

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

**Meeting of the EDC Executive**

Tuesday, December 16, 2014 1:00pm-3:00pm

**MINUTES**

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

**Regrets:** Carolyn Hoessler (report submitted)

- 1. Adoption of the agenda** (Erika Kustra)
  - a) Tim moved to adopt, seconded by Stephanie, unanimously approved
- 2. Minutes of previous meetings for approval** (Erika Kustra, all)
  - a) Deb will send sections that need to be added, circulate and vote on by email
- 3. Updates in Brief**
  - a) Chair's report (Deb)
    - a. Update from STLHE
      - i. 3M Council discussion, Robert Lapp, President of STLHE, attended the Teaching and Learning Canada teaching and learning exchange, and there was discussion of the purpose of the TLC
        1. Original TLC mandate was to be the charitable arm of STLHE, provide bursaries, grants and do research related to higher education
        2. Currently the TLC is functioning as a separate organization funded initially by STLHE
        3. CSSHE is a not-for-profit agency, which suggests that STLHE could be on its own, may need to be re-visited
        4. Concern is that current focus may be potential for competition rather than advocacy
      - ii. Problems with the website, Jon Houseman and Stephanie Chu have discussed the issues (see Communication Report)
      - iii. STLHE Audit is being examined
    - b) Professional Development and Grants report (Carolyn)
      - a. EDC Institute update
        - i. Announced on listserv by Celia and update on EDC website by Stephanie
        - ii. MOU will be finalized soon and updated draft was attached
      - b. Grants - EDC Grants update on survey
        - i. no new submissions
        - ii. survey sent out on November 25th to 181 EDC members had 21 responses (2 failed addresses); reminder sent December 12<sup>th</sup> results will be summarized (Carolyn)
      - c. EDC Dialogue (was Professional Development) – plans for February EDC possible topics
        - i. Grants
        - ii. Bursaries
      - d. Blue Guide
        - i. Initial guidelines developed on a proposed Blue Book series that would be a practical evidence-informed resource for educational developers in Canada and beyond.
        - ii. EDC series bringing one forward from ED Portfolio (Jeannette MacDonald is lead for this project)
        - iii. Sought initial feedback.
          1. Recommend some changes around the call, to ensure that the most appropriate experts are included
          2. Blue Book becomes part of the added value of being a member
          3. Request: your feedback on the idea, especially about dissemination! (everyone review and send feedback to Carolyn before Christmas)
    - b) Conference report (Jordanne)

- a. EDC 2015 Conference Update
  - i. All proposals returned to their authors with peer review, and have all been returned
  - ii. Early Bird Deadline to register extended to December 22 to allow people to find out if they are being
  - iii. Should food for Saturday STLHE Board Meeting be in the Budget? STLHE will pay for it, managed through Jon Houseman. (Deb)
- b. EDC 2015 Call Update
  - i. Institution has confirmed acceptance for collaboration between University and College
  - ii. Will submit draft proposal to Jordanne this week (Erika)
- d) Finances/Budget report (Tim)
  - a. EDC Budget Update – circulated version, including proposed and actual budget
  - b. Historically have estimated income from conference as 0, but historically, have received some funds each year, so will include an estimated income
  - c. Anticipating the income will allow allocation for a Bursary
  - d. Allowed to carry a three year operating budget as surplus, and we are well within that limit
  - e. Connected with Muriel, and will circulate the proposed budget to the members, members approve the budget and can circulate recommendations using wildapricot (Tim)
  - f. Would like to have budget to the STLHE Board for January meeting, to allow report at the EDC AGM in February
  - g. EDC Conference surplus 2014 has still not been received, working with STLHE and McMaster to resolve (Tim)
- e) Communication report (Stephanie)
  - a. Website
    - i. Service provider does not respond
    - ii. EDC Development site is gone, and Stephanie cannot gain access
    - iii. Jon Houseman will have a meeting with the service provider, the business, and Muriel
    - iv. It is possible we may need to re-start
    - v. Concern that we may lose content if the site is going up and down
    - vi. Note is on the current website to indicate that the web upgrades are delayed
    - vii. Hoping to be able to have a joint website in the future with all the groups, with the database for the membership built into the website
  - b. Nominations
    - i. 1<sup>st</sup> term will be up in June, would like to be able to continue to allow the website to be completed
  - c. Prepare New Year card – welcome to a new year, with a picture of Winnipeg, and reminder of EDC 2015 (Stephanie and Deb)
  - d. STLHE 2015 (BC Update)
    - i. Looking to keep costs as low as possible
    - ii. Some costs are higher because it is in Vancouver, but the location will be downtown, it will be easily accessible from the airport, and there will be no time or costs to travel between locations
    - iii. Can book hotel room now – important to book early because the Women’s Games will be on at the same time
    - iv. EDC Executive meeting will occur on the Monday June 15, 2015 evening 6:00pm for dinner, and meet with Stephanie in her room for EDC Executive
    - v. Deb will not be able to attend for health reasons
    - vi. Feedback on mini-ICED will be very helpful
    - vii. Centre Head Meeting 9:00-12:00 on Tuesday, pre-conferences in the morning and afternoon
    - viii. Dee Fink will present a pre-conference and will be a plenary
    - ix. Were not able to confirm an EDC Lounge due to the space limitations
- f) Secretary’s report (Erika)
  - a. Nominating Committee – Invite member to represent the board (Deb)
  - b. Membership questions: Questions raised by Carolyn to consider:
    - i. Do people value being a member?

