

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

**Meeting of the EDC Executive**

Wednesday August 28, 2013

**MINUTES**

**Invited:** Deb Dawson (Chair), Tim Loblaw, Erika Kustra, Stephanie Chu

**Regrets:** Jordanne Christie, Paola Borin

- 1. Adoption of the agenda** (Erika Kustra)
  - a) Moved by Stephanie, seconded by Tim
  - b) Agenda unanimous
  
- 2. Minutes of previous meetings for approval** (Erika Kustra)
  - a) Send e-mail to approve July minutes virtually (Erika)
  
- 3. Updates in Brief** (15 min)
  - a) Chair's report (Deb)
    - a. Thank you gifts sent to to Janice Allan for work on the EDC Resource and to Marla Arbach
    - b. UBC has a new Director, Simon Bates who has worked with the Centre previously – send a welcome and invitation to EDC (Deb)
    - c. 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)
  - b) Professional Development and Grants report (Paola - defer)
    - a. How many people have registered for Fall EDC Institute? (Paola)
  - c) Conference report (Jordanne - defer)
    - a. Conference Manual – copy circulated by Jordanne
    - b. Send feedback to Jordanne (Everyone – Erika circulate email)
  - d) Finances/Budget report (Tim)
    - a. Sylvia Avery has been on vacation, so there have not been any financials circulated
    - b. Following up to determine if EDC grant cheques distributed (Tim)
    - c. In September will start building 2014 budget, and will circulate draft to Executive, then membership and STLHE Treasurer and STLHE Board (Tim)
  - e) Communication report (Stephanie)
    - a. Now has access to the web
    - b. Met with Natasha and received an overview
    - c. Jeannette McDonald provided some feedback that will be integrated into the web
    - d. Have created draft pages, working on backend
    - e. Received minutes from June Executive and GM and will post online (Stephanie)
    - f. Will follow up with different executive for material to post (Stephanie)
    - g. By-law draft wording regarding expectations of EDC Executive (Stephanie)
      - i. Prefer electronic vote or in person? E-mail information first, then vote during EDC AGM
  - f) Secretary's report (Erika)
    - a. Minutes circulated
    - b. Look at calendar – see what is coming, and what might need to change (Erika add to agenda)
    - c. Executive listserv (Erika follow up)
  
- 4. Action Group**
  - a) Mentoring Action Group
    - i. Deb circulated minutes from June meeting – 18- 20 people responded with initial interest
    - ii. Many were interested in being mentored
    - iii. Asked for a steering committee

- iv. Followed up with Ester Enns regarding mentoring circles
- v. Some suggestions may have financial implications for 2014 Budget
- vi. Share idea in EDC Institute, launch in February during EDC Conference
- vii. Hold virtual meeting with Mentoring Action Group Steering Committee prior to next EDC Exec meeting (Deb)
- viii. Information will be posted online (Stephanie)

- b) Starting a Centre: Resources and Support – possible future group – Canadian focus
  - i. Circulate call for people who would be interested in being part of the action group (Deb)
  - ii. End of the month deadline for updating EDC database circulated by Nicola Simmons
  - iii. Resources for new centres
- c) Recognize and Value Educational Development Contributions – possible future group
  - i. Possible relevant award
  - ii. Draft a call and circulate (Paola)
- d) Logistics for Action Groups
  - i. How often should we contact?
    - Contact Action Groups every 2 months – add it to the agenda alternative months (Erika)
  - ii. Should someone have a Liaison role for the executive?
    - Secretary will act as Liaison, can revisit in 6 months to see if this works
    - Add to Calendar (Erika)

## 5. Other (all)

- a) **Living Plan:** New Theme (defer)
- b) **EDC Conference:** Work progressing on the EDC Conference – call should be prepared soon
  - i. Keynote willing to offer a pre-conference workshop without any extra cost
- c) **Ontario Ministry** has just circulated a 45 million dollar call for a Productivity Innovation Fund
  - i. Raising awareness of educational development, teaching and learning

## 6. Future Meetings

*Thursday September 19th, 2:00 p.m. - 4:00 p.m.*

*Thursday October 10th, 2:00 p.m. - 4:00 p.m.*

*Thursday November 21st, 2:00 p.m. - 4:00 p.m.*

*Thursday December 5th, 2:00 p.m. - 4:00 p.m.*

## 7. Adjournment

- Moved by Deb, seconded by Erika
- Adjourned at 12:45pm

## Completed Action Items

- a) Jeannette McDonald has circulated a copy of the draft EDC Conference Manual , Jordanne circulate copy for feedback (Jordanne)
- b) Future Meetings: *To be determined* (respond to Doodle ) (everyone)
- c) Request from Conference Hosts 2014 for feedback regarding keynote speakers on Appreciative Inquiry (see discussion in minutes July 2013) (Jordanne)
- d) Write a summary report from Paola's meeting minutes, and post to people from the meeting, then to listserv and web (Deb)

## 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 add to Agenda for September)
- c) Add Jordanne and Stephanie to the EDC exec list (Paola/Erika to contact Muriel or Sylvia)
- d) Send e-mail to approve July minutes virtually (Erika)
  - i) Review meeting minutes (everyone)
- e) UBC has a new Director, Simon Bates who has worked with the Centre previously – send a welcome and invitation to EDC (Deb)
- f) 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)

