

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

**Meeting of the EDC Executive**

Friday, January 25 2013; 1:00-3:00 (EDT)

**MINUTES**

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

**1. Adoption of the agenda** (Deb Dawson)

- a) Moved by Deb, accepted by all

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

- a) Moved by Erika, accepted by all with minor correction, (Erika send to Natasha for posting)

**3. Updates in Brief**

- a) Chair's report (Deb)
  - a. Thank you to Natasha for the EDC Christmas card
  - b. Met with Carol Rolheiser about COU Learning Outcomes in April, 2013
    - i. Able to help framing sessions and made recommendations,
    - ii. Hopeful feedback will help support effectiveness of event
  - c. 3M Award Committee
    - i. Reviewed nominations, winners will be announced in February 2013
  - d. STLHE Board – worked with Board regarding the EDC budget
    - i. Institutional memberships are lower this year than previously
    - ii. May be an issue as institutional budgets are under pressure
    - iii. McLean's helps advertise STLHE as a national organization
    - iv. Need to consider the location of STLHE conference because of cost and general budget factors that likely will impact the surplus generated from the conferences, impacting future STLHE and EDC budgets
- b) Past Chair's report (Nicola Simmons)
  - a. Remove this section as a regular report, and only add in as needed in future (Erika)
- c) Professional Development and Grants report (Paola)
  - a. EDC Institute (later section)
  - b. EDC Grants – reports posted by Natasha
    - i. EDC Executive unanimously approved extension for one grant due to extenuating circumstances
- d) Conference report (Marla)
  - a. Defer
- e) Finances/Budget report (Tim)
  - a. Budget (later section)
- f) Communication report (Natasha)
  - a. Posted EDC Grants
  - b. Ensuring a Social Media Committee Announcement will go out
- g) Secretary's report (Erika)
  - a. Connected with EDC Conference Hosts – they will give out the bags at registration, we will mail the bags to the conference (check whether it would be possible)
  - b. So the revised registration questions – over 70 people registered so far, and over 30 people are new
  - 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. Check calendar to make sure we have not missed anything for January (everyone)

#### 4. Finances (Tim) (15 min)

- a) 2013 budget planning & approval update
  - i. Vote has been submitted from membership on the EDC Budget – 26 voted currently, and we encourage our members to vote
  - ii. Vote Closes January 28, 2013 (reminder to be circulated by Tim)
  - iii. Is there a quorum required for online voting?
    - Not required by our By-Laws , but may want to ask the members if there should be (Natasha)
  - iv. Slight revision of budget was made due to revised information from STLHE, showing deficit due to projected numbers, but the Actual budget will be balanced and likely surplus
  - v. Have managed to decrease the surplus from previous years
- 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
  - ii. Talk to Sylvia Riselay about how to manage this (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)
    - Caused inaccurate submission of initial EDC Budget to STLHE Board
  - iii. We need an accurate way to view audit trail and transfers in the future
    - We need a way to confirm transfers (Tim to follow up)
  - iv. Dalhousie is sending surplus from the EDC Conference, need a way to confirm when it is received (Tim)
- d) Thanks from the EDC Executive to Tim for the work on the budget

#### 5. EDC Institute (Paola)

- a) Update
  - i. Call for EDC Institute has been circulated, deadline February 6, 2013
  - ii. Hope to have responses available to mention at the EDC Conference this year
- b) Questions raised by members
  - i. Do we accept applications for future years?
    - It would provide time for the host to prepare
    - It would provide time for members to plan for travel
    - Call included the option to submit alternative times
    - Would need to reflect this in the proposal form more clearly in future years (Paola)
    - General consensus that it would be acceptable to submit an application for a future form, but preference for this to occur after the form is more clearly changed in the future
- c) Format and potential host to be announced at the AGM during the EDC Conference if possible
- d) 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 a section?
  - ii. Leave it for the moment, and reconsider in 2014 when the EDC Institute is more settled (Natasha)

#### 6. Action Groups (15 min)

- a) Code of Ethics for Educational Developers Update (Nicola)
  - i. Focus of this year's EDC Institute
  - ii. Nicola and Ruth Rodgers are preparing exciting things
  - iii. Participants will help create Statement of Ethics and case studies
  - iv. Funds available for honoraria for Presenters
    - Budget Line item for 2013 - \$4000 for each EDC Institute available

- Last year provided \$1400 honorarium for each presenter (based on \$1000 honorarium for one day workshop, plus expenses of registration, but could choose to use the honorarium for other things)
  - 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)
- b) 3M Collaboration – Initiate group (Deb)
- i. 3M is having trouble suggesting ideas for collaboration without a budget – they are interested in showcasing their talents
  - ii. Consider a panel or workshop with joint 3M and EDC facilitation
  - iii. Partner on a Blog – opportunity to showcase overview and sample case, including video blog options (Natasha)
  - iv. Deb will touch base with 3M (Deb)
- c) Conference Manual – invitation to membership to join committee (Marla)
- i. Defer
- d) EDC Social Media/Blogging Committee (Natasha)
- i. Circulating an email invitation week of February 4-8, 2013 (Natasha)
    - Established formats, now looking for ways to enhance and leverage
    - Circulate through the listserv and other social media
    - Informal meeting during conference of interested people
    - Announce hashtag at the same time
  - ii. Possible Blog collaboration with 3M (see above)

