

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

Meeting of the EDC Executive

Tuesday, January 27, 2015 1:00pm-3:00pm

AGENDA

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

1. Adoption of the agenda (Erika Kustra)

- a) Moved by Deb, Seconded by Tim, approved unanimously

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

- a) Moved by Carolyn, seconded by Stephanie, approved unanimously with minor correction
 - i) Correction: 3baai should be MOU rather than MO for November minutes (Erika)

3. Updates in Brief

- a) Chair's report (Deb)
 - a. Living Plan – invited Natasha and Paola agreed to be part of a committee to review the Living Plan
 - i. Natasha and Paola asked if they could have time during the AGM in February
 - b. Update from STLHE
 - i. Denise Stockley and Robert Lapp were in town, 3M Teaching Fellowship contact has changed, it will now be Lisa
 - ii. Asked to consider including the Colleges in the 3M (instructor and students), and to consider including graduate students in the student fellowships, and these questions will be raised with 3M, with more branding power if all have the same name
 - iii. Deb attended the 3M Committee meeting to review the nominations for this year in Montreal - provide broader, Canada-wide perspective
 - iv. Considering if Educational Developers can apply for the 3M award – would need to be similar to senior administration, activities supportive of educational leadership, would need to contribute beyond the expectations of their role
 - c. Nomination Committee: Will contact EDC Member to be representative on Nominating Committee (Deb)
 - d. Will not send out New Year's card – but will send out welcome, include EDC Conference and EDC Institute and Nominations (Deb and Stephanie)
- b) Professional Development and Grants report (Carolyn)
 - a. EDC Institute update
 - i. MOU signed by Deb, just waiting for final signatures
 - ii. Still spots open for EDC Institute, please share and encourage attendance
 - b. Grants - EDC Grants update on survey
 - i. Still receiving responses, approximately 63 responses total, with a variety of responses, plan to have a summary of the responses mid-February to look at during our retreat (Carolyn)
 - c. EDC Dialogue (was Professional Development) – plans for February EDC
 - i. Conversation about the grants – introduce past grants, results of survey, literature database (Nicola Simmons grant) facilitated by Carolyn
 - ii. Discussion of living plan facilitated by Paola and Natasha
 - d. Blue Guide – EDC series
 - i. Circulated draft set of guidelines
 - ii. Distribution was an area that needs discussion: Open to everyone? Open to members only? Staggered Launch – available to members first?
 - iii. Two anticipated Guides: *Educational Developers Portfolio* and *Consultation and Rapport Building*

- iv. Process for future guides – Criteria is to draw from the community – consider coordinating with an Action Group, or Executive, and demonstrate that it builds on existing work, consider Topic with Call for Proposals. Add to February meeting agenda (Erika)
- c) Conference report (Jordanne)
 - a. EDC 2015 Conference Update
 - i. 103 Registrants – 19 presenters who still need to register (final date is Friday to confirm catering)
 - ii. Working on printing schedules
 - iii. Progressing smoothly
 - b. EDC 2016 Call Update (Erika)
 - i. February 16-18, 2016
 - ii. Theme: Crossing Borders (International borders, metaphorical, crossing disciplines)
 - iii. Meeting organized for committee of joint St. Clair and University of Windsor
 - iv. Revising Budget based on collaboration
 - v. Prepare post card for future date – 200 to pass out at EDC, EDC Institute, STLHE (Erika)
 - vi. Slide ready for AGM (Erika)
 - vii. Send Proposal by end of the day (Erika)
- d) Finances/Budget report (Tim)
 - a. 2014 EDC Budget Update
 - i. 2014 have received reconciled financials from Elaine, still a few things that have not been recorded, may not have complete financial statements for AGM – need to know STLHE grant transfer from membership, confirm number of institutional memberships
 - ii. Increase in memberships December 2014
 - iii. Expenses need confirmation – University of Saskatchewan and University of York grants
 - iv. Trend – kept our expenses low, paid expenses to Carbonate for the website, so will have surplus
 - v. STLHE Treasurer, Davar, confirmed that it is not a concern to carry less than 3 years of an operating budget for EDC
 - b. 2015 Budget Update
 - i. STLHE Board approved in principle
 - ii. Members has seen the budget – received approximately 25% of membership responding, unanimously accepted, with no additional questions
 - iii. For AGM will comment on the 2014 Budget, and plan for 2015
 - iv. Put forward a balanced budget, but will have extra funds as a result of the surplus, which could be used to address projects: Grants, Blue Guides and Web Development are prime projects - mention this at AGM
 - v. Were assured by STLHE, Robert Lapp, that the funds from last year's EDC conference will be forwarded to us
 - vi. Institutional Memberships are higher this year, which should result in more funds for grants
- e) Communication report (Stephanie)
 - a. Website
 - i. Have been in contact with Jon Houseman, who is trying to meet with the company, Carbonate, to clarify that the company has not been fulfilling its responsibility
 - ii. Will review the existing website, to see if there are ways to adjust the existing website for the short term, and will update details on the current website, such as Action Groups (Stephanie)
 - iii. May be an advantage to pool resources and work on one website for three groups
 - iv. Confirm when do we give up?
 - b. Nominations
 - i. Email 14 days to EDC Members indicating will have an AGM, and will have Nominations Committee – two people from the membership will be elected, three people will determine the chair of the Nomination Committee
 - ii. Positions open for election: Secretary, Conference Chair, Communications – Stephanie is willing to stand again, Jordanne will not stand again, Erika has completed the 2 terms

