

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

Meeting of the EDC Executive

Thursday December 5, 2013

2:00-4:00pm

MINUTES

Invited: Deb Dawson (Chair), Erika Kustra, Jordanne Christie, Paola Borin

Regrets: Tim Loblaw, Stephanie Chu

1. Adoption of the agenda (Erika Kustra)

- a) Moved by Deb, Jordanne seconded, approved by all

2. Minutes of previous meetings for approval

- a) September 19, 2013 Minutes – Moved by Deb, Seconded by Paola, unanimously accepted
- b) November 21, 2013 Minutes - Moved by Deb, Seconded by Jordanne, unanimously accepted

3. Updates in Brief (15 min)

- a) Chair's report (Deb)
 - a. Process for STLHE President Election
 - i. STLHE does not currently have a policy for how elections are run
 - ii. The STLHE board has made some recommendation for process
 - iii. Deb will review the process and provide some suggestions for process, bring forward to Secretary of STLHE, and this could be voted on in January
 - b. STLHE is not meeting in combination with EDC in February 2014 for the first time, Deb will encourage continued clear links between the EDC meeting and STLHE Board for future years (Deb)
 - c. Encouraged STLHE Board to post their minutes, in line with policies
 - d. STLHE Board is looking for ways to streamline agenda
 - e. STLHE has a website to share documents and allow votes, which may be helpful for EDC Executive as well (Deb)
 - f. Invited HERDSA president, Allan Goody, to EDC Conference and offered to cover registration. Invite again in future years.
 - i. Invite POD president for this year's EDC Conference (Deb)
 - g. Issue of accrediting Professional Development Programs has been raised at Ontario meetings (Faculty Engagement in Educational Development Summit and Council of Ontario Educational Development Meeting)
 - i. Based on SEDA's role in accreditation of centre programs
 - ii. Important to have Educational Developer Centre directors and developers involved in the discussion
 - iii. Add accreditation for centres to January's EDC Executive Meeting agenda Erika
 - h. Report from BC (Add to Agenda Erika)
- b) Professional Development and Grants report (Paola)
 - a. EDC Institute
 - i. Alice Cassidy has developed a Manual
 - ii. Documents from EDC Institute are currently on Alice Cassidy's website and in a dropbox, Thanks to Alice for her work
 - 1. Optimize images for web (Alice Cassidy took care of this)
 - 2. Place a copy on the EDC website for continuity (Paola and Stephanie)
 - iii. Consider about hosting every year or annually – start annually then reconsider if not enough people
 - iv. Circulate Call for EDC Institute – focus on Central or East (Paola)

- b. Grants
 - i. Post information about ongoing availability of small grants (Paola)
- c) Conference report (Jordanne)
 - a. EDC 2014 Conference Update
 - b. EDC 2015 Proposals (review in advance – see Jordanne’s email)
 - i. EDC Conference Proposal Criteria - useful
 - ii. Compare costs relative to last two years (Jordanne)
 - iii. Location has easy access
 - iv. Ask for some elaboration from Proposal (Jordanne)
 - 1. Clarify how the proposal connects to the EDC Living Plan
 - 2. Clarify what the theme means and how it would be relevant to EDC
 - 3. Provide elaboration on transportation options
 - 4. Confirm budget – particularly that catering costs are accurate (seems low), and that if attendance is lower than 100 what the impact would be on costs
 - 5. Confirm that if more than 5 concurrent rooms required that the space could be available
 - v. Review host responses by email if possible, prior to next meeting
 - c. Bursary criteria (see Jordanne’s email)
 - i. Applicants should be EDC members and presenting, students do not need to be members but should be presenting or providing an alternative contribution
 - ii. Amount of support determined by number of applicants - Deb circulated wording from CSSHE (Jordanne and Tim)
 - iii. People have applied for the application, contact them and ask to clarify their contribution (Jordanne)
 - iv. Follow the same process for Bursaries that used for EDC Institute – applicant completes STLHE travel form, Tim will sign, and the forms are submitted to Sylvia Riselay
- d) Finances/Budget report (Tim – defer, updates by email)
 - a. EDC Budget Update
 - i. Institute registration fee + \$50.00 (EDC membership) + \$10.00
 - ii. Non-member registration fee set at Conference registration fee + \$50.00 (EDC membership) + \$10.00
 - b. EDC conference stream for Upper Administration – the Vice-Provost Teaching and Learning do not want a separate stream as they like to be integrated with the general conference. Lynn Taylor is organizing a separate meeting for them.
- e) Communication report (Stephanie)
 - a. EDC vote: by-law update (draft in e-mail). Confirm placement and wording with Executive and inform the membership
 - b. Proposed By-law addition: The original suggestion was to create 7.4.7, but this doesn't seem to fit because 7.4 has to do with "Election of Officers" and the related process. I propose that a new by-law be proposed under, "Powers and duties of the Executive" and create, 7.2.8 with the following wording:

