

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

**Meeting of the EDC Executive**

Wednesday April 16, 2014

1:00-3:00

<https://stlhe.webex.com/stlhe/j.php?MTID=m93c9c89fe137d74589908ef1951486a6>

**MINUTES**

**Invited:** Deb Dawson (Chair), Paola Borin, Tim Loblaw, Jordanne Christie, Erika Kustra

**Regrets:** Stephanie Chu

**1. Adoption of the agenda**

- a) Moved by Erika, seconded by Deb, accepted with minor changes unanimously

**2. Minutes of previous meetings for approval**

- a) Moved to by Tim, seconded by Paola, unanimously accepted

**3. Updates in Brief**

- a) Chair's report (Deb)
  - a. Last STLHE board meeting addressed issues of funding 3M Council, including suggestion of charging for 3M Award submissions – waiting to hear from STLHE Board about decisions, including the issue of volunteer reviewers if charging for submissions
  - b. A number of positions on the STLHE Board will be open for election - encourage membership to participate
  - c. Interested in EDC publication process
  - d. ICED North America – Arshad as President of STLHE saw it as a reasonable idea to connect ICED North America with STLHE - Diane Salter will work with Stephanie Chu (Deb follow up with whether it will be in Canada each year)
- b) Professional Development and Grants report (Paola)
  - a. Sent out notice of small grants, and have received one application which has gone out for review
  - b. Regular grants will be circulated in May by email and then new Vice-Chair will report to EDC GM
  - c. Tried google forms (free) to simplify collection and review of grant submissions – appears to work well
  - d. A person asked if they could join only EDC, cost of joining STLHE and EDC large for people not supported by a centre
  - e. Recognition Action Group – notified Carole who is heading the group about recent retirement, Carole is looking for a replacement to chair the action group
    - i. Suggest start collecting stories and pictures and post on the EDC web (questions from Jeanette McDonald and Denise Stockley about entering the profession) (Deb contacted and will follow up, and contact Margaret Anne for her email)
  - f. Will not be able to attend STLHE and ICED due to funding issue
- c) Conference report (Jordanne)
  - a. Sent reminder to 2014 to submit a final report, expect to hear June
  - b. 2015 conference – similar to previous meeting, working on keynote
- d) Finances/Budget report (Tim)
  - a. Will work with Calgary for the conference report – waiting to hear from Calgary
  - b. First quarter report – waiting for response from Sylvia
  - c. Once audited finances from STLHE are in, will connect with STLHE Treasurer, and explore shifting extra funds to a secure account such as a GIC
  - d. Remember to copy Tim on any requests for funds
  - e. Tim will not be able to attend STLHE due to last minute requirement at his University
- e) Communication report (Stephanie – e-mailed report)

- a. New website (in progress): Waiting to receive confirmation of a new website's hosting and domain costs. Then to move on having the proposal which Stephanie forwarded earlier, signed.
    - i. Who would sign? Tim or Deb? Deb as Chair would sign – can pdf and send back (Stephanie and Deb)
  - b. A call will go out to EDC members for volunteers to help (Stephanie)
    - i. Geoff and Stephanie will get started with the project
    - ii. Aiming for a June 12 soft launch and June 17 official launch, with a back-up plan to show what we have on June 17 and launch shortly thereafter.
  - c. Current website:
    - i. Revamped the structure a few weeks ago.
    - ii. Will make updates to the existing site this weekend (Stephanie).
  - d. Maillist: It appears that some maillist members are unable to send or unsubscribe from it. It's because they have to be using the exact email address that's in the system.
  - e. Suggested retreat items
    - i. GM at STLHE
    - ii. New website: status, feedback, Exec. prep for launch (e.g. content)
  - f. Very pleased that Stephanie will be able to attend STLHE
- f) Secretary's report (Erika )
- a. Ask everyone to review the Remaining Action Items, to see how many can be closed, prior to the retreat and the new year (everyone)

