

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

**Meeting of the EDC Executive**

Monday January 27, 2014

11:00am-1:00pm

**MINUTES**

<https://stlhe.webex.com/stlhe/j.php?ED=281677757&UID=1772941527&PW=NY2MwZWQwOTU2&RT=NCMxMQ%3D%3D>

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

**1. Adoption of the agenda** (Erika Kustra)

- a) Moved by Paola and seconded by Tim (unanimously approved)

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

- a) October 2013 Minutes – Moved to accept Deb, seconded by Paola (unanimously approved)
- b) December 2013 Minutes Moved by Deb, seconded by Paola (unanimously approved with minor corrections)

**3. Updates in Brief**

- a) Chair's report (Deb)
  - a. Allan Goody, President of HERDSA, will attend EDC in February
  - b. Arshad Ahmad, President of STLHE will attend EDC
  - c. STLHE Budget has been brought forward.
    - i. Does STLHE have principles or criteria for providing funding, including Special Interest Groups, etc.?
  - d. 3M awards selection committee met - two people with experience in Educational Development experience were included on the committee
  - e. EDC Budget will be voted on during the upcoming STLHE Board Meeting
  - f. STLHE website developed to help support sharing documents and discussion for the STLHE Board
  - g. Definition of Educational Developer – Deb circulated a document with definitions from the literature
  - h. EDC Nomination Committee
    - i. Deb contacted a member to represent EDC Executive on the Nomination Committee
      - 1. Chair Professional Development to be replaced – term completed
      - 2. EDC Chair – Deb has offered that she is willing to renew for her second term
- b) Professional Development and Grants report (Paola)
  - a. EDC Institute – call for next institute
    - i. Call is being revised, post call for October, aiming for East or central (Paola)
    - ii. Will there be enough interest, and resulting attendance? Expect it will be likely
  - b. Grants
    - i. Regular call for grants is in May
    - ii. Small grant description drafted and circulated to executive earlier, ready for circulation (Paola)
    - iii. Grants are on track, and online documents posted
    - iv. Most recent theme added to the Living Plan on the web
      - 1. Some concepts overlap, so the Living Plan should be reconsidered (retreat?)
  - c. ED Professional Development: Possible ideas
    - i. Previous recipients of EDC Grants – present on how used the funds and outcomes
    - ii. Working group on rewards and recognition for EDC Members – increase recognition of new members and members about to retire
    - iii. Clarifying definition of Educational Developer - may be too much for 30 minutes, could continue after the meeting online (Paola and Stephanie)
    - iv. Living Plan analysis – concern that this is too much for 30 minutes, and not everyone will attend, consider online component (Paola and Stephanie)

- c) Conference report (Jordanne)
  - a. EDC 2014 Conference Update
    - i. Schedule for the conference has been posted, encourage members to double check information
    - ii. Circulate notice for members, including reminder to pay members because rotating membership dates (Jordanne)
    - iii. Bursary – 8 bursaries were awarded based on the established criteria, applicants have been contacted, they will send Jordanne their expense reports, unsuccessful applicants were invited to volunteer
      - 1. Recommend same process for EDC Institute Bursaries
  - b. EDC 2015 Proposal – confirm date change
    - i. Accepted proposal for EDC 2015
    - ii. Have requested a week earlier: February 11-13 2015 - EDC executive agreed, based on varying Reading Week dates
- d) Finances/Budget report (Tim)
  - a. EDC Budget Update
    - i. 2013 still need reconciliation for the final quarter, copy reminder to be able to reconcile for February GM
    - ii. EDC Institute expenses are not yet reflected
    - iii. Institute revenues were not predicted (\$7300 total in registrations, minus expenses) – likely to have surplus after expenses, which will give space for grants next year
- e) Communication report (Stephanie)
  - a. EDC vote: by-law discussion (draft in e-mail)
    - i. Questions were raised about the wording, tone, and about whether there might
    - ii. Share concerns and rationale with members, and invite to bring friendly amendments to the EDC GM
  - b. EDC website:
    - i. Blog – Muriel let us know it would cost about \$500 to allow a blog with a more open contribution from EDC members
      - 1. We do not know yet if it is an ongoing cost
      - 2. Erika check with Windsor to see if we are able to host the Blog (Erika)
      - 3. 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)
      - 4. Shared templates, and consistency for linking back – draft guidelines and invite Social Media Action Group to contribute (Stephanie)
    - ii. 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
    - iii. 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)
      - 1. Who do we contact for support from the company that hosts? Ask Muriel who to contact for further support (Stephanie)
    - iv. Review these two pages,
      - 1. Updated information on grants page, including titles, and information to memberships
      - 2. Hopeful to insert an RSS feed from blogs

come up with feedback to discuss and determine specific action items towards change.