- iii. Carolyn circulated wording from previous election
- iv. In email that will be circulated prior to EDC: Include reminder of Institute and that EDC Registration will end on Friday (Stephanie)
- c. STLHE 2015 (BC Update)
 - i. Proposals submitted
 - ii. Plan to have 3 reviewers/proposal
 - iii. Questions were raised about pre-conference facilitators needing to pay pre-conference costs - decision is an STLHE Board decision, current decision is 1 free facilitator for every 6 participants - will raise issue with STLHE Board (Deb)
 - iv. Will need to correct meeting date for the Teaching Centres' Leaders meeting (Pre-conference date)
 - v. Book hotels as soon as possible
- f) Secretary's report (Erika)
 - a. AGM: Lunch & EDC Annual General Meeting 12:20-1:35 PM, Friday, February 13, *University of Manitoba, MPR (Multi-Purpose Room), 210 University Centre*
 - i. AGM – 20-30 min (Stephanie and Erika draft slides, everyone send images and content if have it)
 - 1. ED Dossier Action Group
 - a. ED Dossier Group
 - 2. Nomination Committee
 - 3. Budget
 - 4. Announcement of Next Year's
 - ii. EDC Dialogue
 - 1. Living Plan (10 min)- Facilitated by Paola Borin and Natasha Kenney
 - 2. Grants (20 min) – Facilitated by Carolyn Hoessler
 - a. Focus Discussion in small groups how prioritize
 - iii. Confirm room for meeting (Jordanne)
 - b. Action Groups
 - i. Circulated request for update
 - ii. Prepare Action group Update (Erika)
 - iii. Revise Action Group Member list (Erika)
 - c. Conference Bags – last set of conference bags will be used during this conference
 - i. Do we need to buy new bags?
 - 1. May be a nice personal touch
 - 2. May ask the membership – should we continue? – Possibly post this on a whiteboard
 - 3. have people vote after EDC and before STLHE, along with additional questions would like to survey memberships (Erika and Stephanie)
 - 4. EDC new member hashtag?
 - d. Erika request updated membership list
 - e. April 21 and 22, 2015 - Brenda Lebowitz from AERA and a delegation from South Africa will visit Western and McMaster with Robert Lapp from STLHE President as host, to learn more about EDC and Educational Development
 - i. Good opportunity AERA and South Africa – mandate to increase international connections
 - ii. Erika will attend Western on behalf of the EDC Executive (Erika)

4. Action Group

- a) Guidelines of Ethical Conduct Action Group (Building from EDC Ethical Principles for ED Practice)
 - i. Contacted for EDC Update
- b) Educational Developers Portfolio
 - i. Working on guide, update provided
- c) Education for Sustainability Action Group
 - i. Contacted for EDC Update
- d) Mentoring Action

