

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

**Meeting of the EDC Executive**  
Friday, December 14 2012; 2:00-4:00 (EDT)  
**MINUTES**

**Invited:** Deb Dawson (Chair), Natasha Kenny, Tim Loblaw, Erika Kustra (late arrival), Paola Borin  
**Regrets:** Nicola Simmons, Marla Arbach

1. **Adoption of the agenda** (Deb Dawson, all)
  - a) Adopted with minor revisions (Called by Deb, accepted by all)
2. **Minutes of previous meetings for approval** (Erika Kustra, all)
  - a) Paola has a couple of minor corrections (Natasha to forward to Erika)
  - b) Tim sent Erika a number of action items that have been deleted (Erika)
3. **Updates in Brief (~2 minutes each, 15 min total)**
  - a) Chair's report (Deb)
    - a. Reviewing the 3M teaching fellowship submissions
    - b. COED – made sure cards were distributed re: EDC has been busy advertising!
  - b) Past Chair's report (Nicola Simmons)
    - a. defer
  - c) Professional Development and Grants report (Paola)
    - a. Will provide full details later
  - d) Conference report (Marla)
    - a. Add note for later
  - e) Finances/Budget report (Tim)
    - a. Will provide full details later
  - f) Communication report (Natasha)
    - a. All required website updates complete
    - b. EDC Holiday Greeting submitted
    - c. Special projects page drafted
  - g) Secretary's report (Erika)
4. **Finances** (Tim)
  - a) 2013 budget planning & approval process
    - i. Forwarded the draft 2013 budget, with suggestions incorporated regarding budget surplus
    - ii. 2012 budget with actual up to the end of September have been noted, no other surprises have been noted
    - iii. Tim has submitted to the STLHE treasurer for comment, with questions to the treasure and Sylvia Riselay, and our past Treasurer about the audit trail
    - iv. Budget is later than usual this year because learning process, but it has allowed better exploration for uses of the surplus
    - v. Must pass the budget through Executive, and have it submitted to STLHE Board (Tim send to Sylvia Riselay to have it added to the STLHE Board agenda, Deb will speak to the budget during the meeting)
    - vi. By-Law requires we seek approval of membership in the fall – send an informal note to the membership asking if any concerns (Tim)
  - b) Need a few weeks' notice for an e-vote and ask Sylvia to create a formal vote from membership in first two weeks of membership (Tim)
5. **EDC Institute** (Paola)
  - a) Update – person with deferred EDC grant anticipates using the funds

- b) Format of Institute to be announced at Conference – revised version circulated by Paola with more comments and feedback from EDC Executive included
- c) EDC Institute Bursary
  - i. added \$1000 for EDC Developer Bursary which could be used
  - ii. revised wording about Bursary for circulation
- d) Rubric for selecting a host created
  - i. Circulate the criteria for selection as part of the call
  - ii. Decided to include a point system with weighting, as a pilot (Paola)
- e) Submission deadline after EDC Conference to allow people to ask questions, with early response from Executive to let them know before the end of March
- f) Final version will be circulated, and a note will be circulated to Natasha to let her know the final version (Paola, everyone send a note to let Paola know it is fine)
- g) Create website for EDC Institute (Natasha)
- h) By-laws: Should we have revisions to include after Section 6, Section around the institute? (come back to this question (Erika add to agenda in future)

#### 6. Special Projects Webpage (Natasha)

- a) Updates
- b) EDC Social Media/Blogging Committee
  - i. Would like to invite people to participate
  - ii. During EDC Conference, have a sub-committee to support our EDC web presence (Natasha)
  - iii. Add this as a Special Projects page (Erika, Natasha)
- c) Logo Guidelines and Website access
  - i. Natasha holds the logo, there is information on the webpage
  - ii. Add Natasha's name as a possible contact for the logo files (Natasha)
  - iii. Should the files be available on the web? (generally seems acceptable)

#### 7. Special Projects

- a) Code of Ethics for Educational Developers Update (Nicola)
  - i. Defer
- b) 3M Collaboration – Initiate group (Deb)
  - i. Circulated call for communications position
  - ii. Deb will contact the Chair of 3M Council to explore possible ideas (Deb)
    - Writing
- c) Conference Manual – invitation to membership to join committee (Marla)
  - i. Defer
  - ii. Perspective to add to focus invitation for past and confirmed future hosts
- d) Social Media Presence (Natasha)
  - i. Add to EDC website and invite participation (Natasha)

