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

Meeting of the EDC Executive
Wednesday February 20, 2013
Paul Martin Centre 12:30 to 1:30 p.m.
Continued Wednesday 7:00 pm Walper Inn following EDC Welcome Reception

Minutes

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

1. **Adoption of the agenda** (Erika Kustra)
   a) Deb moved, Erika second

2. **Minutes of previous meetings for approval** (Erika Kustra, all)

3. **Agenda for AGM** (All, Erika Kustra)
   a) Confirm Agenda and process
   b) Confirm slides (confirm that there will be equipment)
   c) Confirm EDC Nomination process
       i. Members have not expressed interest on-line. Will call for interest from the floor.
       ii. Deb will announce the EDC Nomination process on behalf of Alice Cassidy, EDC Nominations
   d) Confirm who will announce next year's location
       i. Tim Loblaw will be announce with Rosalie Pederson
   e) Is this the right forum to ask membership about a quorum for online voting?
       i. We will discuss this at a future meeting. This will be deferred. (Erika)
       ii. Natasha will review practices in other locations (Natasha)

4. **Updates in Brief**
   a) Chair's report (Deb)
       a. STLHE Board
           i. Much of the STLHE Board meeting was dedicated to budget.
           ii. EDC budget was approved.
           iii. Discussion related to moving STLHE membership to a rolling renewal model
           iv. New membership model/change to calendar year is impacting both STLHE and EDC membership numbers.
           v. STLHE will be promoting benefits of membership through a poster campaign, and "invite a friend" campaign to STLHE.
           vi. Deb will be advocating further for memberships at the AGM
           vii. Membership for EDC needs to be a systematic process – reminders need to happen in the fall, include posters, cards, with a reminder in January.
           viii. Advocacy role of STLHE President.
       b. Other
           i. Difficult to manage the process of paying for membership or reimbursing membership for those who attended the 2012 EDC Conference. It is not a practical solution to our budget challenges.
           ii. Let the membership know that we have identified a budget item $4100 that at the time was to go to subsidize membership for those who had attended EDC 2012. Poses too much of an administrative challenge to reimburse these membership. Particularly ran into difficulties related to identifying who attended and who were members.

iii. Deb will propose that this funding amount be dedicated to bursaries to attend conferences and the Institute.
        iv. Collapse bursaries to one line item.
        v. Some budget lines will need to be re-evaluated to see if they should be included e.g. Student to work on grants.
   b) Professional Development and Grants report (Paola)
        a. EDC Institute
             i. 2 excellent proposals, will review, and make announcements by end of March
        b. EDC Grants
             i. Include list and announce during EDC AGM
        c. Other professional development
             i. Curriculum design one day workshop may be needed
   c) Conference report (Deb on Marla's behalf)
        a. Deb based on Marla's report (copied in Agenda item 8)
        b. Invite a student to help upgrade conference manual - aim for $1000 (==Deb== speak to current conference hosts)
   d) Finances/Budget report (Tim)
        a. Budget: Version circulated to membership changed based on new additional information
        b. Used actual balance, but Greg, STLHE Treasurer, stated must use projected budget for previous calendar year. Does not result in realistic budget. When do we reconcile what the actual surplus is? This question has been posed to Greg.
        c. Can we also increase the amount of the grants? Base funding for/grant?
           This is something to examine in future meetings. (==Erika==)
        d. We have more money than we expected from last year. For 2013, expect $8000 from Institutional memberships.
        e. Funding line for EDC Plenary - paid out one year early in 2012
        f. 7 bursaries offered this year for this conference
   e) Communication report (Natasha)
        a. Social Media – updates, interest in action group
   f) Secretary's report (Erika)
        a. Need to order new pins (==Erika==)
        b. Bags mailed in advance to conference hosts, and provided to new members- by far the best way of distributing the bags to members.

5. **Finances** (Tim)
   a) 2013 budget planning & approval update
   b) Surplus
        i. Promised to EDC members to decrease cost of EDC Membership for those who had attended EDC Conference 2012 because the surplus was large from that conference
   c) Actuals
        i. We need an accurate way to view audit trail and transfers in the future (==Tim==)
        ii. Dalhousie is sending surplus from the EDC Conference- confirmation

6. **EDC Institute** (Paola)
   a) Update
        i. Excellent proposals, we are thrilled with the 2 proposals
        ii. Announcement will be made by the end of March. (==Paola==)
   b) Questions raised by members – try to address in future calls.
   c) Format and potential host to be announced at the AGM during the EDC Conference if possible