- ii. Could we pitch it more effectively? - e.g., <http://www.naspa.org/about/membership>
  - 1. What membership offers: discount on conference and institute, able to apply for grants and to vote. Other benefits? Future Blue Guides, action groups members and recipients
  - 2. From college perspective, directors do ask about benefit
- iii. Do people who want to sign up periodically or try it out have an easy option to do so?
  - 1. STLHE has a student membership of \$35 (Yippee - I was raising it for a while);
  - 2. EDC Membership cost is not listed on the STLHE website (<http://stlhesapes.wildapricot.org/edcmembership>) (Stephanie)
  - 3. What do we charge students? EDC membership for student \$25
  - 4. Is it possible to offer a one time "trial" membership for a year at a lower rate to entice newcomers? Consider original members package? Would need to explore cost.
    - a. Trial membership not well known, EDC fees are not high, but STLHE fee is high. Have lower membership for students already, which is the group with greatest need
    - b. Value of membership may be more important to address - Enhance knowledge of STLHE and benefits
    - c. May ask STLHE if they would consider trial membership (Deb)
  - 5. Do people who wish to continue being an EDC member remember to renew?
    - a. Each members should receive an email to remind them
    - b. Reminder to EDC members to check their membership when preparing for the conference
    - c. Confirm what the automatic message says (Deb)
    - d. The reminder includes past membership – so if a person was an EDC member, it would be included. The opt-out idea is aimed at. As long as the cost/membership is clearly listed with an easy "delete" from checkout button.
  - 6. Membership drive? (Deb will contact STLHE to see what they are considering)

#### 4. Action Group

Will send request for information for EDC Conference (Erika)

Prepare communication about action groups in new year – find additional information to share, like a news letter

- a) Guidelines of Ethical Conduct Action Group (Building from EDC Ethical Principles for ED Practice)
- b) Educational Developers Portfolio
  - i. Met virtually
  - ii. Ellen Simms joined group, but has a new position - Update group (Erika and Stephanie)
- c) Education for Sustainability Action Group
- d) Mentoring Action
  - i. Met decided to have Webconferences - had a question about how to run virtual meeting and store the virtual meetings, hoping to find an institution that will host it, hope to hold meeting in January prior to EDC Conference
  - ii. Possibility of having a more complete web conferencing tool through STLHE that could allow web conference: licensing, multiple rooms? (Deb)
- e) Recognize and Valuing Educational Development Contributions
  - i. Joe Lipsett, joined OCAD University will take lead of group
  - ii. Add to list and web (Erika Stephanie)
- f) Starting a Centre/New Directors: Resources and Support
  - Stephanie is lead for this group for now, add to web and list (Erika and Stephanie)
  - i. Face-to-face at EDC, and hope to hold virtual meeting
- g) Accreditation for centres
  - i. Celia Popovic will be lead – add to web and list (Erika and Stephanie)

**Other** (all) (5 min)

- h) Living Plan – possible action group? (Deb invite possible past board members to participate?) – short number of meetings possible to be done by June for EDC GM?

