

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

Meeting of the EDC Executive

Thursday, April 16, 2015 2:00pm-3:00pm

MINUTES

Invited: Deb Dawson (Chair), Erika Kustra, Stephanie Chu, Jordanne Christie

Regrets: Tim Loblaw, Carolyn Hoessler

- 1) Adoption of the agenda** (Erika Kustra)
 - a) Moved by Erika, seconded by Stephanie

- 2) Minutes of previous meetings for approval** (Erika Kustra, all)
 - a) Move to approve minutes with minor correction – Janice Allan to Janice Allen)
Moved by Stephanie, seconded by Jordanne (approved unanimously)

- 3) Updates in Brief**
 - a) Chair's report (Deb)
 - a. STLHE Administrator – new administrator is being identified, and will be announced soon
 - b. EDC Election update – launched today, many people nominated on the ballot
 - i. Working on finding a new online system for voting to enhance anonymity of voting process
 - c. Deb preparing to be on leave
 - d. Action Groups Update (see Action Groups)
 - e. EDC Institute
 - i. Deb and Carolyn attended
 - ii. Deb provided greetings from EDC, and the networking reception was well received
 - iii. Celia and her team at York University did an outstanding job
 - iv. People appreciated development on an Educational Developer Philosophy and Dossier
 - v. Experienced Stream was interested in the portfolio guide to develop own competencies, identify gaps, and identify steps to fill gaps
 - vi. Explore whether eventually this type of foundational institute might be every other year, and on alternative years have a focussed topic to allow people to go deeper in on topics (such as intercultural communication, project management, conflict resolution, mediation, strategic budgeting) (Carolyn)
 - vii. Include link on website to CHERD and SUAC for workshops and resources that are relevant to people in leadership roles in Educational Development (Stephanie)
 - viii. Resources used will be posted on the website (Stephanie with Celia)
 - b) Professional Development and Grants report (Carolyn)
 - a. EDC Institute
 - i. The Institute went very well. Evaluations were collected by Celia.
 - ii. Attendees signed thank you cards and Carolyn gave a bottle of wine and chocolates.
 - iii. Aim to send out the call for next EDC Institute host in May. How open in dates are we? As long as not too close to EDC or STLHE date is not critical
 - b. ED Guide Series
 - i. ED Portfolio Guide has a draft done. Authors were identified for chapters, first rough draft submitted, being reviewed by internal authors, then revisions planned, and then will have externals review the draft, finally anonymous reviewers review the last draft
 - ii. Rapport Guide: inviting and connecting with authors
 - iii. Carolyn will connect with Jeanette about look and format for the series (Carolyn)
 - c. Grants due April 30, 2015. Have some reviewers and one grant submitted
 - c) Conference report (Jordanne)
 - a. EDC 2015 Conference Report
 - i. Plan to submit by end of April

- ii. Will connect with Tim to confirm the transfer of funds
- b. EDC 2016 Conference Update (with Erika)
 - i. MOU draft submitted (everyone take a look to see if any concerns)
 - ii. Draft of call will be circulated soon (Jordanne and Erika)
 - iii. Keynote if there are recommendations please let us know (everyone)
 - 1. possibly from POD Final session: Leveraging our collective experiences – Debra Desire (Michigan State University), Alan Galiche (Ohio State University), Mathew Kaplan (University of Michigan), Matt Ouellette (Erika to follow up)
 - 2. Encourage people to specifically speak to educational development
- d) Finances/Budget report (Tim)
 - a. EDC Budget (defer)
- e) Communication report (Stephanie)
 - a. Website – maintaining and updating, everything should be up to date, but let Stephanie know if there are any issues
 - b. Website has become backbone of information – waiting for STLHE to confirm next steps for website given issues, and moving forward (Deb to update)
 - c. Nominations – live now
 - d. Work on Transition plan to transfer files – Stephanie has created Dropox
 - e. STLHE 2015 (BC Update)
 - i. Hotel Westin Bayshore sold out due to FIFA World Cup, but have posted alternative accommodation, exploring whether it is possible to find rooms outside city, consider encourage room sharing, and help match people
 - ii. 448 proposals submitted, 279 accepted – highest number of proposals and sessions
 - iii. Early Bird Registration ends April 30
 - iv. Teaching and Learning Centres Directors meeting – consider building agenda based on EDC discussion – send out topics, and reminder of length of time (Stephanie, Erika)
 - v. Pool private for STLHE reception
 - vi. Deb may not be able to attend – will prepare report in advance if unable to attend
- f) Secretary's report (Erika)
 - a. Action Items – moved Tim's Action Items, others will send updates (Erika and everyone)
 - b. Update Calendar – use track changes to correct and update the new draft (everyone)
 - c. Bag update – waiting to send message out to members, as the elections are underway, and Living Plan emails and grant emails circulating (Secretary)
 - d. Voting process – confirming that a new voting process will be examined for future elections (Secretary)