- i. Panel session at EDC
- e) Recognize and Value Educational Development Contributions
 - i. Some change in membership
- f) Starting a Centre/New Directors: Resources and Support
 - i. Change name - addressing broader than new centres
 - ii. met at STLHE informally last year, will have EDC and STLHE meetings, 16 people attending EDC meeting
 - iii. Sharing google docs highlights
 - iv. similar to the original meetings for the Winter Meeting
- g) Accreditation of Centres
 - i. Change of name
 - ii. Update of members
- h) Living Plan Action Group
 - i. Deb has circulated new memberships – take about 6 months
 - ii. May be important to have a member of the executive on the committee as well
 - iii. Present at STLHE

Other (all) (5 min)

February 10 Retreat – Meet in Host Hotel in Lobby at 2:00pm may hold meeting in Deb’s room, or public space (Stephanie will bring portable projector)

- a) Highlights of Year (everyone consider in advance)
- b) Review Living Plan to review for February Retreat (everyone review)
- c) AGM agenda and slides confirmation
- d) Revisions to Calendar
- e) Blue Book/Guide
- f) Strategic – Next Steps, where going forward
- g) Share telephone contact (everyone)

5. Future Meetings

- *Tuesday February 10th, 2:00-6:00 p.m., dinner after*
- *Thursday March 12th, 2:00 p.m. - 4:00 p.m. (NOTE CHANGE)*
- *Thursday April 30th, 1:00 p.m. - 3:00 p.m. (RESCHEDULE Before April 20, 2015)*
New Executive Members Retreat/Contact as whole group or in pairs to be confirmed?
- *Monday June 15, 2015 6:00pm during STLHE*

6. Adjournment 3:00pm

COMPLETED ACTION ITEMS

- Confirm what the automatic message says for membership renewal (Deb)
- Ellen Simms joined group, but has a new position - Update group list (Erika)
- Circulate call for people who would be interested in being part of the action group (Stephanie)
- Stephanie is lead for New Centres/Directors Action group for now, update list (Erika)
- Joe Lipsett, joined OCAD University will take lead of Recognition Action group, add to list (Erika)
- Celia Popovic will be lead – add to list (Erika)
- Survey about grants was sent out on November 25th to 181 EDC members had 21 responses (2 failed addresses); reminder sent December 12th results will be summarized (Carolyn)

Remaining Action Items

1) Meeting Logistics

- a) Some concepts overlap, so the Living Plan should be reconsidered (retreat?)
- b) Note: still have a lot of people who think they are not EDC members, but who are not - contact all members to let them know they are confirmed – and then send message to all STLHE listserv/EDC listserv (Erika and Stephanie)
- c) Change EDC Executive calendar to include EDC Chair review of 3M Awards in December and January and Treasurer work with Vice Chair Professional Development in order to request funds from STLHE for Grant Recipients in August (Erika change in calendar)
- d) Nominating Committee – Invite member to represent the board (Deb)
- e) Correction: 3baai should be MOU rather than MO for November minutes (Erika)

2) EDC Conference

- a) Welcome message for Program (Deb) and from STLHE President (Jordanne)
- b) EDC Dialogue – opportunity to discuss with a large number of EDC members the issues, trends and questions that benefit from discussion of the national membership (changed from ED Professional Development) – plans for February EDC to continue (grant recipients, recognition of new members , themes of living plan revision, other major)
 - i) What is the priority for the EDC ? – grants, resources, question around Living Plan or grant criteria, decision made by full executive
- c) Should food for Saturday STLHE Board Meeting be in the Budget? STLHE will pay for it, managed through Jon Houseman. (Deb)
- d) EDC 2016
 - i) Prepare post card for future date – 200 to pass out at EDC, EDC Institute, STLHE (Erika)
 - ii) Slide ready for AGM (Erika)
 - iii) Send Proposal by end of the day (Erika)

