

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

Meeting of the EDC Executive
Wednesday, August 29, 2012; 1:00-3:00 (EDT)

Minutes

Present: Deb Dawson (Chair), Marla Arbach, Natasha Kenny, Tim Loblaw, Natasha Kenny, Erika Kustra

Regrets: Paola Borin, Nicola Simmons

1. **Adoption of the agenda** (Deb Dawson) (adopted)
2. **Minutes of previous meetings for approval**
 - a. Deb Dawson moved to approve the agenda, unanimous approval)
3. **Updates in Brief**
 - a. Chair's report (Deb Dawson)
 - a. Welcome
 - b. Thanks to Erika for distributing Agenda
 - b. Professional Development and Grants process (Paola Borin)
 - a. Defer for next meeting
 - c. Conference report (Marla Arbach)
 - a. Have been in touch with Laurier for 2013 EDC Conference
 - b. Received additional information from 2014 potential hosts, and will discuss in next section
 - d. Finances/Budget Timeline (Tim Loblaw)
 - a. Janice has been mentoring Tim in terms of timelines for the budget
 - b. Received budget from January-May this morning
 - c. Have had a few expenses submitted from EDC Executive
 - d. EDC Grant awards have been distributed. There was a concern that if cheques are made out to Institution, there may be overhead costs, but recipients have been willing to work with protocols in the past, and many institutions do not require an overhead contribution for small grants.
 - e. Communication Updates (Natasha Kenny)
 - a. Updated EDC Executive website with bios, just missing 2 bios
 - b. Documenting Milestones - created a Milestone page
 - i. There is a gap 2007-2009, working to fill in blanks
 - ii. Goal to complete by end of September
 - iii. Create living document
 - c. New Members – need updated membership to add to list serves September and October (Erika and Natasha)
 - d. Grant Proposals – will to post successful applicants online, need proposals from Paola (Paola and Natasha)
 - e. Contributors Thank you Page - would like to have page to recognize those who have worked
 - i. Need help finding out who would like to be recognized (everyone)
 - f. Invoice for Bookmarks - forward to Sylvia, and copy to Tim (Natasha)
 - a. Secretary's update (Erika)
 - a. Has process to get the updated membership list, will ensure that all Executive members have a copy (Erika)
4. **Conference Issues** (Marla)
 - a. Issues related to conference raised previously (as below)
 - b. Laurier 2013, Keynote Speaker
 1. Feedback from executive was positive about the proposed Workshop Plenary concept
 2. Jeannette MacDonald suggested possibilities for a speaker
 1. Maureen McKenna, Appreciative Inquiry, Organizational Change
 - Canadian, nice to promote local expertise
 - May want to ensure different from Keynote at Durham, Laurie Maslak
 - If the speaker does not have experience with ED, may want to help provide background

2. Connie Schroeder - book Coming in from the Margins
 - US, and knows the ED community
- c. Differentiated conference fees for non-members, members and students
 1. Decreasing fees for members is on way to use up the surplus – a rebate on conference fees
 2. Possible for the difference for Non-member fees to be approximately equivalent to the membership cost (Tim explore possible options?)
 3. Conference hosts are willing to try if they have data to project the expenses
 4. *Recommendation:* Executive agree that we should move forward generally, explore financial implications and try it for this year
 5. Financial implication - may impact budget, and need to stay within budget
 1. Suggest keep registration amount for members (ex \$370)
 2. Non-members pay base registration plus approximately equivalent amount to membership (ex \$370+\$50= \$420)
 3. Student Fee - does this increase participation for students? (base fee -\$100 or about half the standard fee)
 4. Surplus is \$18,000, so could help cover any difference – EDC Executive told 2012 EDC participants that the surplus would help cover their membership fee for this year, promised at GM in June
 5. Budgeted additional \$25 fee last year (assuming 100 participants) reduction for any participant in past - subsidy in budget voted in for 2012, but could choose to allocate this again for 2013 to help manage differentiated fees
 6. Get registrant list for 2012 (Marla), and membership list (Erika)
- d. EDC Institute
 1. Should the Institute be with the conference or separate?
 2. Executive had decided Institute should be separate from EDC Conference, but 50% of the membership who completed the survey during the EDC GM in June still want it connected to conference
 3. It would be helpful to know questions and summary of answers of feedback on Institute (Marla will contact Paola, Paola/Marla send summary)
 4. Need to decide soon, so the 2013 Hosts can include the information in the Call for conference proposals
 5. Likely good to go ahead attached to conference this year, but longer length
 6. Need to have phone call with Paola, and follow up quickly by email (Marla/Paola)
- e. AGM – Would we like to have both the business and professional development component during the AGM and when in schedule?
 1. Yes to both, with longer time
 2. Defer to Paola return for details (Paola)