7. **Action Groups** (15 min)
   a) Code of Ethics for Educational Developers Update (Nicola)
        i. Developing through pre-conference session at the EDC Conference
   b) 3M Collaboration – Initiate group (Deb)

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      i.   Deb has had conversations about possible collaborations

      ii.   3M interested in doing webinars jointly with EDC

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c) Conference Manual – invitation to membership to join committee (Marla)

      i.   Invited current hosts to examine conference manual

      ii.   University of Calgary and others may be able to work on updating the manual.

      iii.   Jeanette MacDonald has expressed interest, Deb will follow up with Jeannette to see if they are interested in editing the manual.

d) EDC Social Media/Blogging Committee (Natasha)

      i.   Group meeting for the first time during EDC Conference

      ii.   Added EDC Institute page

      iii.   EDC Milestones on website

      iv.   Twitter for conference

      v.   Facebook active

      vi.   EDC Resource Review – looking for new coordinator – Thank you to Janice Allen

e) Development of Portfolio Model Group (Ruth Rodgers)

f) Professional Identity Action Group (Nicola Simmons)

      i.   Consider re-developing group

8. **Conference Updates (Report Submitted by Marla)**

a) This year's conference program offers 38 regular sessions, 2 pre-conference workshops and the EDC Institute for the last time in the current format. Presenters come from various types of institutions from all parts of the country (including a few from abroad). We hope you are finding the academic program as inspiring as we, the organizers, thought it would be.

b) We would like to thank the 23 members of the review committee for volunteering their time and effort. You can find the full list of members in the printed program. We encourage all of you to volunteer for the review committee for future conferences. You can review as many or as few proposals as you'd like and it is a great way to keep abreast of current trends in the field.

c) We would also like to thank the wonderful host team from Laurier, who have worked tirelessly to make this conference an exciting professional development experience for all of you.

d) As you know, for a few years now, we have been offering a student bursary to assist full-time undergraduate and graduate students to attend the conference. This year there were two recipients.

e) This year for the first time, we have opened up a new bursary fund to which all those who are interested in attending the conference may apply. We are pleased to have assisted seven colleagues to attend the conference, who otherwise would have experienced a financial challenge. We hope that you feel that these bursaries are a good use of EDC funds and we welcome your comments as we evaluate whether to continue the program in future years.

f) Since this is my last EDC conference as Vice Chair, Conferences, I would like to thank everyone with whom I've worked during my term, including my esteemed colleagues of the executive from 2011-now and all those who have volunteered in other capacities. I'd also like to encourage you to consider running for this position or another executive position in the upcoming elections. If anyone would like more information about the role of VC, Conferences, please don't hesitate to contact me by email. I'd be happy to talk about it and answer any questions to the best of my ability.

g) And lastly, I'm sure you're all eager to know who will be hosting the 2014 edition of the conference when it once again returns to Western Canada. We are pleased to announce that we will be heading to Calgary, where Bow Valley College and the University of Calgary will be welcoming us to their campuses. We now invite Tim Loblaw of BVC and Rosalie Pederson of U of C to say a few words of invitation.

9. **Other** (all) (5 min) See *Action Items* and *EDC Calendar* to determine if any additional action

10. **Future Meetings** (Erika)

March 27, 2013 11:00-1:00pm
April 24, 2013 11:00-1:00
May Retreat May 22, 2013 (at Nicola Simmons' house or virtual)

11. Adjournment

Action Items

Action Items Completed Prior to the February 20, 2013 Meeting

a. December Minutes accepted by all with minor correction, (Erika send to Natasha for posting)
b. Past Chair's report - Remove this section as a regular report, and only add in as needed in future (Erika)
c. Forward participant list to Natasha after the conference to add to the EDC Listserve (Erika contact hosts to see if we can have permission)
d. Ask for a written update on conference (Deb from Marla)
e. Agenda for AGM (post to members in advance) Thursday February 21, 2013 from 4:20-5:00
f. Circulate by AGM Agenda by February 6, 2013 (Erika and Natasha)
g. Circulate draft Agenda to Executive based on last year (Erika)
h. Do we need a Nomination Committee?
i. Confirm who will be ready for Nomination (Erika and Natasha)
j. Add dates of terms to the website (Natasha)
k. See if there is a way to make a central space for the twitter feed to be public (Natasha will contact EDC conference hosts)
l. EDC Chair will write and speak during EDC conference (Deb contact host to confirm times)
m. Prepare bags and pin to new members (Erika)
n. Add this as a Special Projects page (Natasha)
o. Circulating an email invitation week of February 4-8, 2013 (Natasha)