<http://www.stlhe.ca/constituencies/educational-developers-caucus/> and

<http://www.stlhe.ca/constituencies/educational-developers-caucus/membership/>

- 1. Membership page – elaborate what EDC is about and the benefits of membership (Paola)
  - a. Add photos from EDC conference

- b. Add picture of Action Groups to add to Action Group page (include permission sheet for photographs) (Stephanie)
  - c. Photo of the EDC Executive
- f) Secretary's report (Erika)
  - a. Action Items review (Stephanie will send changes)
  - b. Email reminder to check membership and renew in order to participate in AGM (Jordanne will include with )
  - c. Bags and pins - possible to be distributed when people register
    - i. Tim willing to pass out the registration desk, touch base about a mailing address (Erika)
  - d. Items for February EDC AGM
    - i. Is there a quorum required for online voting? Not required by our By-Laws
      - 1. Normally about 30-35 people vote online for the Budget, similar to the number of people who normally attend a GM or AGM
      - 2. Leave for the moment
    - ii. Should the EDC Institute be run annually or bi-annually
      - 1. Decided to try annually, and revisit based on numbers attending
    - iii. Should contingency fund be separated and placed in something such as GIC?
      - 1. Tim will discuss in AGM
  - e. Confirm meeting time for EDC Executive during conference
    - i. Everyone send their arrival time and location (everyone)
    - ii. Tentatively Tuesday night, and Wednesday lunch
  - f. Membership process – people found the process, timing and logistics with PayPal and group payment (Deb raise to the issue with STLHE Board)

#### 4. Action Group

- a. Guidelines of Ethical Conduct Action Group (Building from EDC Ethical Principles for ED Practice)  
Team Members: Jeannette McDonald and Mary Wilson
- b. Educational Developers Portfolio  
Team Members: Jeanette McDonald, Paola Borin, Marla Arbach, Debra Dawson, Erika Kustra and Natasha Kenny
- c. Social Media Action Group  
Team Members: Gavan Watson, Erin Allard, Judy Chan, Jaymie Koroluk, Jordanne Christie  
Following up on Blog and Twitter connections with EDC
- d. Education for Sustainability Action Group  
Team Members: Alice Cassidy, Alice Macpherson, Vivian Neal, Sandra Neill, Gavan Watson
- e. Mentoring Action  
Team Members: Deb Dawson  
Send the names to Stephanie of Steering Committee and membership (Stephanie)  
Doing a half day workshop during EDC conference with Teresa Dawson, and with Stephanie  
Is there a way to identify new people? Registration system does ask – so can have a list, and include a dot or identifier on the name tag
- f. Starting a Centre: Resources and Support (new)
- g. Recognize and Value Educational Development Contributions (new)
  - a. Add to the website and confirm membership (Stephanie post, Paola find out members)
  - b. Would like a Bulletin Board during conference (Jordanne and Tim follow up)

#### 5. Other (all) (5 min)

- a) Accreditation for centres- following up on discussions of accrediting centres or programs
  - i. Defer and move to beginning of agenda for next meeting (Erika)
- b) Report from BC (Deb)
  - i. Defer and move to beginning of agenda for next meeting (Erika)
- c) Definition of Educational Development/Developer (Deb research assistant)
  - i. Circulated document, everyone review, consider next steps (Everyone)

**6. Future Meetings**

*Monday March 31st, 2:00 pm - 4:00 pm*

*Wednesday April 16th, 1:00 pm - 3:00 pm*

*EDC Executive meetings during EDC Conference – Wednesday preconference lunch and evening dinner after reception 7:00 – confirm arrival dates to confirm meeting date (Everyone)*

