

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

Meeting of the EDC Executive

Thursday, August 7, 2014 2:00am-4:00pm

MINUTES

<https://stlhe.webex.com/stlhe/j.php?MTID=m22fbb133a87ce25c135c8f4af0ea7fe2>

Invited: Deb Dawson (Chair), Tim Loblaw, Erika Kustra, Stephanie Chu, Jordanne Christie, Carolyn Hoessler

- 1. Adoption of the agenda** (Erika Kustra)
 - a) Moved to adopt by Deb, seconded by Stephanie, unanimously approved
- 2. Minutes of previous meetings for approval** (Erika Kustra, all)
 - a) **Thank you very much to Deb for taking minutes**
 - b) Moved to accept by Tim, seconded by Carolyn, abstain Erika (away) , unanimously approved
- 3. Updates in Brief**
 - a) Chair's report (Deb)
 - a. Update: STLHE board meeting on Monday
 - i. Have had executive meetings alternate weeks
 - ii. Moving forward, will have short executive meeting before each meeting
 - iii. A number of resignations from board, Ken Cramer stepped down, John Houseman has been appointed, a number of vacancies to be filled, publications chair, francophone chair
 - iv. Robert Lapp communicated email - eager to engage ground up involvement, and need people to step into senior leadership portfolios including Publications
 - v. STLHE had to redo Bylaws because became non-profit – Canadian Revenue Agency guidelines etc. so most organizations, Canada Not-for Profit change (John Houseman, Denise Stockley)
 - vi. Will need to review EDC By-laws (Erika follow up)
 - vii. STLHE will be reviewing how handle admin functions (Deb will follow up and share)
 - viii. Minutes from STLHE Board meetings will be posted – John has posted July meeting minutes
 - b. TAGSA award – Last meeting Deb distributed request – *Roselind Furwood* (UBC) suggested award equivalent to 3M Student Fellowship for graduate students (Deb will circulate), bring to EDC because of interest in investing in and supporting those interested in entering educational development
 - i. Part of recognizing and investing in graduate students interested in becoming educational developers
 - ii. Looking for acknowledgement – have access to a Bursary now, and also have TAGSA poster award (concern have to pay in advance, and may not know until much later if receive Bursary, but must come post-conference for Canada revenue tax issues)
 - iii. Undergraduate student award supported by 3M (initially proposed to include graduate student, but due to complexity focussed on undergraduate) – approach 3M to see if it would be appropriate to include graduate students , will be discussed by STLHE in fall
 - iv. Canadian Psychology Association has award for best proposal – some funding to cover registration and some travel costs
 - c. SOLE initiative from 3M –need volunteers
 - i. Would like help promoting and distributing initiatives – have initiative on website, grant for collaborative initiatives between 3M fellows and colleagues
 - ii. Need people to volunteer to have phone conversation about SOLE initiative as a way of promoting leadership (Stephanie - depending on how website development progresses, Carolyn, Erika)
 - iii. Recommend they connect with AUCC
 - b) Professional Development and Grants report (Carolyn)
 - a. EDC Institute –review of proposals

- i. Motion: to accept the proposal pending required changes to create a balanced budget with Carolyn and Tim overseeing changes.
 - 1. Moved by Carolyn, seconded by Tim, with revision to budget and follow up to review what previous EDC Institutes have run, and document resources for website post event - unanimously approved
 - 2. Thanks to the group for their submission
- ii. \$2000 in 2013 used to establish a contingency fund
- iii. Announcement indicated \$2000 available to be used to cover up-front costs if needed, and then to be reimbursed after event (in current proposal, have \$2000 noted as income and expense to reimburse) – concern about logistics and limitations from CRA - could give funds based on invoice, follow up to see what is possible (Tim)
- b. Grants – Clarifying uses and guidelines for next year (based on questions from this year)
 - i. Gave 2 small grants of a total \$2000
 - ii. Had 6 annual grants submitted, approximately \$2500 - could allocate 3 (possibly 4 based on surplus, which has been one of the uses for the surplus recommended by membership)
 - iii. 3 peer -reviewers for each grant, helpful feedback
 - iv. Executive sub-committee examine reviews – (Stephanie and Carolyn will meet to examine)
 - v. Issues for priority and weighting – regional/national, resources, strategy – how important is collaboration, how important is the product that comes back to the EDC community, issues of wage inconsistency for graduate students
 - 1. National impact priority
 - 2. Collaboration
 - 3. Sustainability plan
- c. ED Professional Development—
 - i. Considering February EDC – how to use the professional development time (grants from the past, recognition of new members , clarifying definition of educational developer, themes are overlapping)
- c) Conference report (Jordanne)
 - a. EDC 2015 Conference Update
 - i. Planning progressing
 - ii. Call for proposals was circulated at beginning of summer, reminder will be circulated – due in October
 - iii. Registration will open in September
 - iv. Would like logo that shows background (Stephanie will send files)
 - v. STLHE Board Retreat will be after EDC conference following the conference (Jordanne will follow up to confirm)
 - vi. Not at the same time as reading week – remind people for planning, highlight date
 - b. EDC 2016 Call
 - i. Did not have any applications from East – recirculate call in Fall, connect with Atlantic community (Jordanne)
 - ii. Open up for other regions if no one is able to host from East
- d) Finances/Budget report (Tim)
 - a. EDC Budget Update
 - i. Tim has sent email to contact STLHE treasurer about process for finances and cheques etc. – important for EDC grants, and for EDC Institute (time sensitive) (Tim)
 - ii. Have requested reconciled statements, have not received anything since March – role of Sylvia may be changing, which affects process (Deb take back to STLHE Board to confirm)
- e) Communication report (Stephanie)
 - a. Website – database of centres (Deb update re conversation with Nicola)
 - i. Trying to get in touch with Geoff Small - not all questions addressed, not receiving response , they have not given Stephanie access to the back end, so not able to do anything with content
 - ii. Confirm whether company received payment (Stephanie)