7.2 Powers and duties of the Executive include:

7.2.8: fulfilling responsibilities as outlined in their position descriptions, including regular attendance at EDC Executive meetings, the EDC Annual General Meeting and General Meeting. Should a member of the EDC Executive be unable to completely fulfill responsibilities including regular attendance, the term may be withdrawn, and a re-election for the position may be held at the discretion of the EDC Executive.

 - Would provide an executive member the ability to ask for a replacement
 - Executive support the recommended changes and circulation to the membership for voting with minor correction (Stephanie)
 - Include message to Membership to sign up for EDC Membership – prior to EDC meeting because of rolling membership that now exists(Stephanie)

- c. EDC website: discussion and action items for evolving these pages (Defer – add to agenda January **Erika**) <http://www.stlhe.ca/constituencies/educational-developers-caucus/> and <http://www.stlhe.ca/constituencies/educational-developers-caucus/membership/> At our last meeting we agreed to the need to update our site and look at these first pages, but didn't come out with specific any action items. May I suggest that we review these two pages, come up with feedback to discuss and determine specific action items towards change.
- f) Secretary's report (Erika)
 - a. Action Items review
 - i. Reviewed together and updated
 - b. Items for February EDC AGM
 - i. Noted through discussion – Erika summarize and review for January meeting (**Erika**)
 - c. Nomination Committee
 - i. Invite someone from previous Committee (**Deb**)

4. Action Group

- a) Bi-monthly (review in January meeting, in preparation for February AGM)
- b) Carol Roderick will hold a meeting of the Action Group for Recognition and Reward this month
- c) Guidelines of Ethical Conduct Action group: Jeannette McDonald and Mary willing to work on this, building on the previous action groups (**Stephanie** add to website, **Erika** contact for followup)

5. Other (all)

- a) Definition of Educational Development/Developer (Deb research assistant)
 - i. Deb has asked research assistant to look at definition, and will report in January
 - ii. Review and post to EDC membership – and discuss as part of EDC AGM (**Deb**)

6. Future Meetings

- a) Confirm next meetings – including timing for EDC Executive meetings during EDC Conference (**Deb**)
- b) Ask for GM during STLHE to occur on Friday (**Deb**)
 - (1) Note: ICED overlaps, Erika may need to join GM virtually

