

**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
 - g. Update Website (**Natasha and Paola**)
 - c) Conference report (Marla)
 - a. Conference 2014 – Working on the conference
 - 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
 - e. Conference 2014 – Working on the conference
 - f. Thanks to Marla for her work
 - 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 (Jeannette 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 (Erika)
- 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

- 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
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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