- b. Updating current site – job descriptions area, requests from action groups, date included for updates
 - c. For future site will have tags and will be searchable which will help people find content eg 2012 posted case studies for novice educational developers, but hard to find it
 - d. Have volunteers
 - e. Listserv has 445 members
 - f. Membership list received from Muriel with 171 members – will cross-check with listserv
 - g. Note: still have a lot of people who think they are not EDC members, but who are not
 - h. Contact all members to let them know they are confirmed – and then send message to all STLHE listserv/EDC listserv (Erika and Stephanie)
 - i. EDC Centre Directors meeting – 3 hour meeting during pre-conference time – opportunity to buy lunch (ask conference organizers what they would prefer)
 - j. ICED - Kwantlen will not be able to host North American conference, SFU may be able to host (Stephanie check)
- f) Secretary's report (Erika)
- a. SHED/EDC documents (circulated by email with agenda)
 - b. New Centres/Directors
 - i. Bishops new – Deb willing to welcome them, link to EDC website and resources, grants, institute, conference (Deb)
 - ii. May become part of Directors meeting
 - iii. Reach out to connect better to college Centres (Tim developing distribution list, 133, let group know if there are new centres or new directors)
 - iv. Put out call (Erika and Stephanie)
 - c. Action Items review

4. Action Group

- a. Educational Developers Portfolio
Team Members: Jeanette McDonald, Paola Borin, Marla Arbach, Debra Dawson, Erika Kustra and Natasha Kenny
 - i. Add Ellen Simms as member (Stephanie add to website, Erika add to excel contact sheet)
- b. Social Media Action Group – completed in current format, Action group ended, posted on website
Team Members: Gavan Watson, Erin Allard, Judy Chan, Jaymie Koroluk, Jordanne Christie
- c. Mentoring Action
Team Members: Deb Dawson
 - Will meet on Monday for an hour, 14 people will participate in meeting
 - Will start with one initiative – focus on webinar
- d. Starting a Centre: Resources and Support (new)
 - a. Erika send out email inviting people to be part of this (Erika and Stephanie)

5. Other (all)

- a) Accreditation for centres- following up on discussions of accrediting centres or programs
 - i. Deb circulated call – Celia interested
 - ii. Propose session for February 2015 (Carolyn, Deb, Erika, Tim, Celia)
 - iii. Could this be combined with the Starting a Centre Action group?
 - iv. Should we? Who should? How?
- b) Planning for year ahead: Based on Retreat and EDC GM
 - i. Accreditation Questions
 - ii. Action Group Support
 - iii. Website - interactive and resources from community
 - iv. International outreach – ICED, POD, SHED, etc.
 - v. Leadership Development – work with 3 M
 - vi. By-Law (Erika set up meeting, find out what STLHE has done – look at guidelines for non-profit and review our by-laws, and Stephanie, and Carolyn)

6. Future Meetings

- *Tuesday September 9th, 1:00 p.m. - 3:00 p.m.*
- *Wednesday October 8th, 1:00 p.m. - 3:00 p.m.*
- *Monday November 17th, 1:00 p.m. - 3:00 p.m.*
- *Tuesday December 16th, 1:00 p.m. - 3:00 p.m.*