7. Adjournment (3:50) Moved by Deb

Completed Action Items

- **EDC specific publication** – peer reviewed journal or book (may come out of working groups) peer reviewed journal or book (Erika and others meeting with Jeannette McDonald to explore possible ED Dossier Green Guide)
- Minutes to send to Stephanie (Erika)
- Follow-up with Alice and Ruth about EDC membership when allocated grants. (Paola)
- Item 3. **Updates in Brief**, b) Professional development... a. EDC Institute... eighth sub-bullet: I'm not quite sure if this was the exact discussion point as I don't remember talking about a reduced rate or having an action item out of this. Could it perhaps have been about whether EDC Institute bursaries should be for EDC members only? If I was tasked with investigating this (and I could have been as I came late to the last meeting), I would suggest we adopt the same strategy as the EDC Conference and set the non-member fee as: **Institute registration fee + \$50.00 (EDC membership) + \$10.00**. This way, EDC Institute Hosts can set the registration fee and then tack on the adjustment for non-members.
- Item 3. **Updates in Brief**, c) conference report... a. EDC 2014... vi. Contact Lynn Taylor. **Done (Tim)**
- Item 3. **Updates in Brief**, e) Communications... d. Christmas card... i. Possible picture of Calgary. Wanting for something from Marketing departments at Bow Valley College or Univ.Calgary. **Should have this to Deb by Friday depending on whichever Marketing dept. at either institution comes through first. (Tim)**
- 3) EDC Conference. First bullet: **Done**. Non-member registration fee set at *Conference registration fee + \$50.00 (EDC membership) + \$10.00 (Tim)*
- a) 3) EDC Conference. Second bullet: EDC Conference Stream that is relevant to ED Leaders ex. Teaching and Learning Quality, and having meeting associated with the conference (Tim) **Done**: however, based on recommendations from Lynn Taylor who is part of this group, they do not want a separate stream as they like to be integrated with the general conference. Lynn is organizing a separate meeting for them. Date of that meeting to be confirmed. (Tim)
- b) 3) EDC Conference. Seventh bullet: 2014 Conference Newcomers welcomed. Bring forward ideas for first timers to next planning meeting (Tim) **Done**.
- 7) Professional Development. First bullet: Done. The October Institute used the STLHE Wild Apricot system (the same portal where we register for STLHE memberships). (Tim)
- There is no official notification of STLHE transfer of funds, perhaps because collection of institutional membership occurs slowly over time (Tim)
- Does STLHE have the capability for central registration and payment (Tim follow up with Muriel to see if it is possible)
- 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)
- Consider whether a reduced rate should be available for EDC Members (Tim)
- Contact Lynn Taylor to confirm re: registration (Tim)
- 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)
- Bursary criteria-Review by EDC Executive based on drafted criteria (Jordanne)
 - EDC 2015 Proposals
 - Circulate submitted proposals with criteria (Jordanne)
 - Review independently (everyone)
- Post modified competencies from Deb Dawson and Judy Britnel's paper (Deb ask)
- EDC Institute 2011 documents posted
- Wording for Bylaw
 - Proposal 7.2 – Powers and duties (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)
 - i) Circulated an example by email – everyone review wording and reply to Stephanie (everyone- review and send by next meeting)
- Resources

- i) Judy Britnell article link appears to be broken. Check link and update. (Stephanie) Send full reference to Stephanie. (Deb)
 - ii) Contact Jeannette and Denise about the possibility of posting the pathways to our profession resources on the EDC website or members-only site and inform Stephanie. (Deb)
 - iii) HEQCO project from Deb and other EDC members – add links to website (Stephanie, Paola send link)
- Sharing information about EDC Centres: Spoke to Roger Moore, Editor of STLHE Newsletter – next EDC Corner recommended that we report what goes on with the Centre to share what are the variations and norms, who we are and what we do to help inform about the growing profession (Deb)
- 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)
- Definition of Educational Developer - 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
- Send Waterloo's internal conference form to Paola for an example. (Deb)
- **Recognizing and Valuing Educational Developers' Contributions Action Group**
 - i) Send an email invitation to people to be part of recognizing and valuing contributions of educational developers (Paola)
 - ii) Circulate a message to solicit EDC members' interest on behalf of group – all responses to Carole (Deb)
 - iii) Hopeful able to launch something new at the conference (Paola follow up and let us know)
- **Mentoring Action Group**
 - a) Pre-Conference workshop planned on mentoring with Deb and Teresa Dawson (Deb)
 - i) Idea for EDC Conference – Buddy campaign, can have a Buddy, raised with Lynn Taylor (Deb)
- **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)
- **Clarifying core EDC Competencies/Attributes** – (Deb or others that have expressed interest)
 - i) What are the core professional attributes/skills/competencies
- Call for Action Group for Building Professional Capacity? (As part of Mentoring Action Group)