#### 4. Retreat Agenda (20 min)

- a) Retreat Topics
  - i. Accreditation for ED offerings. Discuss format, possibilities and the message
  - ii. Review the calendar for timing of EDC activities and deadlines - send changes in advance, then can review all together
  - iii. Discuss transition issues - Description of Vice Chair Professional Development
  - iv. STLHE Conference GM - structure for meeting given smaller number of executive can attend
    - Explore option of bringing in EDC Exec members who cannot attend virtually
  - v. Membership in EDC - does it require STLHE membership - pros, cons and implications
  - vi. BC Report by Nancy Randal
  - vii. Changes to ED Professional development (Paola draft document and discuss before ending term)
  - viii. Action Group Update
  - ix. Review Living Plan - ensure consistent with what we are doing, look at concept overlap
  - x. Do we want to do a summary of what accomplished in the past year? Helpful for annual report to STLHE and for milestones
  - xi. New website: status, feedback, Exec. prep for launch (e.g. content)
  - xii. Other? EDC Institute, ICED North America
- b) Purpose of retreat
  - i. Address issues that need longer discussion
  - ii. Visioning for the Future
  - iii. Helpful transition for new members
- c) Materials – bring flipchart paper and markers (Deb)
- d) Circulate and Review in advance
  - i. Review the calendar for timing of EDC activities and deadlines – everyone send changes in advance, then can review all together
  - ii. Action Group Update – circulate (Erika) review (everyone)
  - iii. Ed Professional Development Document – circulate and review in advance
  - iv. Membership in STLHE – review Bylaws (Tim)
  - v. Read BC Report by Nancy Randal (Deb circulate link, everyone review)
  - vi. Ideas for STLHE GM structure and format (everyone)

e) Meeting

- i. Do we want to do a summary of what accomplished in the past year? Helpful for annual report to STLHE and for milestones
- ii. Brief update on website – questions, concerns
- iii. Transition
  - Calendar review (brief, based on advance update and review by email)
  - ED Professional development changes at GM/AGM (brief based on prior email review)
  - Description of VChair Pro Development
  - EDC Institute (?)
- iv. Accreditation of ED offerings – generate document to post on website
- v. BC Report by Nancy Randall –relevant to run provincially or nation-wide? Purpose, next steps
- vi. Membership in EDC - does it require STLHE membership - pros, cons and implications (If time)
- vii. STLHE GM – may move online depending on time

5. Other (all)

6. Future Meetings

Confirmed STLHE, EDC GM meeting – Wednesday, June 18, 2014 during Lunch EDC GM (Jordanne, Tim)  
EDC Executive Retreat –**revised to Tuesday May 27, 2014 ( confirm time and location Erika and Paola)**  
*Future meetings to be established (Deb to follow up with Alicia)*

7. Adjournment (2 min)

## Completed Action Items

- a) UBC has a new Director, Simon Bates who has worked with the Centre previously – send a welcome and invitation to EDC (Deb)
- b) STLHE Board is looking for ways to streamline agenda, and looking for a website to share documents, which may be helpful for EDC Executive (STLHE has a website to share documents and allow votes, which may be helpful for EDC Executive as well) (Deb) – not working in a way that would help EDC for now
- c) Confirm date for STLHE, EDC GM meeting – Thursday 4:30-5:30 (Deb ask Denise Stockley)
- d) Circulate open call to indicate currently have a pool for small grants, while funding remains (Paola)
- e) Grants – circulate call for small grants by email (Paola)
- f) North American ICED - Recommendation to Arshad to pair with STLHE (Deb)
- g) Minutes will be posted on the EDC website (Stephanie)
- h) Update by-law on web (Stephanie)
- i) Calendar review and update (Erika)
  - i) Changing to quarterly check in for budgets
  - ii) Change to 3M
  - iii) Update when call for next EDC Conference Call
  - iv) Need to update when have EDC Institute Call
  - v) Bursaries
  - vi) Action Group contact for report

## Remaining Action Items

### 1) Meeting Logistics

- a) Ask everyone to review the Remaining Action Items, to see how many can be closed, prior to the retreat and the new year (everyone)
  - b) Contact the STLHE Executive to confirm how the roles for Sylvia and Muriel will divide and the best person to contact as well as the best days/times (Deb)
  - c) Some concepts overlap, so the Living Plan should be reconsidered (retreat?)
  - d) Report from BC by Nancy Randal (add to agenda again – retreat Erika)
  - e) EDC Executive Calendar – Update for retreat – (everyone please send in advance)
  - f) Accreditation for centres- following up on discussions of accrediting centres or programs (Erika add to agenda for retreat)
  - g) Materials – bring flipchart paper and markers (Deb)
- 2) EDC Executive Retreat –revised to Tuesday May 27, 2014 ( confirm time and location Erika and Paola)
- 3) Future meetings to be established (Deb to follow up with Alicia)

### 4) EDC Conference

### 5) 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 (Stephanie – is there a way to do this on the EDC website?)
- b) Blog post on Value and Living Plan (Deb and Stephanie)
- c) Communicate success and achievements that have supported the Living Plan (Appreciative)
- d) Include in the STLHE Newsletter– Highlights of the year within the context of the Values and Living Plan (Deb)
- e) Professional Capacity: Develop an Annotated Bibliography online with links to critical resources
  - a) Jeanette’s documents
  - b) Pathways project (was on Ottawa website – can those be put on our EDC website? (Deb will ask Jeanette)
  - c) HEQCO project from Deb