Remaining Action Items

1) *Meeting Logistics*
   a) Examine the Action Items –send Erika updates and potential deadlines for all action items (everyone ongoing)
   b) Annual Calendar – check and send updates (Erika with submissions from others ongoing)

2) *EDC Conference Follow up*
   a) Difference for Non-member fees to be approximately equivalent to the membership cost (Tim for 2014)
   b) Get registrant list for 2012 to help with decreasing costs for 2013(Marla)
   c) Invite a student to help upgrade conference manual - aim for 1000 (Deb speak to current conference hosts)

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) Is this the right forum to ask membership about a quorum for online voting? Natasha will review practices in other locations (Natasha) Add to a future agenda (Erika)

4) *Financial*
   a) Not receiving reconciliation of monthly finances (caused problems with December Budget) (Tim)
   b) Surplus
      i) Promised to EDC members to decrease cost of EDC Membership for those who had attended EDC Conference 2012 because the surplus was large from that conference - Talk to Sylvia Riselay (Tim)
   c) Actuals
      i) Actuals for the STLHE Income (ex. 10% of Institutional Memberships with a minimum of $5000)– we cannot see confirmation of the audit trail or budget transfer from STLHE to EDC – contact regarding unresolved budget issue (Tim contact Sylvia and STLHE Treasurer, Greg)
      ii) Lack of access to accurate budget information is causing problems (Tim to contact Sylvia)
      iii) We need an accurate way to view audit trail and transfers in the future
         (1) We need a way to confirm transfers (Tim to follow up)
         (2) Confirm Dalhousie submission of surplus (Tim)
      iv) Can we also increase the amount of the grants? Base funding for/grant?
         (1) This is something to examine in future meetings. (Erika)

5) *Membership and A/GM Preparation*
   a) Prepare bags and pin to new members (Erika Ongoing)
   b) By-laws: Should we have revisions to include the EDC Institute after Section 6, Section around the institute
      i) EDC Conference is listed in Bylaw 6 – should we add Institute - reconsider in 2014 (Natasha)
   c) 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 (Natasha)
   d) Need to order new pins (Erika)

6) *Professional Development*: Institute, AGM/GM, etc.
   a) GM/PD Overall view of Professional Development directions (Paola ongoing)
   b) Revise EDC Institute Call to invite submissions for future years - reflect this in the proposal form in future (Paola)
   c) E-mail formal message to Facilitators of EDC Institute so that there is a documented trail that will offer $1400 honorarium each for travel, time and materials (Deb)
   d) Contact STLHE Conference hosts to ensure GM as well as Professional Development is included (1 hour and 30 minutes total) (Paola)

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** (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
            i. Partner on a Blog – opportunity to showcase overview and sample case, including video blog options (Natasha)
      b) Deb will touch base with 3M (Deb)
   c) **Code of Ethics for Educational Developers** (Nicola and other colleagues ongoing)
   d) **Clarifying core EDC Competencies/Attributes** – (Deb or others that have expressed interest)
      i) What are the core professional attributes/skills/competencies
   e) **Conference Handbook Update** (Marla follow up by inviting past and confirmed future hosts to participate)
      i) Conference Handbook – invitation to membership to join committee
         (1) Invite past and future hosts, eg. Margaret Wilson developed handbook for STLHE
      i) Send email requesting feedback from conference hosts to help refine the conference manual
      ii) Draft wording to describe role of VP Conferences
      iii) clarify timelines, calendar
      iv) Clarify tasks – eg. who sends out conference feedback request (may vary to some extent based on hosts)
      v) List of Executive responsibilities during EDC conference (e.g., who speaks, when)
      vi) Clarify wording for conference manual for student and non-student bursaries
      vii) Clarifications to wording in advertising to indicate non-members are welcome to attend
      viii) 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
      ix) Change wording to clarify reduced rate for those who are members - difference must equal or exceed annual cost of membership
      x) Review the financial portions to ensure they are still accurate
      xi) Ask the membership about preferences for how designate collaborators who will not be present at the EDC conference
      xii) Keep a record of the numbers registered by date so that future years can tell if the pattern is normal, and include in report
      xiii) 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) Build in EDC Professional Development
   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)
   f) **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)

 g) **EDC Awards**
  i) if chosen, needs to be aligned with values, living plan, thoughtful and intentional, with the impact we want as an organization

 h) **EDC Social Media Presence** (<mark>Natasha)</mark>