5. EDC Institute

- a. Planning - *defer to online discussion and next meeting*

6. Increase International Connections for EDC *defer for next meeting*

- a. Involvement with ICED/POD and other international groups
- c. Possible funding for Chair to attend international events such as ICED

7. Annual calendar (Erika)

- a. Examine calendar for remaining 2012 Executive meetings
- b. Take a look, send changes to Erika if any update (everyone, send to Erika)
- c. Review any questions next meeting

8. Action and future items (all) (20 min)

- a. See end of agenda
- b. Set priorities, which may include deleting some items permanently
- c. Everyone examine the Action Items - send Erika updates and potential deadlines for all action items (or indicate whether should move to completed, future, or remove as no longer relevant) (everyone)

9. Future Meetings

- To be confirmed - being confirmed by doodle meetings hold September 27 1:00-4:00 (Deb)

10. Conference Proposals (Marla)

- a. Tim Loblaw excused from discussion
- b. 2014 conference proposals reviewed – both excellent
- c. Vote by email so all executive can be included (Marla circulate)
- d. Could be possible to have a short additional 15 minute conversation if needed

11. Adjournment

- a. Approved by all
- b. Note: due to technical difficulties, several members were disconnected early (Erika to follow up with WebEx)

Action Items

1) Meeting Logistics

- a) Examine EDC Annual calendar for remaining 2012 Executive meetings, send changes to Erika if any update (everyone, send to Erika)
- b) Everyone examine the Action Items - send Erika updates and potential deadlines for all action items (or indicate whether should move to completed, future, or remove as no longer relevant) (everyone)
- c) Future meetings confirm by doodle meetings, please hold September 27 1:00-4:00 (Deb)
- d) Note: due to technical difficulties, several members were disconnected early (Erika to follow up with WebEx)

2) EDC Conference Follow up

- a) Conference Manual (to be updated); (Marla, develop draft for October Executive Meeting)
- b) Draft Instructions regarding role of VP Conferences, clarify timelines, calendar, who sends out conference feedback request, etc. (varies to some extent based on hosts)
- c) List of Executive responsibilities during EDC conference (e.g., who speaks, when); wording for conference manual re: student bursaries)
- d) Clarifications to wording in advertising to indicate non-members are welcome to attend
- e) Send email requesting feedback from conference hosts to help refine the conference manual (Marla, by March 30, 2012)
- f) Advertise more that there is a poster prize and publicize the criteria for selection - add it into the conference manual, consider methods used by STLHE conference (Marla)
- g) Recommend a reduced rate for those who are members - difference must exceed annual cost of membership, include this in our conference manual (Marla)
- h) Janice review financial portions (Janice) now Tim?
- i) Ask the membership about preferences for how designate collaborators who will not be present at the EDC conference (Marla with Natasha)
- j) Keep a record of the numbers registered by date so that future years can tell if the pattern is normal (Marla)
- k) Possible for the difference for Non-member fees to be approximately equivalent to the membership cost (Tim explore possible options?)
- l) Get registrant list for 2012 (Marla)
- m) 2014 conference proposals reviewed – both excellent, Vote by email so all executive can be included (Marla circulate)
- n) Request expected date to submit EDC financial information and Report so that Janice can pass incorporate into the EDC budget, and then also pass on to the hosts for 2013, and so that a Conference Report summary can be prepared to present at June GM (Marla)
- o) Follow up with Conference Review committee (Marla explore, add to Agenda after STLHE)
- p) Clarify proposal requirement
 - i) Review other formats eg. Previous EDC, POD (Marla)
 - ii) Consider if should require literature reference
 - iii) Criteria for reviewers included for proposal
- q) Clarify what reviewers should do
- r) Examine process to ensure call, proposal, review instructions align (Paola and Marla)
- s) Consider possible support funding scheme to include non-students (Marla will draft proposal)