7. Adjournment

- a) Moved by Deb 3:55

Completed Action Items

- Carolyn asked everyone to read the proposal and email their decision by next Friday (everyone)
- We will discuss the TAGSA award at our next executive meeting (Erika add to agenda)
- Accreditation for centres- following up on discussions of accrediting centres or programs –ACTION: discuss at our August meeting (Erika add to agenda)
- EDC Institute proposals - all will review for our August 7th meeting (everyone, Carolyn)
- Future meetings to be established (Deb to follow up with Alicia)
- Use one-time funding from surplus, and special project funding, need to confirm ongoing funding
- 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)
 - i) Will make short-term changes to try to help people find sections more easily, and to post more content quickly
 - ii) Templates – Paola happy to provide feedback on templates
 - iii) EDC Conference information and pictures will be posted, need to determine where to post
- Current website: Will make updates to the existing site this weekend
- Make recommendations for changes to ED Professional Development session during EDC AGM and GM

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) STLHE will be reviewing how handle admin functions (Deb will follow up and share)
- e) Note: still have a lot of people who think they are not EDC members, but who are not
- f) Contact all members to let them know they are confirmed – and then send message to all STLHE listserv/EDC listserv (Erika and Stephanie)

2) EDC Conference

- a) Would like logo that shows background (Stephanie will send files)
- b) STLHE Board Retreat will be after EDC conference following the conference (Jordanne will follow up to confirm)
- c) EDC 2016 Call
 - i) Did not have any applications from East – recirculate call in Fall, connect with Atlantic community (Jordanne)
 - ii) Open up for other regions if no one is able to host from East
- d) ICED - Kwantlen will not be able to host North American conference, SFU may be able to host (Stephanie check)

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) 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) Resources
 - i) The EDC review: Meta-tag needed to bump it up on ranking. Follow-up with Muriel. (Stephanie)
- g) 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)
- h) Shared templates, and consistency for linking back – draft guidelines and invite Social Media Action Group to contribute (Stephanie)
- i) 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
- j) Website –as part of the web site -review of the database of Teaching & Learning Centres—want to integrate this into the new web site —easier to update—ACTION- Deb
- k) A call will go out to EDC members for volunteers to help with the new website (Stephanie)
 - a) Website – database of centres (Deb update re conversation with Nicola)
- i) Trying to get in touch with Geoff Small - not all questions addressed, not receiving response , they have not given Stephanie access to the back end, so not able to do anything with content
- ii) Confirm whether company received payment (Stephanie)

4) 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)
- d) Last meeting Deb distributed request – Roselind Furwood (UBC) suggested award equivalent to 3M Student Fellowship for graduate students (Deb will circulate), bring to EDC because of interest in investing in and supporting those interested in entering educational development
- e) Announcement indicated \$2000 available to be used to cover up-front costs if needed, and then to be reimbursed after event (in current proposal, have \$2000 noted as income and expense to reimburse) – concern about logistics and limitations from CRA - could give funds based on invoice, follow up to see what is possible (Tim)
- f) Tim has sent email to contact STLHE treasurer about process for finances and cheques etc. – important for EDC grants, and for EDC Institute (time sensitive) (Tim)
- g) Have requested reconciled statements, have not received anything since March – role of Sylvia may be changing, which affects process (Deb take back to STLHE Board to confirm)

5) 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)
- d) Will need to review EDC By-laws (Erika follow up) - By-Law (Erika set up meeting, find out what STLHE has done – look at guidelines for non-profit and review our by-laws, and Stephanie, and Carolyn)

6) 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 –now Carolyn)
- ii) Post information about ongoing availability of small grants (Stephanie)
- b) Consider having a session at STLHE/EDC about what centre models, sizes and mission (Deb/Carolyn)
- c) It might be nice to do a SWOT Analysis with the Living Plan during our next ED Professional Development meeting February EDC AGM (Carolyn and Deb)
- d) Living Plan analysis –consider online component (Carolyn and Stephanie)
- e) PD Session: Previous recipients of EDC Grants – present on how used the funds and outcomes (Maybe EDC) (Carolyn)
- f) This year raise the issue of accreditation and suggest an Action Group (Everyone– discuss at retreat)
- g) Focus 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 (Carolyn)
- h) Executive sub-committee examine reviews – (Stephanie and Carolyn will meet to examine)

7) Increase International Connections for EDC

- a) 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) New Centres/Directors
 - i) Bishops new – Deb willing to welcome them, link to EDC website and resources, grants, institute, conference (Deb)
 - ii) May become part of Directors meeting
 - iii) Reach out to connect better to college Centres (Tim developing distribution list, 133, let group know if there are new centres or new directors)
 - iv) Put out call (Erika and Stephanie)
- b) Mentoring Action - Steering committee will meet and discuss proposals (Deb)
- c) 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)
- d) 3M SOLE initiative - Need people to volunteer to have phone conversation about SOLE initiative as a way of promoting leadership (Stephanie - depending on how website development progresses, Carolyn, Erika)
- e) Educational Developers Portfolio
 - Team Members: Jeanette McDonald, Paola Borin, Marla Arbach, Debra Dawson, Erika Kustra and Natasha Kenny
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 - iv) Should we? Who should? How?
 - v)

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)