4) Action Group

- a) **Accreditation of Centres Action Group**
 - i) EDC Discussion paper on Accreditation completed, and circulated to EDC Executive – read, and identify a recommendation perhaps for STLHE EDC GM (Everyone read, Erika put on agenda)
 - ii) Action group has now completed their activity, so the action group is now complete and can be updated on the EDC Action Group Website (Stephanie to post to website, and update that the Action group as now complete)
 - iii) Thanks to the group for all of their work in a short time
- b) **Living Plan Action Group**
 - i) Request was sent out to people to send feedback to Natasha Kenney
 - ii) Wonderful way to involved whole membership
- c) **Mentoring Action Group**
 - i) link the notes on mentoring to our web site (Stephanie)
- d) **Centre Directors Action Group**
 - i) National TLC Leaders meeting on June 16 -- Contacts: Stephanie Chu (stephanie@sfu.ca) & Simon Bates (simon.bates@ubc.ca)
- e) Send out reminder for and update for STLHE EDC GM (Erika)

5) Other (all)

a) Transition of positions - Prepare files and support plan (Erika) – Jordanne has transferred

6) Future Meetings

a) *Wednesday May 27, 2015 1:00-3:00*

b) *Monday June 15, 2015 (note changed to align with conference posted schedule)*

EDC Executive meeting at 4:30 to 5:30 at the Westin Bayshore, room 924. We'll have internet, a projector. Please let us know if you need to Skype in so that we can coordinate computers.

EDC Executive dinner and continued meeting at 6 pm. Cardero's restaurant

EDC General Meeting *Tuesday, June 16, 2015 from 4:30 - 5:30, Westin Bayshore Hotel, Seymour room*

7) Adjournment 3:00

Moved by Deb Dawson, unanimously approved

Completed Action Items

- Action Items - (everyone please review and highlight what is complete, send in the next week)
- Meeting with new members end of May 2 hours (Erika ask Marilyn)
- Correction highlights 133 number of 2014 EDC attendees (Erika)
- Revisions to Calendar (EDC review calendar – Erika send revised version)
 - i) Change grant deadline so money provided in May to allow hiring students, managing vacations, and work on campus, reviewers on vacation, and balances time with EDC Institute etc. – two calls \$4000 April/May, \$3000 second call
 - ii) Soft announce in February AGM, call in March, Due end of April, review in May, announce end of May
 - iii) Soft announce June GM for Second round due October, review November, announce November/December
 - iv) Make it explicit that the grants could be from \$500-\$3000, may receive less than requested
 - v) Possible for timelines could be for more than one year?
 - vi) Change EDC Executive calendar to include EDC Chair review of 3M Awards in December and January and Treasurer work with Vice Chair Professional Development in order to request funds from STLHE for Grant Recipients in August (Erika change in calendar)
- Postcards to EDC Institute (Erika)
- Update EDC website on EDC 2016 location (Stephanie)
- EDC Follow up meeting with Erica Jung (Erika)
- Nomination for EDC Executive positions – issue with membership, confirm that people involved in the process and nominated are members of EDC, there has been some confusion over membership (Deb or Erika)
 - i) Updated calendar (Erika)
- Celia has added an ED Networking opportunity – follow up to see details (Deb)
- Transfer of files to new executive – move files to dropbox (Jordanne)
- A levy will be added for STLHE of 10% that the host institution must pay for each conference participant, and any remaining funds will be returned to the host (similar to ICED), Simon Fraser will be paying 7.5% levy – concern that this will impact attendance, because the registration costs were considered very high last year. Ask STLHE if it might be possible to have a sub-group of members/working group looking at different options for generating funds for STLHE in a manner that benefits the members, environmental scan, as well ex. Magna Online no longer has savings for members (Deb)