3) Online Communication

- a) Living Plan
 - 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)
- b) 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)
- c) The EDC review: Meta-tag needed to bump it up on ranking. Follow-up with Muriel. (Stephanie)
- d) Develop guidelines for how people would contribute and whether it is moderated (Stephanie bring forward to Action Group and contact Natasha)
- e) Shared templates, and consistency for linking back – draft guidelines and invite others to contribute (Stephanie)
- f) 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), Photo of the EDC Executive
- g) A call will go out to EDC members for volunteers to help with the new website (Stephanie)
- i) Will review the existing website, to see if there are ways to adjust the existing website for the short term, and will update details on the current website, such as Action Groups (Stephanie)
 - b) Database of centres (Deb update re conversation with Nicola) – Nicola is comfortable with the changes, and would like to see a copy of the opening text prior to going live (Stephanie)
 - c) Social Media complete (note on the Action Group website) (Stephanie)
 - d) Mentorship and online webinars – help Action Group to decide what system to use, and how to archive (Stephanie)
 - e) Action Group Names and Membership: ex. Accreditation for Centres add to website (new) - (Stephanie)
- i) EDC Membership cost is not listed on the STLHE website (<http://stlhesapes.wildapricot.org/edcmembership>) (Stephanie)

4) Financial

- a) Should contingency fund be separated and placed in something such as GIC? (Tim)
- b) Some question about the budget – follow up with those question (Erika will follow up and ask for questions in writing)
- c) Brad Wutherick willing to host a web discussion for EDC members on Centre budgeting (Erika)
- d) Conference 2014 surplus included in our budget, but STLHE has not yet received surplus, so Tim will follow up (Tim)
- e) STLHE Institutional memberships – this amount arrives at the end of the year, have to confirm that money is transferred, \$8000 is projected estimation, Muriel should be able to confirm number of Institutional members (Deb raise with STLHE Board process for membership campaign)
- f) If there are funds, the executive agrees it would be helpful to increase the bursaries to encourage support of new members and support our existing membership – may divide the bursary to target new members, and/or students and one for financial need, or have one fund with priorities (Tim)
- g) Should we start estimating some sort of surplus from the conference (e.g., \$1000)?
 - i) Confirm with Davar (Tim)
 - ii) Note: A levy will be added for STLHE of 10% that the host institution must pay for each conference participant, and any remaining funds will be returned to the host (similar to ICED), Simon Fraser will be paying 7.5% levy – concern that this will impact attendance, because the registration costs were considered very high last year. Ask STLHE if it might be possible to have a sub-group of members/working group looking at different options for generating funds for STLHE in a manner that benefits the members, environmental scan, as well ex. Magna Online no longer has savings for members (Deb)
 - iii) Clarify what we as the EDC offer to new members, and what does STLHE do, since you must be a member of STLHE to become a member of EDC, consider ways of low level entry ex. Students (Deb)
- h) will circulate the proposed budget to the members, members approve the budget and can circulate recommendations using wildapricot (Tim)
- i) EDC Conference surplus 2014 has still not been received, working with STLHE and McMaster to resolve (Tim)
- j) May ask STLHE if they would consider trial membership (Deb)
- k) Membership drive? (Deb will contact STLHE to see what they are considering)

- l) Questions were raised about pre-conference facilitators needing to pay pre-conference costs - decision is an STLHE Board decision, current decision is 1 free facilitator for every 6 participants - will raise issue with STLHE Board (Deb)

5) Membership and A/GM Preparation

- a) Prepare bags and pin for new members (Erika Ongoing)
- b) 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)
- c) EDC Bylaws – STLHE revised Bylaws, but EDC is not required to revise Bylaws - we will still recheck that our current Bylaws are aligned with STLHE (Erika and Carolyn will review)
- d) Prepare email reminder with a picture of Winnipeg, and reminder of EDC 2015 include EDC Conference and EDC Institute, and the positions that will be open for election, Include reminder of Institute and that EDC Registration will end on Friday (Stephanie and Deb)
- e) Process for future guides – Criteria is to draw from the community – consider coordinating with an Action Group, or Executive, and demonstrate that it builds on existing work, consider Topic with Call for Proposals. Add to February meeting agenda (Erika)
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- g) Conference Bags – last set of conference bags will be used during this conference
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 - (3) have people vote after EDC and before STLHE, along with additional questions would like to survey memberships (Erika and Stephanie)

6) Professional Development: Institute, AGM/GM, etc.