## 7. Conference Updates

- a) Updates
- i. Ask for a written update (Deb from Marla)
- b) Timing of meetings for EDC Executive (lunch, and dinner meeting?)
- i. Lunch Wednesday February 20, 2013 12:30 during lunch (Erika, Natasha, Tim, Deb)
  - ii. Dinner Wednesday February 21, 2013 after the Welcome at 7:00 (Walper Hotel Restaurant)
- c) Agenda for AGM (post to members in advance)
- i. Circulate by AGM Agenda by February 6, 2013 (Erika and Natasha)
  - ii. Thursday February 21, 2013 from 4:20-5:00pm just before banquet
  - iii. Circulate draft Agenda to Executive based on last year (Erika)
- d) Do we need a Nomination Committee?
- i. Change in AGM and GM may cause some problems
  - ii. Confirm who will be ready for Nomination (Erika and Natasha)
  - iii. Add dates of terms to the website (Natasha)
- e) Should we send a reminder to renew membership?
- f) See if there is a way to make a central space for the twitter feed to be public (Natasha will contact EDC conference hosts)
- g) EDC Chair will write and speak (Deb contact host)
- i. Note for conference program usually included
  - ii. Welcome to participants

## 8. Professional Development Portion of AGM (Paola)

- a) Scheduled professional development portion – will remove PD for this year
- b) Ask if can be built into the EDC Conference Manual for the future
- c) Contact STLHE Conference hosts to ensure GM as well as Professional Development is included (1 hour and 30 minutes total) (Paola)

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

- a) Confirmed timing of Retreat May 22, 2013 – confirmed available

## 10. Future Meetings (Erika) (5 min)

January 25, 2013 1:00-3:00pm

*February 2013 during EDC Conference lunch*  
Wednesday February 20, 2013 – Natasha and Erika  
Thursday February 21, 2013 -  
*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 (2 min)**

### **Action Items**

#### **Action Items Completed Prior to the January 25, 2013 Meeting**

- a) Find times for Winter Term Meetings (Deb)
- b) Paola has a couple of minor corrections (Natasha to forward to Erika)
- c) Tim sent Erika a number of action items that have been deleted (Erika)
- d) 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)
- e) Budget 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)
  - i) By-Law requires we seek approval of membership in the fall – send an informal note to the membership asking if any concerns (Tim)
  - ii) 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
- f) EDC Institute: Develop a business plan for Institute
  - i) Subcommittee (Tim, Paola, Erika)
  - ii) Develop web page with information on this (Natasha)
  - iii) Will circulate an initial short e-mail text about the EDC Institute, with longer information posted on the web (Paola and Natasha)
  - iv) Revise and circulate to membership soon - request feedback and proposals, and encourage serendipitous or creative suggestions (Paola)
  - v) Rubric for selecting a host created
    - (1) Circulate the criteria for selection as part of the call
    - (2) Decided to include a point system with weighting, as a pilot (Paola)
  - vi) 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
  - vii) 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)
  - viii) 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)
- g) **Gather Resources** – review of ED jobs may be done already (find POD article) – remove, done
- h) Consider possible support funding scheme to include non-students (Marla had initial proposal – now completed through Bursary Fund that is underway)



## 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)
- c) December Minutes accepted by all with minor correction, (Erika send to Natasha for posting)
- d) Past Chair's report - Remove this section as a regular report, and only add in as needed in future (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)
- 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) Updates
  - i) Ask for a written update (Deb from Marla)
- e) Agenda for AGM (post to members in advance) Thursday February 21, 2013 from 4:20-5:00
  - i) Circulate by AGM Agenda by February 6, 2013 (Erika and Natasha)
  - ii) Circulate draft Agenda to Executive based on last year (Erika)
- f) Do we need a Nomination Committee?
  - i) Confirm who will be ready for Nomination (Erika and Natasha)
  - ii) Add dates of terms to the website (Natasha)
- g) See if there is a way to make a central space for the twitter feed to be public (Natasha will contact EDC conference hosts)
- h) EDC Chair will write and speak (Deb contact host to confirm times)

### 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?)

### 4) Financial

- a) Not receiving reconciliation of monthly finances (caused problems with December Budget) so following up to receive more current update (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
  - ii) Talk to Sylvia Riselay about how to manage this (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)
    - (1) Caused inaccurate submission of initial EDC Budget to STLHE Board
  - 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)

### 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 a section?
  - ii) Leave it for the moment, and reconsider in 2014 when the EDC Institute is more settled (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)

**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 - need to reflect this in the proposal form more clearly in future years (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** (Natasha)
  - i) Add this as a Special Projects page (Natasha)
  - ii) Circulating an email invitation week of February 4-8, 2013 (Natasha)