### 2) EDC Conference Follow up

- a) Difference for Non-member fees to be approximately equivalent to the membership cost (Tim for 2014)
- b) EDC Conference Stream that is relevant to ED Leaders ex. Teaching and Learning Quality, and having meeting associated with the conference (Tim)
- c) Chair will send an invitation to senior administrators that they are preparing the conference and would like to know what they would find useful in addition to X (Deb contact Lynne Taylor)
- d) Jeannette McDonald has circulated a copy of the draft EDC Conference Manual
  - i) Send feedback to Jordanne (Everyone – Erika circulate email with deadline)

### 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 (Stephanie – is there a way to do this on the EDC website?)
- b) Blog post on Value and Living Plan (Deb and Stephanie)
- c) Invite Action Groups to Blog
  - i) Invite any member to Blog, twitter, etc.
- d) Communicate success and achievements that have supported the Living Plan (Appreciative)
- e) Include in the STLHE Newsletter– Highlights of the year within the context of the Values and Living Plan (Deb)
- f) Professional Capacity: Develop an Annotated Bibliography online with links to critical resources
  - a) Post modified competencies from Deb Dawson and Judy Britnel's paper (Deb ask)
  - b) Jeanette's documents
  - c) EDC Institute 2011
  - d) Pathways project (was on Ottawa website – can those be put on our EDC website? (Deb will ask Jeanette)
  - e) HEQCO project from Deb
  - f) New Direction for Teaching and Learning No 122 (reviewed in Educational Resources)
- g) Will send an introductory email to the list, and include a summary of the different ways to communicate (Stephanie)
- h) Central Repository of Job Descriptions

- i) Invite everyone to submit full descriptions on LinkedIn - encourage them to post the full description as an attachment (Stephanie and everyone)
- i) Received minutes from June Executive and GM and will post online (Stephanie)
- j) Will follow up with different executive for material to post (Stephanie)
- k) By-law draft wording regarding expectations of EDC Executive (Stephanie)

#### 4) Financial

- a) Encouraging Bursary applications
  - i) Send a reminder e-mail (Jordanna)
- b) Following up to determine if EDC grant cheques distributed (Tim)
- c) In September will start building 2014 budget, and will circulate draft to Executive, then membership and STLHE Treasurer and STLHE Board (Tim)

#### 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 (Stephanie)
- 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 (Stephanie)
- d) Add a By-law 7.4.7? – required to fulfill responsibilities as outlined in their position descriptions, including regular attendance at EDC Executive meetings and EDC AGM and GM. The term may be withdrawn, and the a re-election for the position may be held at the discretion of the EDC Executive. (Stephanie)
- e) 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)
- f) Summary charts of memberships 2010 and 2013, post information on our website (Paola update and circulate Stephanie post online)
  - i) Review of membership information suggests we need to explore how to increase regional participation in some places
  - ii) Ask all members to check that they are showing on the list, if not, contact Muriel, give date for response (Paola and Erika)
  - iii) Re-explain that membership is now rolling membership

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

- a) Revise EDC Institute Call to invite submissions for future years - reflect this in the proposal form in future (Paola)
- b) 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)
- c) 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)
- d) 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)
- e) Description of Educational Developers: Alice Cassidy sent a request to explore this topic
  - i) For advertising the Educational Developer Institute, and our EDC Website to better communicate to people
  - ii) Part of our Professional Development session during EDC Conference (Paola respond to Alice and group, include in next PD)
    - (a) Include : Who are we? How do we describe ourselves to others?
    - (b) Include: Themes for Living Plan
- f) Living Plan New Theme
  - i) Revise the wording based on feedback (Paola will draft clarification)
  - ii) Paola will revise the Summary Report of members' responses to post online (Paola revised, Stephanie post)
- g) How many people have registered for Fall EDC Institute? (Paola)

## 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 (Deb)

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

### NEW

#### a) **Recognizing and Valuing Educational Developers' Contributions**

- i) Ask person who raised the idea if they would be willing to lead the Action Group (Paola)
- ii) Send an email invitation to people to be part of recognizing and valuing contributions of educational developers (Paola)

#### b) **Mentoring Action Group:**

- i) Ask for a small group to volunteer as a Steering Group (Deb)
- ii) Add description to our Action Group webpage (Stephanie)
- iii) Hold virtual meeting with Mentoring Action Group Steering Committee prior to next EDC Exec meeting (Deb)
- iv) Information from Deb posted online (Stephanie)

#### c) **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)
- iii) Session on being a new Director -
  - (1) share resources from Cracker Barrel (Stephanie, Erika)

#### d) **Logistics for Action Groups**

- a) Contact Action Groups every 2 months – add it to the agenda alternative months, add to calendar (Erika)
- b) Contact Action Groups every 2 months (Erika)

### OTHER IDEAS for PROJECTS

#### e) **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)

#### f) **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 (Stephanie)
- c) Deb will touch base with 3M (Deb)

#### g) **Code of Ethics for Educational Developers** (Nicola and other colleagues ongoing)

#### h) **Clarifying core EDC Competencies/Attributes** – (Deb or others that have expressed interest)

- i) What are the core professional attributes/skills/competencies

#### 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)

#### i) **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)

#### j) **Call for Action Group for Building Professional Capacity?** (As part of Email from Deb)