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)
      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 Executive 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 listserve 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)