d) Finances/Budget report (Tim)
      a. Working with Sylvia Riselay to move to a quarterly budget report, anticipating report in the next few weeks
      b. Discussion has clarified that when an individual is paid, they will receive a T4 form from STLHE, because it must be counted as revenue
      c. Question from EDC Institute regarding using a registration database (see section 4)
   e) Communication report (Natasha)
      a. Living Plan page updated
      b. EDC Conference webpage
c. Action Group page has been revised based on last meeting – recognize and reward those who are involved in work  
d. Proposal form for Action Groups now included on the website – to provide a consistent and transparent way to decide and promote, and reinforces the living plan  
e. Membership list serve – comparing current membership (106) to ensure that new people are added  
f. EDC Institute resources are now posted on the EDC Institute  
g. Thank you to Natasha for her incredible work on the website and social media  

f) Secretary’s report (Erika)  
   a. Membership list received from Muriel very quickly, and it was very helpful  
      i. People do not show on the web unless their payment has been processed  
   b. Do a comparison with previous years to invite people (Erika)  

4. EDC Institute (Paola)  
   a) There was a question from EDC Institute planners to ask about whether can use the registration process of STLHE – should the registration process be re-invented for each offering?  
      i. Does STLHE have the capability for central registration and payment (Tim follow up with Muriel to see if it is possible)  
      ii. May be an alternative open-source registration system that Nicola has used if that is not possible, and Deb will bring forward the STLHE Board (Deb)  
   b) EDC Institute Resources from February 2013 are posted, and excellent, including Wordles  
      i. 2012 resources could be posted (Paola send to Natasha)  
      ii. Could the workshop outline /Lesson Plan be drafted in case someone wanted to run (Nicola will check with Ruth)  

5. EDC Elections update (Deb)  
   a) Thank you to Alice Cassidy and committee for all of their work  
   b) Added Resource Position notice  
   c) Notices circulated to all EDC Members – reminder that vote closes today, April 24, 2013  
   d) We will send congratulations and invite people to the May 2013 Retreat (Deb)  

6. Action Groups (defer)  
   a) Updates  
      i. Code of Ethics for Educational Developers Update (Nicola)  
      ii. 3M Collaboration – (Deb)  
         ▪ Slight pause  
      iii. Conference Manual – invitation to membership to join committee (Jeanette McDonald)  
         ▪ Hiring a student (Deb will follow up)  
      iv. EDC Social Media/Blogging Committee (Natasha Kenney)  
      v. Development of Portfolio Model Group (Ruth Rodgers)  
         ▪ Is this active as a separate group?  
      vi. EDC Portfolio Guide (Jeanette McDonald)  
      vii. Professional Identity Action Group (Nicola Simmons)  
   b) Contact groups to ask for updates (Erika)  

7. Agenda for Retreat  
   a) Send Nicola any food allergies, directions will be circulated (Nicola)  
   b) Annual Calendar – check and send updates (Erika with submissions from others ongoing)  
   c) Retreat Agenda:  
      Bring: everyone bring Computers, copy of Living Plan stickies and Flip Chart paper (Poala)  
      i. Welcome to new members  
      ii. Thanks to Executive who are completing terms  
      iii. Larger Strategic Issues
• Vision: Using the Living Plan
  a. Review Living Plan (everyone have a copy – paper or electronic)
  b. Year in review: identify top 3-5 milestones (then post on the web)
  c. How can we draw attention to it, and use it as a basis
  d. What are two or three actions to move the plan forward
  e. Projects: are there other projects we should pursue, and how
     i. Updates from Action groups
  iv. Budget carry forward – identify a short list to bring to membership for June meeting (5 min)
    ▪ EDC Institute
    ▪ Bursaries – ways to encourage application
    ▪ Other have the list of suggestions from membership poll (2 years ago?) (Nicola/Erika will find and circulate to executive, some from last year Item 14 in Retreat April 26, 2012)
  
  Decide a lunch – what other items will address depending on time
  
  v. Review Action Items
  vi. Review and revisit process and issues of EDC Institute
     ▪ Any issues to address?
     ▪ Does the executive want something from the EDC Institute beyond handouts?
  vii. Professionalization
     d) STLHE executive membership policies (Deb will find, Erika add to agenda)

  8. Other (all) (5 min) See Action Items and EDC Calendar to determine if any additional action

  9. Future Meetings (Erika) (5 min)
     May Retreat May 22, 2013 10:00am – 4:00 (at Nicola Simmons’ house or virtual)
     Regrets from Marla Arbach – send reflections on living plan (Marla)

  10. Adjournment (2 min)

Action Items

Remaining Action Items
1) Meeting Logistics
   a) Examine the Action Items –send Erika updates and potential deadlines for all action items (everyone ongoing)
   b) Annual Calendar – check and send updates (Erika with submissions from others ongoing)
   c) We will send congratulations and invite people to the May 2013 Retreat (Deb)
   d) Circulate Agenda for Retreat (Erika)
   e) Regrets from Marla Arbach – send reflections on living plan (Marla)