**5. Future Meetings**

- Tuesday January 27th, 2015 1:00 p.m. - 3:00 p.m.
  - Tuesday February 10<sup>th</sup>, 2:00-6:00 p.m.
  - Thursday March 12th, 2:00 p.m. - 4:00 p.m. (NOTE CHANGE)
  - Thursday April 30th, 1:00 p.m. - 3:00 p.m.
- May to be confirmed
- Monday June 15, 2015 6:00pm

**6. Adjournment 2:35**

## COMPLETED ACTION ITEMS

- a) EDC 2016 Hosting - Prepare backup plan (about 200 people) (Erika)
- b) Educational Developers Portfolio Action Group: Planning meeting in Fall (Erika)
- c) Picture from ICED presentation (Erika send to Stephanie)
- d) update Natasha Kenney's contact (Erika)
- e) Invite Celia to lead, and ask her to circulate a call for interest in joining an Action Group? (Deb)
- f) Will provide template of slides for EDC meeting (Stephanie)
- g) Reminder for EDC 2015 proposals will be circulated next week (Jordanne)
- h) Will circulate notifications to members ex. Magna notifications (Stephanie)
- i) Two annual grants were asked to revise - review to ensure that the current grants are moving forward (Deb)
- j) Clarify criteria for grants - sending out survey to request feedback on what criteria should be for grants – and disseminate on web and for next call – focus is to share back with EDC community (Carolyn)

## Remaining Action Items

### 1) Meeting Logistics

- a) Some concepts overlap, so the Living Plan should be reconsidered (retreat?)
- b) Note: still have a lot of people who think they are not EDC members, but who are not - contact all members to let them know they are confirmed – and then send message to all STLHE listserv/EDC listserv (Erika and Stephanie)
- c) Change EDC Executive calendar to include EDC Chair review of 3M Awards in December and January and Treasurer work with Vice Chair Professional Development in order to request funds from STLHE for Grant Recipients in August (Erika change in calendar)
- d) Stephanie will continue to try to contact the company (Stephanie)
- e) Nominating Committee – Invite member to represent the board (Deb)
- f) Will send request for information for EDC Conference (Erika)

### 2) EDC Conference

- a) Welcome message for Program (Deb) and from STLHE President (Jordanne)
- b) EDC Dialogue – opportunity to discuss with a large number of EDC members the issues, trends and questions that benefit from discussion of the national membership (changed from ED Professional Development) – plans for February EDC to continue (grant recipients, recognition of new members , themes of living plan revision, other major )
  - i) What is the priority for the EDC ? – grants, resources, question around Living Plan or grant criteria, decision made by full executive
- c) Should food for Saturday STLHE Board Meeting be in the Budget? STLHE will pay for it, managed through Jon Houseman. (Deb)
- d) Will submit draft proposal to Jordanne (Erika)

### 3) Online Communication

- a) Living Plan
  - 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)

- b) 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)
- c) The EDC review: Meta-tag needed to bump it up on ranking. Follow-up with Muriel. (Stephanie)
- d) Develop guidelines for how people would contribute and whether it is moderated (Stephanie bring forward to Action Group and contact Natasha)
- e) Shared templates, and consistency for linking back – draft guidelines and invite others to contribute (Stephanie)
- f) 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
- g) A call will go out to EDC members for volunteers to help with the new website (Stephanie)
- h) Database of centres (Deb update re conversation with Nicola) – Nicola is comfortable with the changes, and would like to see a copy of the opening text prior to going live (Stephanie)
- i) Social Media complete (note on the Action Group website) (Stephanie)
- j) Mentorship and online webinars – help Action Group to decide what system to use, and how to archive (Stephanie)
- k) Accreditation for Centres add to website (new) - (Stephanie)
- i) EDC Membership cost is not listed on the STLHE website (<http://stlhesapes.wildapricot.org/edcmembership>) (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) Conference 2014 surplus included in our budget, but STLHE has not yet received surplus, so Tim will follow up (Tim)
- e) STLHE Institutional memberships – this amount arrives at the end of the year, have to confirm that money is transferred, \$8000 is projected estimation, Muriel should be able to confirm number of Institutional members (Deb raise with STLHE Board process for membership campaign)
- f) If there are funds, the executive agrees it would be helpful to increase the bursaries to encourage support of new members and support our existing membership – may divide the bursary to target new members, and/or students and one for financial need, or have one fund with priorities (Tim)
- g) Should we start estimating some sort of surplus from the conference (e.g., \$1000)?
  - i) Confirm with Davar (Tim)
  - ii) Note: A levy will be added for STLHE of 10% that the host institution must pay for each conference participant, and any remaining funds will be returned to the host (similar to ICED), Simon Fraser will be paying 7.5% levy – concern that this will impact attendance, because the registration costs were considered very high last year. Ask STLHE if it might be possible to have a sub-group of members/working group looking at different options for generating funds for STLHE in a manner that benefits the members, environmental scan, as well ex. Magna Online no longer has savings for members (Deb)
  - iii) Clarify what we as the EDC offer to new members, and what does STLHE do, since you must be a member of STLHE to become a member of EDC, consider ways of low level entry ex. Students (Deb)
- h) will circulate the proposed budget to the members, members approve the budget and can circulate recommendations using wildapricot (Tim)
- i) EDC Conference surplus 2014 has still not been received, working with STLHE and McMaster to resolve (Tim)
- j) May ask STLHE if they would consider trial membership (Deb)
- k) Confirm what the automatic message says for membership renewal (Deb)
- l) Membership drive? (Deb will contact STLHE to see what they are considering)