Remaining Action Items

1) Meeting Logistics

- Go back to past members to invite them to renew membership (Erika)
- Action Items – moved Tim's Action Items, others will send updates (Erika and everyone)
- Update Calendar – use track changes to correct and update the new draft (everyone)
- Bag update – waiting to send message out to members, as the elections are underway, and Living Plan emails and grant emails circulating (Secretary)
- Voting process – confirming that a new voting process will be examined for future elections (Secretary)
- EDC Discussion paper on Accreditation completed, and circulated to EDC Executive – read, and identify a recommendation perhaps for STLHE EDC GM (Everyone read, Erika put on agenda)

2) EDC Conference

- i) Finalizing MOU (Erika and Jordanne)
- ii) Four hour meeting prior to EDC Conference was an excellent opportunity this year, keep it in plans for EDC 2016 – Monday Feb 15 (Erika)
- iii) STLHE Board Meeting confirm if it will be Feb 19 what day they would like (Deb, Erika),
- iv) EDC AGM to be during lunch (Erika)

- v) consider Thursday if there is a session or activity post-lunch (Erika)
- vi) Follow up meeting with Tim, Jordanne (Erika)
- vii) Need to confirm that people are not in more than 2 sessions (Erika)
- viii) Circulate to mail list to share EDC 2015 conference pictures and resources from the conference (Stephanie)
- ix) EDC Conference Postcards to STLHE and POD, ICED (Erika)
- x) Keynote if there are recommendations please let us know (everyone) possibly from POD Final session: Leveraging our collective experiences – Debra Desire (Michigan State University), Alan Galiche (Ohio State University), Mathew Kaplan (University of Michigan), Matt Ouellette (Erika to follow up)

3) Online Communication

- a) Living Plan
 - 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)
- b) 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)
- c) The EDC review: Meta-tag needed to bump it up on ranking. Follow-up with Muriel. (Stephanie)
- d) Develop guidelines for how people would contribute and whether it is moderated (Stephanie bring forward to Action Group and contact Natasha)
- e) Shared templates, and consistency for linking back – draft guidelines and invite others to contribute (Stephanie)
- f) 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)
- a) Add picture of Action Groups to add to Action Group page (include permission sheet for photographs) (Stephanie), Photo of the EDC Executive
- g) A call will go out to EDC members for volunteers to help with the new website (Stephanie)
- h) Database of centres (Deb update re conversation with Nicola) – Nicola is comfortable with the changes, and would like to see a copy of the opening text prior to going live (Stephanie)
- i) Mentorship and online webinars – help Action Group to decide what system to use, and how to archive (Stephanie)
- i) EDC Membership cost is not listed on the STLHE website (<http://stlhesapes.wildapricot.org/edcmembership>) (Stephanie)
- ii) Check with Jon Houseman about timeline with website Website has become backbone of information – waiting for STLHE to confirm next steps for website given issues, and moving forward (Deb to update)

4) Financial

- a) Brad Wutherick willing to host a web discussion for EDC members on Centre budgeting (Erika)
- b) Clarify what we as the EDC offer to new members, and what does STLHE do, since you must be a member of STLHE to become a member of EDC, consider ways of low level entry ex. Students (Deb)
- c) May ask STLHE if they would consider trial membership (Deb)
- d) Should we allocate a budget line for Knowledge Mobilization (ex. ED Guide)? The EDC Executive agreed this would be good to raise for the future budget, currently it may be covered by special projects (Tim)
- e) Once the audited financials are received, will post on the website (Tim, Stephanie)

5) Membership and A/GM Preparation

- a) Determine if we buy new EDC bags - Confirm process regarding bags (Erika touch base with Carolyn)

- b) 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)

6) Professional Development: Institute, AGM/GM, etc.