2) EDC Conference Follow up
   a) Difference for Non-member fees to be approximately equivalent to the membership cost (Tim for 2014)
   b) Conference Manual – (Jeanette McDonald)
      i) Hiring a student (Deb will follow up)
      ii) Ensure the conference hosts are clear on what their own security process is for their campus (Marla – ask to include in Conference Manual Jeannette)
      iii) Consider including EDC Values front and centre and purpose of conference (Marla – ask to include in Conference Manual Jeannette)

3) Online Communication

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a) Is there a way to have a place on the EDC site to link conferences and other things that help towards the Living Plans – then it would be archived, so people can find it (Natasha – is there a way to do this on the EDC website?)
b) Update website about grants (Natasha and Paola)

4) **Financial**
   a) Not receiving reconciliation of monthly finances (caused problems with December Budget) (Tim)
   b) Actuals
      i) Actuals for the STLHE Income (ex. 10% of Institutional Memberships with a minimum of $5000) – we cannot see confirmation of the audit trail or budget transfer from STLHE to EDC – contact regarding unresolved budget issue (Tim contact Sylvia and STLHE Treasurer, Greg)
      ii) Lack of access to accurate budget information is causing problems (Tim to contact Sylvia)
      iii) We need an accurate way to view audit trail and transfers in the future
         (1) We need a way to confirm transfers (Tim to follow up)
         (2) Confirm Dalhousie submission of surplus (Tim)
   c) Other: have the list of suggestions from membership poll (2 years ago?) (Nicola/Erika will find and circulate to executive, some from last year Item 14 in Retreat April 26, 2012)

5) **Membership and A/GM Preparation**
   a) Prepare bags and pin to new members (Erika Ongoing)
   b) By-laws: Should we have revisions to include the EDC Institute after Section 6, Section around the institute
      i) EDC Conference is listed in Bylaw 6 – should we add Institute - reconsider in 2014 (Natasha)
   c) Is there a quorum required for online voting?
      i) Not required by our By-Laws, but may want to ask the members if there should be (Natasha)
   d) Do a comparison with previous years to invite people (Erika)

6) **Professional Development:** Institute, AGM/GM, etc.
   a) GM/PD Overall view of Professional Development directions (Paola ongoing)
   b) Revise EDC Institute Call to invite submissions for future years - reflect this in the proposal form in future (Paola)
   c) E-mail formal message to Facilitators of EDC Institute so that there is a documented trail that will offer $1400 honorarium each for travel, time and materials (Deb)
   d) Does STLHE have the capability for central registration and payment (Tim follow up with Muriel to see if it is possible)
      i) May be an alternative open-source registration system that Nicola has used if that is not possible, and Deb will bring forward the STLHE Board (Deb)
   e) EDC Institute Resources from February 2013 are posted, and excellent, including Wordles
      i) 2012 resources could be posted (Paola send to Natasha)
      ii) Could the workshop outline /Lesson Plan be drafted in case someone wanted to run (Nicola will check with Ruth)

7) **Increase International Connections for EDC**
   a) STLHE is a member of ICED, and STLHE pays a fee to be part of ICED – explore if EDC can gain more benefit from this partnership (Who could do this?)

8) **Special Projects and Action/Working Groups:** Goal to involve more EDC members
   Contact groups to ask for updates (Erika)
   a) **EDC specific publication** – peer reviewed journal or book (may come out of working groups)
      i) peer reviewed journal or book (Erika) and others meeting with Jeannette McDonald to explore possible ED Dossier Green Guide)
   b) **EDC/3M joint projects** (Deb)
      i) Possible areas to be brainstormed, but may also include:
         (1) Communication issues – promoting advertising events
(a) Consider a panel or workshop with joint 3M and EDC facilitation

(2) Social Media – consider focused meeting between groups
   i. Partner on a Blog – opportunity to showcase overview and sample case, including video blog options (Natasha)
   b) Deb will touch base with 3M (Deb)

c) Code of Ethics for Educational Developers (Nicola and other colleagues ongoing)
d) Clarifying core EDC Competencies/Attributes – (Deb or others that have expressed interest)
   i) What are the core professional attributes/skills/competencies
e) Conference Handbook Update (Marla follow up by inviting past and confirmed future hosts to participate)
g) Regional initiatives/groups (Leave future for now - invite proposals from membership later )
   i) Let others know what is happening regionally as a first step?
h) Peer Visits (leave for now, and come back to)
f) EDC online mentoring or online meetings (Paola and Marla had possible interested person)
   i) Consider Online Initiative – topic of the month conference call - from college model (Janice provided details from the college system)
g) EDC Awards
   i) if chosen, needs to be aligned with values, living plan, thoughtful and intentional, with the impact we want as an organization