## 5) **Membership and A/GM Preparation**

- a) Prepare bags and pin for new members (Erika Ongoing)
- b) 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)
- c) EDC Bylaws – STLHE revised Bylaws, but EDC is not required to revise Bylaws - we will still recheck that our current Bylaws are aligned with STLHE (Erika and Carolyn will review)
- d) Prepare New Year card – welcome to a new year, with a picture of Winnipeg, and reminder of EDC 2015 (Stephanie and Deb)

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

- a) Grants
  - i) Continue to clarify criteria for grants (Carolyn)
- b) 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)
  - i) Consider having a session at STLHE/EDC about what centre models, sizes and mission (Deb/Carolyn)
  - ii) 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)
  - iii) Living Plan analysis –consider online component (Carolyn and Stephanie)
  - iv) PD Session: Previous recipients of EDC Grants – present on how used the funds and outcomes (Maybe EDC) (Carolyn)
  - v) Issue of accreditation and suggest an Action Group (Everyone– discuss at retreat)
- c) MOU: adapting from Memorandum of Understanding for the EDC Conference (Carolyn)
- d) EDC Institute - STLHE website is identifying past event – what can we post now? And contact Muriel to update (Carolyn)
- e) EDC Blue Guides – Developing some guides (everyone review and send feedback to Carolyn before Christmas)
- f) Survey about grants was sent out on November 25th to 181 EDC members had 21 responses (2 failed addresses); reminder sent December 12<sup>th</sup> results will be summarized (Carolyn)

## 7) **Increase International Connections for EDC**

- a) ICED – who will be hosting in 2015? (Deb will follow up with STLHE)
  - i) How will the Teaching and Learning Canada event help or be disseminated (Deb)

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

- a) Created Action Group Excel sheet – post on line so name and Leader's contact email on web (Stephanie)
- b) Possibility of having a more complete web conferencing tool through STLHE that could allow web conference: licensing, multiple rooms? (Deb)
- c) **Educational Developers Portfolio**
  - i) Ellen Simms joined group, but has a new position - Update group (Erika and Stephanie)
- d) **Education for Sustainability Action Group**
  - i) Sandra Neil presenting work on integrating and quantifying sustainability-across-the curriculum at the Council of Ontario Universities 2014 Learning Outcomes Symposium in October (Toronto), and at the Curriculum Developers' Affinity Group (CDAG) Annual Conference in November (Ottawa) (post on the web, Stephanie)
- e) **Mentoring**
  - i) Deb Dawson circulated summary document to be posted on the EDC Action Group Website (Stephanie)
- f) **Starting Centres/New Directors: Resources and Support**

- i) Circulate call for people who would be interested in being part of the action group (Erika)
- ii) Setting up opportunities for new directors to meet online, informally (Deb circulate)
- iii) Bishops new – Deb willing to welcome them, link to EDC website and resources, grants, institute, conference (Deb)
- iv) Reach out to connect better to college Centres (Tim developing distribution list, 133, let group know if there are new centres or new directors)
- v) Session on being a new Director - share resources from Cracker Barrel (Stephanie, Erika)
- vi) Stephanie is lead for this group for now, add to web and list (Erika and Stephanie)

**g) Recognize and Value Educational Development Contributions**

- i) 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)
- ii) Joe Lipsett, joined OCAD University will take lead of group, add to list and web (Erika Stephanie)

**h) Accreditation for centres-** following up on discussions of accrediting centres or programs

- i) Propose session for February 2015 (Carolyn, Deb, Erika, Tim, Celia)
- ii) Celia Popovic will be lead – add to web and list (Erika and Stephanie)

**i) Living Plan – possible action group?** (Deb invite possible past board members to participate?) – short number of meetings possible to be done by June for EDC GM?

**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)