a) Grants

- i) Continue to clarify criteria for grants – the committee will finalize the streamlined grant, and will circulate to executive (Carolyn)
- ii) Will have a Spring (April 30) and Fall (October 31) Call (Carolyn)

b) EDC Dialogue at GM/AGM

- i) Consider having a session at STLHE/EDC about what centre models, sizes and mission (Deb/Carolyn)
- ii) SWOT Analysis with the Living Plan (Carolyn and Deb)
- iii) Living Plan analysis –consider online component (Carolyn and Stephanie)
- iv) Previous recipients of EDC Grants – present on how used the funds and outcomes (Maybe EDC) (Carolyn)

c) EDC Institute - Call out for EDC Institute 2016 Fall (Carolyn)

- i) Allocate EDC Institute Budget to host an EDC sponsored meet and greet or welcome reception – intent supporting the Living Plan for networking, welcoming new members
- ii) Recommend inviting local EDC community to join tables and networking event to encourage extended networking
- iii) Consider developing EDC Institute Handbook
- iv) Update STLHE website for Institute information (identifying past event) – what can we post now? And contact Muriel to update (Carolyn)
- v) Explore whether eventually this type of foundational institute might be every other year, and on alternative years have a focussed topic to allow people to go deeper in on topics (such as intercultural communication, project management, conflict resolution, mediation, strategic budgeting) (Carolyn)
- vi) Include link on website to CHERD and SUAC for workshops and resources that are relevant to people in leadership roles in Educational Development (Stephanie)
- vii) ED Institute 2015 Resources used will be posted on the website (Stephanie with Celia)

d) ED Series

- i) Graphic Artist will work on template cover (Carolyn)
- ii) Bilingual Guides? – will include in the call that a guide in French would be welcome, abstracts could also be available in both languages (Carolyn)
- iii) Carolyn will connect with Jeanette about look and format for the series (Carolyn)

7) Increase International Connections for EDC

- a) How will the Teaching and Learning Canada event help or be disseminated (Deb)
- b) Visitors from Africa coming to Western, Representation from EDC – Erika Kustra
 - i) Bring pins, possible copies of Green Guides, and speak about ED Series (Erika)

8) Action Groups: Goal to involve more EDC members

Send out reminder for and update for STLHE EDC GM (Erika)

a) Mentoring Action Group

- i) Will reach out to have someone willing to facilitate the first webinar (Deb)
- ii) Possibility of having a more complete web conferencing tool through STLHE that could allow web conference: licensing, multiple rooms? (Deb)
- iii) link the notes on mentoring to our web site (Stephanie)

b) Teaching and Learning Centre Leaders Group

- i) Reach out to connect better to college Centres (Tim developing distribution list, 133, let group know if there are new centres or new directors) Still keep this one open
- ii) Session on being a new Director - share resources from Cracker Barrel (Stephanie, Erika)

- iii) Teaching and Learning Centres Directors meeting – consider building agenda based on EDC discussion – send out topics, and reminder of length of time (Stephanie, Erika)
- c) **Recognize and Value Educational Development Contributions**
 - 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)
- g) **Accreditation of Centres Action Group**
 - i) EDC Discussion paper on Accreditation completed, and circulated to EDC Executive – read, and identify a recommendation perhaps for STLHE EDC GM (Everyone read, Erika put on agenda)
 - ii) Action group has now completed their activity, so the action group is now complete and can be updated on the EDC Action Group Website (Stephanie to post to website, and update that the Action group as now complete)

9) Strategic - Next Steps, where going forward

- a) Clarify Annual Goals for EDC Executive
 - i) Work on Living Plan group (Erika with Action Group)
 - ii) Clarify how the different things EDC does support matches and supports the different elements of the updated Living Plan
- b) Onboarding new Executive members
 - i) Create a more formal onboarding strategy for new Executive (Deb?)
 - ii) Transfer of files to new executive – move files to dropbox (Erika)
 - iii) Mentoring new executive – overlap time, individual meetings
 - iv) Retreat time – where both new and outgoing members are at the same meeting (Before April 20 – set one outcome per member)

OTHER IDEAS for PROJECTS

- a) **Regional initiatives/groups** (Leave future for now - Invite proposals from membership later)
 - i) Let others know what is happening regionally as a first step?
- b) **Peer Visits** (leave for now, and come back to)