3) Online Communication

- a) Each executive provide a short 3-5 sentence personal profile to include on the website, and if have another profile, can send link (2 remaining needed Natasha to update by end of August)
- b) 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?)
- c) Meet with Sylvia and Arshad to address issues on the web, include Muriel McKay (Natasha)
- d) Grant Proposals – will to post successful applicants online, need proposals from Paola (Paola and Natasha)
- e) Contributors Thank you Page - Need help finding out who would like to recognized (everyone)
- f) Invoice for Bookmarks - forward to Sylvia, and copy to Tim (Natasha)

4) Financial

- a) 2012 Conference final budget timeline: Would like to be able to receive by the end of May to allow to make decisions to present at GM (Marla contact conference hosts, Marla and Janice initially review)

5) Membership and A/GM Preparation

- a) New Members – need updated membership to add to list serves September and October (Erika and Natasha)
- b) Prepare bags and pin to new members (Erika)

6) Professional Development: Moving forward based on Institute and AGM feedback

- a) STLHE Survey – Review of EDC member data: Consider meeting to review during EDC Conference; invite other who are interested to join (Natasha, Erika, Paola – review prior to STLHE, meet quickly at STLHE)
- b) GM/PD Overall view of Professional Development directions (Paola finalize)
- c) Conceptual framework for moving forward (Natasha working with Doug on graphic)
- d) EDC Institute – Draft formal Call (Paola, Marla, Erika draft and circulate to Executive)
 - i) Develop web page with information on this (Natasha)
 - ii) It would be helpful to know questions and summary of answers of feedback on Institute (Marla will contact Paola)
 - iii) Likely good to go ahead attached to conference this year, but longer length. Need to have phone call with Paola, and follow up quickly by email (Marla/Paola) Defer to Paola return for details (Paola)
- e) AGM – Would we like to have both the business and professional development component during the AGM and when in schedule?

7) Increase International Connections for EDC

- a) Be part of POD and ICED as chair of EDC or choose a delegate
- b) 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) Future Projects (delay for future meeting - no decisions until Deb is in place as Chair)

- a) EDC specific publication – peer reviewed journal or book (may come out of working groups)
- b) EDC/3M joint projects. Possible areas to be brainstormed, but may also include:
- c) Communication issues – promoting advertising events
- d) Social Media –consider focused meeting between groups

9) Working groups – topics, membership invitation process (connect also to EDC/3M joint projects ideas)

- a) Find ways to involve more people from EDC (everyone)
- b) Gather Resources – review of ED jobs may be done already (Marla, find POD article)
- c) Code of Ethics for Educational Developers (Nicola and other colleagues ongoing)
- d) Clarifying core EDC Competencies/Attributes – What are the core professional attributes/skills/competencies (Deb or others that have expressed interest)
- e) Resources and supports for mentors and mentees (Tim will find resources that he has access to)

10) Finding ways to recognize and communicate work

- a) Find ways to recognize people who join committees, ex. on our website (Natasha and everyone send)

11) Future Items (Re-examine after June meeting, with retreat)

- a) Regional initiatives/groups? deferred until online initiatives reviewed
- b) EDC as 'broker' of peer visits?
- c) EDC online mentoring? Consider Online Initiative – topic of the month conference call - from college model (Janice provided details from the college system)

- d) EDC Awards – if chosen, needs to be aligned with values, living plan, thoughtful and intentional, with the impact we want as an organization
- e) EDC specific publication – peer reviewed journal or book (**Erika and others meeting with Jeannette McDonald** to explore possible ED Dossier Green Guide)
- f) EDC/3M joint projects