Remaining Action Items

1) Meeting Logistics

- a) Examine the Action Items –send Erika updates and potential deadlines for all action items (everyone ongoing)
- 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)
- d) Develop Nomination Committee – select one member by EDC Executive (consider who to invite) (Deb, Stephanie and Erika)
- e) Confirm next meetings – Alicia will contact (Deb)
 - i) February EDC Conference – Pre-Conference Lunch Feb 19 and evening dinner??
- f) Calendar review and update (Erika)
 - i) Changing to quarterly check in for budgets
 - ii) Change to 3M
 - iii) Update when call for next EDC Conference Call
 - iv) Need to update when have EDC Institute Call
 - v) Bursaries
 - vi) Action Group contact for report
- g) STLHE is not meeting in combination with EDC in February 2014 for the first time, Deb will encourage continued clear links between the EDC meeting and STLHE Board for future years (Deb)
- h) STLHE Board is looking for ways to streamline agenda, and looking for a website to share documents, which may be helpful for EDC Executive (Deb)
- i) Add accreditation for centres to January's EDC Executive Meeting agenda Erika
- j) Report from BC (Add to Agenda Erika)
- k) EDC website: discussion and action items for evolving these pages (Defer – add to agenda January Erika)
<http://www.stlhe.ca/constituencies/educational-developers-caucus/> and
<http://www.stlhe.ca/constituencies/educational-developers-caucus/membership/> At our last meeting we agreed to the need to update our site and look at these first pages, but didn't come out with specific any action items. May I suggest that we review these two pages, come up with feedback to discuss and determine specific action items towards change.
(confirm next meetings – including timing for EDC Executive meetings during EDC Conference)(Deb)
- l) Ask for GM during STLHE to occur on Friday (Deb)
- m) Executive support the recommended changes to By-law and circulation to the membership for voting with minor correction (Stephanie)
 - i) Include message to Membership to sign up for EDC Membership – prior to EDC meeting because of rolling membership that now exists(Stephanie)

2) EDC Conference

- a) EDC Conference Manual - Update and forward to Stephanie for uploading to website. (Jordanne)
 - i) See if the manual can be posted in members only and the website. (Stephanie)
- b) Invite POD president for this year's EDC Conference (Deb)
- c) EDC 2015 Proposals
 - i) Compare costs relative to last two years (Jordanne)
 - ii) Ask for some elaboration from Proposal (Jordanne)
 - (1) Clarify how the proposal connects to the EDC Living Plan
 - (2) Clarify what the theme means and how it would be relevant to EDC
 - (3) Provide elaboration on transportation options
 - (4) Confirm budget – particularly that catering costs are accurate (seems low), and that if attendance is lower than 100 what the impact would be on costs
 - (5) Confirm that if more than 5 concurrent rooms required that the space could be available
- d) STLHE is not meeting in combination with EDC in February 2014 for the first time, Deb will encourage continued clear links between the EDC meeting and STLHE Board for future years (Deb)
- e) Ask for some elaboration from Proposal (Jordanne)

- i) Clarify how the proposal connects to the EDC Living Plan
- ii) Clarify what the theme means and how it would be relevant to EDC
- iii) Provide elaboration on transportation options
- iv) Confirm budget – particularly that catering costs are accurate (seems low), and that if attendance is lower than 100 what the impact would be on costs
- v) Confirm that if more than 5 concurrent rooms required that the space could be available
- f) Bursary criteria (see Jordanne’s email December)
 - i) Amount of support determined by number of applicants - Deb circulated wording from CSSHE (Jordanne and Tim)
 - ii) People have applied for the application, contact them and ask to clarify their contribution (Jordanne)

3) Online Communication

- 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?)
- Blog post on Value and Living Plan (Deb and Stephanie)
- Communicate success and achievements that have supported the Living Plan (Appreciative)
- Include in the STLHE Newsletter– Highlights of the year within the context of the Values and Living Plan (Deb)
- 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)
- Will follow up with different executive for material to post (Stephanie)
- Christmas Card
 - a) Message from EDC Chair (Deb)
- Check into how to integrate social media content – RSS feeds from Resource and Social Media group’s blog and Twitter onto front page. (Stephanie)
 - i) Would like to set up an educational development blog. Is there funding for the action group. \$99 a year to set-up a blog. May need to transfer funds. Follow-up with Muriel about whether the existing WordPress site can be used. (Stephanie)
- Resources
 - i) The EDC review: Meta-tag needed to bump it up on ranking. Follow-up with Muriel. (Stephanie)
 - b) Look at these pages- - <http://www.stlhe.ca/constituencies/educational-developers-caucus/> and <http://www.stlhe.ca/constituencies/educational-developers-caucus/membership/> and see how we can make them more inviting. Why would people be interested in joining? (All) Deb suggested a welcome, banner, and photos of people.
 - c) Check into domain name and how long we have it for, etc. (Stephanie)
 - d) Add a note to each agenda on where to look at each meeting so that we systematically go through the website (Stephanie)
 - e) Amend text for EDC on the STLHE website (Deb)
 - f) Would it be useful to have a simple web page listing all Centres with primary contacts? (Stephanie)