#### 8. Conference Updates (Marla)

- a) Updates circulated by Marla by e-mail
- b) Proposal submission and review
  - i. Need to review wording and timing regarding availability for proposal revision to ensure it is reasonable given the holiday
  - ii. Call for proposal will need to be earlier in the fall to allow a more attainable deadline
- c) Timing of meetings for EDC Executive
- d) Goal for AGM
  - i. defer

#### 9. Other (all)

- a) See end of agenda to determine if any additional action
- b) Auditor General's report has been circulated
- c) Holiday Greeting will be circulated Monday (Natasha)

## 10. Future Meetings (Erika)

### *Confirmed times for Winter Term*

- January 25, 2013 1:00-3:00pm
- February 2013 during EDC Conference lunch
- March 27, 2013 11:00-1:00pm
- April 24, 2013 11:00-1:00
- May Retreat to be confirmed

## 11. Adjournment

- a) Moved by Deb Dawson, seconded, unanimous approval (4:05 om)

## Action Items

### Items Completed Prior to the December 14, 2012 Meeting

- a) Add EDC Institute Call – Proposals announced prior to conference, remind at conference (Paola send refinements)
- b) By-laws: Revisions to include after Section 6, Section around the institute
  - i) Consider this week, and add to agenda to discuss next meeting (Erika)
  - ii) Raise as an earlier item for discussion next meeting (Erika)
- c) Confirm registration amount – Jeannette circulated a registration form for feedback (everyone)
- d) Need to circulate email about Student Bursaries (Marla)
- e) COED meeting Friday November 23, 2012. Deb will make sure the EDC Conference is raised (Deb)
- f) Marla draft wording for e-mail to be circulated offering students, and mentioning more general bursary (Marla)
- g) Criteria – Marla re-circulate e-mail with possible questions to consider (Marla)
- h) Jeannette circulated a registration form for feedback (everyone)
- i) Code of Ethical Practice: subcommittee formed based on discussion raised in May retreat – Nicola Simmons, Eileen Herteis.... (Nicola, Eileen Herteis, Ruth Rodgers, Bill Owen, Mary Wilson) - Add this project to our website to acknowledge work of this group (Natasha)
- j) Please send any outstanding receipts to Sylvia and cc Tim (everyone)
- k) Will follow up by e-mail to establish budget questions with EDC Executive, and then distribute to membership for voting (Tim)
- l) Tim will circulate a document with options to consider , including reduction of surplus for EDC Institute and commitment to membership to reduce membership for those who attended 2012 EDC Conference (Tim, everyone)
- m) Build in request to develop a contingency fund for EDC Institute (Tim)
- n) Build in possible Bursaries for EDC Institute (Tim)
- o) Add line item for special case Bursary (\$1000?) (Tim)
- p) Tim will circulate a document with options to consider , including reduction of surplus for EDC Institute and commitment to membership to reduce membership for those who attended 2012 EDC Conference (Tim, everyone)
- q) Include explanatory notes for version circulated to the members (Tim)
- r) Build in request to develop a contingency fund for EDC Institute (Tim)
- s) Build in possible Bursaries for EDC Institute (Tim)
- t) Will make final revisions to EDC Institute document, circulate to members after November 30 (Paola)
- u) Confirm attendance for ICED, POD
  - i) Deb will attend ICED in Sweden (Deb)
  - ii) POD 2013 – Pittsburgh (Deb)
  - iii) Lilly - Miama (Erika)
- v) Natasha will create a special projects template Please send information to fill the template to Natasha (all)
- w) Need to begin finalizing next year's budget, mid-October send e-mail to membership for feedback on proposed budget (Tim)
- x) Follow up with deferred grant to ensure the amount is being used this year (Paola)
- y) Craft Holiday Greeting (Deb and Natasha)

## Remaining Action Items

### 1) Meeting Logistics

- a) Everyone examine the Action Items – ongoing send Erika updates and potential deadlines for all action items (everyone)
- b) Find times for Winter Term Meetings (Deb)
- c) Annual Calendar – Ongoing update (Erika with submissions from others)
- d) Paola has a couple of minor corrections (Natasha to forward to Erika)
- e) Tim sent Erika a number of action items that have been deleted (Erika)

### 2) EDC Conference Follow up

- a) Possible for the difference for Non-member fees to be approximately equivalent to the membership cost (Tim Ongoing – will apply to 2014)
- b) Get registrant list for 2012 to help with decreasing costs for 2013 (Marla)

