

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

Meeting of the EDC Executive

Tuesday February 18, 2014

6:00pm-9:00pm

MINUTES

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

- 1. Adoption of the agenda** (Erika Kustra) – Deb moved, Paola Seconded (unanimously approved) **Photograph of executive together**
- 2. Minutes of previous meetings for approval** (Erika Kustra, all) Deb moved, Paola seconded (unanimously approved)
- 3. Updates in Brief** (15 min)
 - a) Chair's report (Deb)
 - a. Report from BC by Nancy Randal
 - i. Posted on HEQCO website (add to agenda again **Erika**)
 - b. Accreditation for centres- following up on discussions of accrediting centres or programs
 - i. Propose an Action Group during AGM and PD (**Erika** add to list)
 1. EDC discuss role in accreditation – is it appropriate, proposed models
 2. SEDA is Educational Developers, ICED role in accrediting?
 - c. Definition of Educational Development/Developer
 - i. Added elements of a definition to our website introducing the EDC
 - d. STLHE Board Meeting
 - i. issues raised about how to best connect with colleges, should spend some time
 1. institutional membership language needs to be written in the language that college administration will understand, including ROI (Return on Investment)
 - ii. Deb raised issued people had with payroll
 - iii. Deb raised concerns members had about the rolling membership – rolling membership was unclear to members, not everyone received a message that their membership needed renewal
 - iv. EDC budget approved
 - v. STLHE budget – concerns about a levy on the conference– 7.5% levy and difference in membership goes directly to STLHE from conference, needs to be mentioned in the STLHE Newsletter so that conference costs are transparent
 - vi. STLHE Budget should be circulated and posted prior to the STLHE AGM
 - b) Professional Development and Grants report (Paola)
 - a. EDC Institute – call for next institute, can give \$2000 advance (**Paola**)
 - b. Grants – circulate call for small grants (**Paola**)
 - c. ED Professional Development
 - i. Consider renaming session ‘Critical Issues in EDC’
 - ii. Hold it prior to AGM/GM for the future
 - iii. This year raise the issue of accreditation and suggest an Action Group (**Paola**)
 - iv. ‘What should be the role of EDC in Accreditation?’
 - v. Follow up with conversation online
 - c) Conference report (Jordanne)
 - a. EDC 2014 Conference Update
 - i. Conference organization progressed well
 - b. EDC 2015 Proposal
 - i. Confirmed
 - d) Finances/Budget report (Tim)

- a. EDC Budget - now caught up for actuals for 2013
 - i. now capture our STLHE grant allocation based on 10% of institutional memberships, so now have a record of the funds
 - ii. Came very close to balancing, but still maintain surplus
 - iii. Revenue higher than projected, but balanced by institute expenses so balanced
 - iv. Didn't decrease the surplus – would like to move contingency to a separate locked plan
- e) Communication report (Stephanie)
 - a. EDC vote: by-law discussion – over 174 members paid, much larger number on listserve
 - b. EDC website – adding more content, and working on making it more accessible
 - i. Would like more interactivity where members could contribute, but it is difficult because it is the STLHE website template
 - ii. Likely will need to create a separate site and link
 - c. Teaching and Learning Centre's List is drawing attention, and requests for update
- f) Secretary's report (Erika)
 - a. EDC bags and pins delivered to conference, and will be given to new people when they register
 - b. February EDC AGM – confirmed slides, order and details

4. Action Group (Erika – see circulated summary)

- a. Guidelines of Ethical Conduct Action Group (Building from EDC Ethical Principles for ED Practice)
Team: Jeannette McDonald and Mary Wilson
- b. Educational Developers Portfolio
Team: Jeanette McDonald, Paola Borin, Marla Arbach, Deb Dawson, Erika Kustra and Natasha Kenny
- c. Social Media Action Group
Team: Gavan Watson, Erin Allard, Judy Chan, Jaymie Koroluk, Jordanne Christie
- d. Education for Sustainability Action Group
Team: Alice Cassidy, Alice Macpherson, Vivian Neal, Sandra Neill, Gavan Watson
- e. Mentoring Action
Team: Deb Dawson
- f. Starting a Centre: Resources and Support (new)
- g. Recognize and Value Educational Development Contributions (new)

5. Other (all)

6. Future Meetings

Confirm date for STLHE, EDC GM meeting – Thursday 4:30-5:30 (Deb ask Denise Stockley)
 Monday March 31st, 2:00 pm - 4:00 pm,
 Wednesday April 16th, 1:00 pm - 3:00 pm

7. Adjournment

Moved by Deb 10:09 (unanimously approved)