- d) New Direction for Teaching and Learning No 122 (reviewed in Educational Resources)
- f) Check into how to integrate social media content – RSS feeds from Resource and Social Media group’s blog and Twitter onto front page. (Stephanie)
- g) Resources
  - i) The EDC review: Meta-tag needed to bump it up on ranking. Follow-up with Muriel. (Stephanie)
- h) Ask the Social Media Action Group to develop guidelines for how people would contribute and whether it is moderated (Stephanie bring forward to Action Group and contact Natasha)
- i) Shared templates, and consistency for linking back – draft guidelines and invite Social Media Action Group to contribute (Stephanie)
- j) Twitter – What do people think about sharing the Twitter account so that others can post – Social Media group might also contribute – EDC Executive supports this (Stephanie)
- k) Add picture of Action Groups to add to Action Group page (include permission sheet for photographs) (Stephanie)
  - a) Photo of the EDC Executive
- l) EDC Executive supports exploring the costs for this new site (Stephanie)
  - i) Use one-time funding from surplus, and special project funding, need to confirm ongoing funding
  - ii) Will make short-term changes to try to help people find sections more easily, and to post more content quickly (Stephanie)
  - iii) Templates – Paola happy to provide feedback on templates (Paola)
  - iv) EDC Conference information and pictures will be posted, need to determine where to post (Stephanie)
- m) New website (in progress): Waiting to receive confirmation of a new website's hosting and domain costs. Then to move on having the proposal Stephanie forwarded earlier, signed. Deb as Chair would sign –pdf and send back (Stephanie and Deb)
  - a) A call will go out to EDC members for volunteers to help with the new website (Stephanie)
- n) Current website: Will make updates to the existing site this weekend (Stephanie).

## 6) Financial

- a) Should contingency fund be separated and placed in something such as GIC? (Tim)
- b) Some question about the budget – follow up with those question (Erika will follow up and ask for questions in writing)
- c) Brad Wutherick willing to host a web discussion for EDC members on Centre budgeting (Erika)

## 7) Membership and A/GM Preparation

- a) Prepare bags and pin for new members (Erika Ongoing)
- b) 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 (Stephanie)
- c) Ensure as the EDC that we return to the Living Plan and Values during monthly meeting – so it is living in the Agenda, all discussions, all decisions (Chair/Secretary)

## 8) Professional Development: Institute, AGM/GM, etc.

- a) Grants
  - i) Set up guidelines for applications which include a description of current involvement in educational development, the applicant’s hope in terms of involvement, EDC membership and if there is other funding (Paola)
  - ii) Post information about ongoing availability of small grants (Paola)
- b) Consider having a session at STLHE/EDC about what centre models, sizes and mission (Deb)
- c) It might be nice to do a SWOT Analysis with the Living Plan during our next ED Professional Development meeting February EDC AGM (Paola and Deb for our next meeting)
- d) Living Plan analysis –consider online component (Paola and Stephanie)
- e) PD Session: Previous recipients of EDC Grants – present on how used the funds and outcomes (Maybe EDC) (Paola)
- f) This year raise the issue of accreditation and suggest an Action Group (Everyone– discuss at retreat)
- g) Make recommendations for changes to ED Professional Development session during EDC AGM and GM

- i) Focus to ED Professional Development period on issues - Consulting and communicating with the Membership - meet with the membership to address major issues that the membership needs to provide longer discussion as a whole - Circulate a draft document (Paola)

#### **9) Increase International Connections for EDC**

- a) In support of international interactions should we exploring a reciprocal offer to attend for free registration (Deb contact and ask if they are interested in international interactions) – add as a regular note to contact Chairs of other groups prior to EDC
- b) ICED North America – (Deb follow up with whether it will be in Canada each year)

#### **10) Special Projects and Action/Working Groups: Goal to involve more EDC members**

- a) **Starting a Centre: Resources and Support** – possible future group
  - i) Circulate call for people who would be interested in being part of the action group (Deb)
  - ii) Outreach - Contact people who are starting a centre, and offer to help (Deb)
    - (1) Session on being a new Director - share resources from Cracker Barrel (Stephanie, Erika)
- b) **Accreditation for centres**- following up on discussions of accrediting centres or programs
  - i) Propose an Action Group during AGM and PD (Erika add to list)
- c) **Mentoring Action** - Steering committee will meet and discuss proposals (Deb)
- d) Suggest start collecting stories and pictures and post on the EDC web (questions from Jeanette McDonald and Denise Stockley about entering the profession) (Deb contacted and will follow up, and contact Margaret Anne for her email)

#### **OTHER IDEAS for PROJECTS**

- e) **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
- 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)