### 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 (Natasha – is there a way to do this on the EDC website?)
- b) Logo Guidelines and Website access
  - i) Natasha holds the logo, there is information on the webpage
  - ii) Add Natasha's name as a possible contact for the logo files (Natasha)
  - iii) Should the files be available on the web? (generally seems acceptable)

### 4) Financial

- a) Not receiving reconciliation of monthly finances (last update May), so following up to receive more current update (Tim)
  - i) Must pass it through our group, and have it submitted to STLHE Board (Tim send to Sylvia Riselay to have it added to the STLHE Board agenda, Deb will speak to the budget during the meeting)
  - ii) By-Law requires we seek approval of membership in the fall – send an informal note to the membership asking if any concerns (Tim)
- b) Need a few weeks' notice for an e-vote and ask Sylvia to create a formal vote from membership in first two weeks of 2013

### 5) Membership and A/GM Preparation

- a) Prepare bags and pin to new members (Erika Ongoing)

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

- a) GM/PD Overall view of Professional Development directions (Paola finalize)
- b) Develop a business plan for Institute
  - i) Subcommittee (Tim, Paola, Erika)
  - ii) Develop web page with information on this (Natasha)
- c) Will circulate an initial short e-mail text about the EDC Institute, with longer information posted on the web (Paola and Natasha)
- d) Revise and circulate to membership soon - request feedback and proposals, and encourage serendipitous or creative suggestions (Paola)
- e) Build web site (Natasha)
- f) Rubric for selecting a host created
  - i) Circulate the criteria for selection as part of the call
  - ii) Decided to include a point system with weighting, as a pilot (Paola)

- g) Submission deadline after EDC Conference to allow people to ask questions, with early response from Executive to let them know before the end of March
- h) Final version will be circulated, and a note will be circulated to Natasha to let her know the final version (Paola, everyone send a note to let Paola know it is fine)
- i) Create website for EDC Institute (Natasha)
- j) By-laws: Should we have revisions to include after Section 6, Section around the institute ? (come back to this question (Erika add to agenda in future)

#### 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 (Who could do this?)

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

- a) **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)
- b) **EDC/3M joint projects** (invite membership Deb?)
  - i) Possible areas to be brainstormed, but may also include:
    - (1) Communication issues – promoting advertising events
    - (2) Social Media –consider focused meeting between groups
- c) **Gather Resources** – review of ED jobs may be done already (Marla, find POD article)
- d) **Code of Ethics for Educational Developers** (Nicola and other colleagues ongoing)
- e) **Clarifying core EDC Competencies/Attributes** – What are the core professional attributes/skills/competencies (Deb or others that have expressed interest)
- f) **Conference Handbook Update**
  - i) Conference Handbook – invitation to membership to join committee (Marla follow up)
    - (1) Marla invite people to participate – announce and invite at EDC AGM
    - (2) Invite past and future hosts, eg. Margaret Wilson developed handbook for STLHE
  - ii) Send email requesting feedback from conference hosts to help refine the conference manual
  - iii) Draft wording to describe role of VP Conferences
  - iv) clarify timelines, calendar
  - v) Clarify tasks – eg. who sends out conference feedback request (may vary to some extent based on hosts)
  - vi) List of Executive responsibilities during EDC conference (e.g., who speaks, when)
  - vii) Clarify wording for conference manual for student and non-student bursaries
  - viii) Clarifications to wording in advertising to indicate non-members are welcome to attend
  - ix) 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
  - x) Change wording to clarify reduced rate for those who are members - difference must equal or exceed annual cost of membership
  - xi) Review the financial portions to ensure they are still accurate
  - xii) Ask the membership about preferences for how designate collaborators who will not be present at the EDC conference
  - xiii) Keep a record of the numbers registered by date so that future years can tell if the pattern is normal, and include in report
  - xiiii) Clarify proposal requirement
    - (1) Review other formats eg. Previous EDC, POD

- (2) Consider if should require literature reference
- (3) Criteria for reviewers included for proposal
- xiv) Clarify what reviewers should do
- xv) Examine process to ensure call, proposal, review instructions align
- xvi) Consider possible support funding scheme to include non-students (Marla had initial proposal)
- 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)
- g) **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)
- h) **EDC Awards**
  - i) if chosen, needs to be aligned with values, living plan, thoughtful and intentional, with the impact we want as an organization
- i) **EDC Social Media Presence** (Natasha)
  - i) Add this as a Special Projects page (Erika, Natasha)