Completed Action Items

- 1) 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)
- 2) Ask for GM during STLHE to occur on Friday (Deb)
- 3) Action Items review (Stephanie everyone will send changes)
- 4) Email reminder to check membership and renew in order to participate in AGM (Jordanne will include with)
 - a) Bags and pins - possible to be distributed when people register -Tim willing to pass out the registration desk, touch base about a mailing address (Erika)
- 5) Accreditation for centres- following up on discussions of accrediting centres or programs
 - a) Defer and move to beginning of agenda for next meeting (Erika)
- 6) Report from BC (Deb)
 - a) Defer and move to beginning of agenda for next meeting (Erika)
- 7) Definition of Educational Development/Developer (Deb research assistant)
 - a) Circulated document, everyone review, consider next steps (Everyone)
- 8) Invite POD president for this year's EDC Conference (Deb)
- 9) Confirm meeting time for EDC Executive during conference
 - a) Everyone send their arrival time and location (everyone)
- 10) Amend text for EDC on the STLHE website (Deb, Stephanie)
- 11) Would it be useful to have a simple web page listing all Centres with primary contacts? (Stephanie)
- 12) Circulate notice for members, including reminder to pay members because rotating membership dates (Jordanne)
- 13) Erika check with Windsor to see if we are able to host the Blog (Erika)
- 14) Re-explain that membership is now rolling membership – done through emails to membership
- 15) Should the EDC Institute be run annually or bi-annually - Raise at EDC Conference (Erika add to agenda) – decided to keep annual, and review as needed
- 16) Bylaw changes – add to AGM agenda (Erika)
 - i) Executive support the recommended changes and circulation to the membership for voting with minor correction (Stephanie)
- 17) Develop Nomination Committee - EDC GM call for two members from membership (Stephanie and Erika)
 - a) Nomination Committee
 - i) Invite someone from previous Committee (Deb)
- 18) Definition of Educational Development/Developer (Deb research assistant)
 - a) Deb has asked research assistant to look at definition, and will report in January
 - b) Review and post to EDC membership – and discuss as part of EDC AGM (Deb)
- 19) Revise EDC Institute Call to invite submissions for future years - reflect this in the proposal form in future (Paola)
- 20) Documents from EDC Institute on Alice Cassidy's website and in a dropbox
 - a) Optimize images for web (Paola)
 - b) Place a copy on the EDC website for continuity (Paola and Stephanie)
 - c) Pictures circulated by Alice can be used for the EDC Website (Stephanie)
- 21) Circulate Call for EDC Institute – focus on Central or East (Paola)
- 22) Small grant description drafted and circulated to executive earlier, ready for circulation (Paola)
- 23) PD Session: Working group on rewards and recognition for EDC Members – increase recognition of new members and members about to retire
- 24) **Recognizing and Valuing Educational Developers' Contributions**
 - i) Add to website (Stephanie)
 - ii) confirm membership (Stephanie post, Paola find out members)
 - iii) Would like a Bulletin Board during conference (Jordanne and Tim follow up)
- 25) **Mentoring Action Group:**
 - i) Information from Deb posted online (Stephanie)
- 26) **Guidelines of Ethical Conduct Action group:** Jeannette McDonald and Mary Wilson (Erika follow up)
- 27) Will follow up with different executive for material to post (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)

- b) Check into domain name and how long we have it for, etc. (Stephanie)
- 28) Executive page - people have been added, but are not showing – have not been able to get an answer to help clarify why the new information is not showing, call Muriel (Stephanie)
 - a) Who do we contact for support from the company that hosts? Ask Muriel who to contact for further support (Stephanie)
- 29) Membership page – elaborate what EDC is about and the benefits of membership (Paola)
 - a) Add photos from EDC conference (Stephanie)
- 30) Send the names to Stephanie of Steering Committee and membership (Stephanie)
- 31) **Guidelines of Ethical Conduct Action group:** Add to Action Group website (Stephanie)
- 32) Social Media –consider focused meeting between groups
 - i. Partner with 3M on a Blog – opportunity to showcase overview and sample case, including video blog options (Stephanie)
 - ii. Touch base with 3M (Deb)

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) 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
- e) STLHE Board is looking for ways to streamline agenda, and looking for a website to share documents, which may be helpful for EDC Executive (STLHE has a website to share documents and allow votes, which may be helpful for EDC Executive as well) (Deb)
- f) Some concepts overlap, so the Living Plan should be reconsidered (retreat?)
- g) Report from BC by Nancy Randal (add to agenda again – retreat? Erika)
- h) Confirm date for STLHE, EDC GM meeting – Thursday 4:30-5:30 (Deb ask Denise Stockley)

2) EDC Conference

- a) Membership process – people found the process, timing and logistics with PayPal and group payment (Deb raise to the issue with STLHE Board)

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) Check into how to integrate social media content – RSS feeds from Resource and Social Media group’s blog and Twitter onto front page. (Stephanie)
- g) Resources
 - i) The EDC review: Meta-tag needed to bump it up on ranking. Follow-up with Muriel. (Stephanie)
- h) 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)
- i) Shared templates, and consistency for linking back – draft guidelines and invite Social Media Action Group to contribute (Stephanie)
- j) 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)
 - b) Photo of the EDC Executive

4) **Financial**

- a) Should contingency fund be separated and placed in something such as GIC? (Erika add to EDC AGM agenda)

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)

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)
 - 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)
- b) Consider having a session at STLHE about what centre models, sizes and mission (Deb)
- c) 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)
- d) Clarifying definition of Educational Developer - continue after the meeting online (Paola and Stephanie)
- e) Living Plan analysis –consider online component (Paola and Stephanie)
- f) EDC Institute – call for next institute, can give \$2000 advance (Paola)
- g) Grants – circulate call for small grants (Paola)
- h) PD Session: Previous recipients of EDC Grants – present on how used the funds and outcomes (Maybe STLHE) (Paola)
- i) This year raise the issue of accreditation and suggest an Action Group (Paola)

7) **Increase International Connections for EDC**

- a) 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)

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

- a) **Recognizing and Valuing Educational Developers’ Contributions**
- b) **Mentoring Action Group:**

- 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)
 - (1) Session on being a new Director - share resources from Cracker Barrel (Stephanie, Erika)
- d) **Guidelines of Ethical Conduct Action group:** Jeannette McDonald and Mary Wilson
 - b) 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.
 - i. Builds from the previous action group (materials from workshop materials posted by previous group)
- 8. **Accreditation for centres-** following up on discussions of accrediting centres or programs
 - i. Propose an Action Group during AGM and PD (Erika add to list)

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
- 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)