4) Financial

- i) Bursary –
 - (1) Amount of support determined by number of applicants - Deb circulated wording from another society (Jordanne and Tim)
 - (2) People have applied for the application, contact them and ask to clarify their contribution (Jordanne)

5) Membership and A/GM Preparation

- a) Prepare bags and pin to 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) Re-explain that membership is now rolling membership
- e) Should the EDC Institute be run annually or bi-annually - Raise at EDC Conference (Erika add to agenda)
- f) Should contingency fund be separated and placed in something such as GIC? (Erika add to EDC AGM agenda)
- g) Bylaw changes – add to AGM agenda (Erika)
- h) Develop Nomination Committee - EDC GM call for two members from membership (Stephanie and Erika)
- i) 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)
- j) Executive support the recommended changes and circulation to the membership for voting with minor correction (Stephanie)
- k) Nomination Committee
 - i) Invite someone from previous Committee (Deb)
- l) Definition of Educational Development/Developer (Deb research assistant)
 - i) Deb has asked research assistant to look at definition, and will report in January
 - ii) Review and post to EDC membership – and discuss as part of EDC AGM (Deb)
- m) Ask for GM during STLHE to occur on Friday (Deb)

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)
 - i) Documents from EDC Institute are currently on Alice Cassidy's website and in a dropbox
 - (1) Optimize images for web (Paola)
 - (2) Place a copy on the EDC website for continuity (Paola and Stephanie)
- b) Definition of Educational Development/Developer (Deb research assistant) *(as noted above in GM/AGM)*
 - i) Deb has asked research assistant to look at definition, and will report in January - Review and post EDC membership – and discuss as part of EDC AGM (Deb)
 - ii) Part of our Professional Development session during EDC Conference (Paola)
- c) 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)
 - iii) Living plan as a new theme: Paola to work on this, this month. (Paola)
- d) Pictures circulated by Alice can be used for the EDC Website (Stephanie)
- e) 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)
 - ii) Circulate open call to indicate currently have a pool for small grants, while funding remains (Paola)
 - iii) Post information about ongoing availability of small grants (Paola)
- f) Consider having a session at STLHE about what centre models, sizes and mission (Deb)
- g) Documents from EDC Institute are currently on Alice Cassidy's website and in a dropbox
 - (1) Optimize images for web (Paola)
 - (2) Place a copy on the EDC website for continuity (Paola and Stephanie)
- h) Circulate Call for EDC Institute – focus on Central or East (Paola)

7) Increase International Connections for EDC

- a) President of HERDSA interested in attending EDC - formal invitation (Deb)
- b) In support of international interactions should we exploring a reciprocal offer to attend for free registration? (Deb contact and ask if they are interested in international interactions)
- c) Invite POD president for this year's EDC Conference (Deb)

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

- a) **Recognizing and Valuing Educational Developers' Contributions**

- i) Add to website (Stephanie)
- b) **Mentoring Action Group:**
 - i) 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) **Guidelines of Ethical Conduct Action group:** Jeannette McDonald and Mary Wilson (Erika follow up)
 - a) An action group that looks at developing a set of guidelines, standards, or principles that addresses the ethical/professional conduct of educational developers. Now that we have a set of values articulated, it makes sense to me that this might be a logical next step, especially with more people entering the field, with developers wearing multiple hats in their role, and with the social media outlets available for folks to express themselves and their opinions.
 - Builds from the previous action group (materials from workshop materials posted by previous group)
 - ii. Add to Action Group website (Stephanie)

OTHER IDEAS for PROJECTS

- e) **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
 - iii. Partner on a Blog – opportunity to showcase overview and sample case, including video blog options (Stephanie)
 - b) Deb will touch base with 3M (Deb)
- 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)