**7. Adjournment (2 min)** Deb Adjourned 12:45

## Completed Action Items

- a) Confirm next meetings – Alicia will contact (Deb)
  - i) *February EDC Conference – Pre-Conference Lunch Feb 19 and evening dinner?*
- b) Add accreditation for centres to January's EDC Executive Meeting agenda Erika
- c) Report from BC (Add to Agenda Erika)
- d) 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.
- e) 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)
- f) Christmas Card
  - i) Message from EDC Chair (Deb)
- g) Add a note to each agenda on where to look at each meeting so that we systematically go through the website (Stephanie)
- h) Executive support the recommended changes to By-law and circulation to the membership for voting with minor correction (Stephanie)
- i) Bursary –Amount of support determined by number of applicants - Deb circulated wording from another society (Jordanne and Tim)
  - i) People have applied for the application, contact them and ask to clarify their contribution (Jordanne)
- j) 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)
- k) President of HERDSA interested in attending EDC - formal invitation (Deb) – invited but unable to attend
- l) 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)
- m) 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
- n) Develop Nomination Committee – select one member by EDC Executive (consider who to invite) (Deb, Stephanie and Erika)
- o) EDC website: discussion and action items for evolving these pages (Defer – add to agenda January Erika)
- p) Include message to Membership to sign up for EDC Membership – prior to EDC meeting because of rolling membership that now exists(Stephanie)

## 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 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**)
- f) 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**)
- g) Ask for GM during STLHE to occur on Friday (**Deb**)
- h) Some concepts overlap, so the Living Plan should be reconsidered (retreat?)
- i) Action Items review (**Stephanie everyone** will send changes)
- j) Email reminder to check membership and renew in order to participate in AGM (**Jordanne** will include with )
- k) Bags and pins - possible to be distributed when people register
  - i) Tim willing to pass out the registration desk, touch base about a mailing address (**Erika**)
- l) Accreditation for centres- following up on discussions of accrediting centres or programs
  - i) Defer and move to beginning of agenda for next meeting (**Erika**)
- m) Report from BC (**Deb**)
  - i) Defer and move to beginning of agenda for next meeting (**Erika**)
- n) Definition of Educational Development/Developer (**Deb** research assistant)
  - i) Circulated document, everyone review, consider next steps (**Everyone**)

### 2) EDC Conference

- a) Invite POD president for this year's EDC Conference (**Deb**)
- 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) Confirm meeting time for EDC Executive during conference
  - i) Everyone send their arrival time and location (**everyone**)
- d) 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) Will follow up with different executive for material to post (Stephanie)
- g) 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)
- h) Resources
  - i) The EDC review: Meta-tag needed to bump it up on ranking. Follow-up with Muriel. (Stephanie)
  - b) Check into domain name and how long we have it for, etc. (Stephanie)
  - c) Amend text for EDC on the STLHE website (Deb)
  - d) Would it be useful to have a simple web page listing all Centres with primary contacts? (Stephanie)
- i) Circulate notice for members, including reminder to pay members because rotating membership dates (Jordanne)
- j) Erika check with Windsor to see if we are able to host the Blog (Erika)
- k) 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)
- l) Shared templates, and consistency for linking back – draft guidelines and invite Social Media Action Group to contribute (Stephanie)
- m) 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)
- n) 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)
- o) Membership page – elaborate what EDC is about and the benefits of membership (Paola)
  - a) Add photos from EDC conference (Stephanie)
  - b) Add picture of Action Groups to add to Action Group page (include permission sheet for photographs) (Stephanie)
  - c) Photo of the EDC Executive

#### **4) Financial**

#### **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)
  - i) Executive support the recommended changes and circulation to the membership for voting with minor correction (Stephanie)
- h) Develop Nomination Committee - EDC GM call for two members from membership (Stephanie and Erika)
- i) Nomination Committee
  - i) Invite someone from previous Committee (Deb)
- j) 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)
- k) 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)
- l) Ask for GM during STLHE to occur on Friday (Deb)
- m) Small grant description drafted and circulated to executive earlier, ready for circulation (Paola)

**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)
- b) Documents from EDC Institute are currently on Alice Cassidy's website and in a dropbox
  - i) Optimize images for web (Paola)
  - ii) Place a copy on the EDC website for continuity (Paola and Stephanie)
- c) 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)
- 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)
- i) PD Session: Previous recipients of EDC Grants – present on how used the funds and outcomes
- j) PD Session: Working group on rewards and recognition for EDC Members – increase recognition of new members and members about to retire
- k) Clarifying definition of Educational Developer - continue after the meeting online (Paola and Stephanie)
- l) Living Plan analysis –consider online component (Paola and Stephanie)

**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)
- b) 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)
  - ii) confirm membership (Stephanie post, Paola find out members)
  - iii) Would like a Bulletin Board during conference (Jordanne and Tim follow up)
- b) **Mentoring Action Group:**
  - i) Information from Deb posted online (Stephanie)
  - ii) Send the names to Stephanie of Steering Committee and membership (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.

- i. 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) 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)