- a) Grants
 - i) Continue to clarify criteria for grants (Carolyn)
 - ii) Plan to have a summary of the responses mid-February to look at during our retreat (Carolyn)
- b) Focus ED Professional Development period on issues - Consulting and communicating with the Membership - meet with the membership to address major issues that the membership needs to provide longer discussion as a whole - Circulate a draft document (Carolyn)
 - i) Consider having a session at STLHE/EDC about what centre models, sizes and mission (Deb/Carolyn)
 - ii) It might be nice to do a SWOT Analysis with the Living Plan during our next ED Professional Development meeting February EDC AGM (Carolyn and Deb)
 - iii) Living Plan analysis –consider online component (Carolyn and Stephanie)
 - iv) PD Session: Previous recipients of EDC Grants – present on how used the funds and outcomes (Maybe EDC) (Carolyn)
 - v) Issue of accreditation and suggest an Action Group (Everyone– discuss at retreat)
- c) MOU: adapting from Memorandum of Understanding for the EDC Conference (Carolyn)
- d) EDC Institute - STLHE website is identifying past event – what can we post now? And contact Muriel to update (Carolyn)

- e) EDC Blue Guides – Developing some guides (everyone review and send feedback to Carolyn before Christmas)

7) Increase International Connections for EDC

- a) ICED – who will be hosting in 2015? (Deb will follow up with STLHE)
 - i) How will the Teaching and Learning Canada event help or be disseminated (Deb)

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

- a) Created Action Group Excel sheet – post on line so name and Leader’s contact email on web (Stephanie)
- b) Possibility of having a more complete web conferencing tool through STLHE that could allow web conference: licensing, multiple rooms? (Deb)
- c) Prepare Action group Update (Erika)
- d) Revise Action Group Member list (Erika)

e) Educational Developers Portfolio

- i) Ellen Simms joined group, but has a new position - Update group (Stephanie)

f) Education for Sustainability Action Group

- i) Sandra Neil presenting work on integrating and quantifying sustainability-across-the curriculum at the Council of Ontario Universities 2014 Learning Outcomes Symposium in October (Toronto), and at the Curriculum Developers' Affinity Group (CDAG) Annual Conference in November (Ottawa) (post on the web, Stephanie)

g) Mentoring

- i) Deb Dawson circulated summary document to be posted on the EDC Action Group Website (Stephanie)

h) Starting Centres/New Directors: Resources and Support

- i) Setting up opportunities for new directors to meet online, informally (Deb circulate)
- ii) Bishops new – Deb willing to welcome them, link to EDC website and resources, grants, institute, conference (Deb)
- iii) Reach out to connect better to college Centres (Tim developing distribution list, 133, let group know if there are new centres or new directors)
- iv) Session on being a new Director - share resources from Cracker Barrel (Stephanie, Erika)
- v) Stephanie is lead for this group for now, add to web and list (Stephanie)

i) Recognize and Value Educational Development Contributions

- i) Suggest start collecting stories and pictures and post on the EDC web (questions from Jeanette McDonald and Denise Stockley about entering the profession) (Deb contacted and will follow up, and contact Margaret Anne for her email)
- ii) Joe Lipsett, joined OCAD University will take lead of group, add to web (Stephanie)

j) Accreditation for centres- following up on discussions of accrediting centres or programs

- i) Propose session for February 2015 (Carolyn, Deb, Erika, Tim, Celia)
- ii) Celia Popovic will be lead – add to web (Stephanie)

- k) Living Plan – possible action group? (Deb invite possible past board members to participate?) – short number of meetings possible to be done by June for EDC GM?

9) International Outreach

- a) April 21 and 22, 2015 - Brenda Lebowitz from AERA and a delegation from South Africa will visit Western and McMaster with Robert Lapp from STLHE President as host, to learn more about EDC and Educational Development
 - i) Good opportunity AERA and South Africa – mandate to increase international connections
 - ii) Erika will attend Western on behalf of the EDC Executive (Erika)

OTHER IDEAS for PROJECTS

- a) Regional initiatives/groups (Leave future for now - Invite proposals from membership later)
 - i) Let others know what is happening regionally as a first step?

b) Peer Visits (leave for now, and come back to)