

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

Meeting of the EDC Executive

Thursday, July 10, 2014 1PM-2PM EST

MINUTES

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

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

1. **Adoption of the agenda** (Deb Dawson)
2. **Minutes of previous meetings for approval** (Deb Dawson, all) —talk about action items from the retreat meeting at the next meeting in August)
3. **Updates in Brief**
 - a) Chair's report (Deb)-Board meeting ---STLHE is eager to get back to its' grassroots and to engage the membership more, will be a discussion about our awards and recognizing individuals contributions in the fall-TAGSA submitted a proposal for an award for grad students. **ACTION**: We will discuss the TAGSA award at our next executive meeting , SOLE initiative from 3M –need volunteers(maybe in the fall--Stephanie)
 - b) ICED –Over 14 Canadians at ICED, met with the outgoing and incoming president of ICED—ICED will be held in South Africa in 2016 (In November), in the US in 2018.
 - c) Professional Development and Grants report (Carolyn)
 - a. EDC Institute-**ACTION**: Carolyn asked everyone to read the proposal and email their decision by next Friday—
 - b. Grants—on Monday all applications for the coming year are due, must be a member to apply- thorough discussion of the grants—we need to review guidelines for grants particularly how the money can be spent and whether all grants must be collaborative. Carolyn emailed the executive the form and guidelines —**ACTION**—all will review for our August 7th meeting
 - d) Conference report (Jordanne)
 - a. EDC 2015 Conference Update -
Update: University of Manitoba's Centre for the Advancement of Teaching and Learning is working towards creating an exceptional experience for participants of EDC 2015. The conference website (www.edc2015) is active and populated with information on the conference theme, keynote speaker, travel to and from Winnipeg, accommodations, entertainment ideas, and the call for proposals. A conference twitter feed has been established and is on the conference site home page. Conference space is booked, travel between the hotel and conference venues is established. We have secured the brand new Museum of Human Rights for the banquet and a tour for interested parties. Our Vice-Provost Academic Affairs - Dr. Janice Ristock will invite other Centre leaders as well as Provosts and Vice Presidents responsible for Academic Affairs to join together for a time of dialogue during the conference. We are still receiving requests for onsite meeting space for SIGs and administrative meetings. This should not be a problem. We are still working towards partnering with local universities/colleges for their participation. We are in the process of finalizing costs and plan to have a more completed budget and conference fees shortly. Registrations will be open Sept 1, 2014. We are using the very helpful conference planning manual and seem to be on target. If anyone has questions they can be directed to Eunice.friesen@umanitoba.ca .
 - e) Finances/Budget report (Tim)
 - a. EDC Budget Update (none given)
 - f) Communication report (Stephanie)
 - a. Website –as part of the web site -review of the database of Teaching & Learning Centres—want to integrate this into the new web site —easier to update—**ACTION**- Deb will check this out with Nicola Simmons —not wanting to take this away just trying to be more efficient—great work that Nicola has done on the database –we want to build on it
 - b. Membership list and the web site —can't directly connect to the wild apricot database—So will do this alternatively through an excel spread sheet

- c. 25-30 people at the general meeting in June at STLHE—possibility of a mini ICED next year connected to STLHE
- g) Secretary's report (Erika)
 - a. Discussed participation in SHED –more like COED—used to be part of the government initiative—changing and transitioning now—interested in reaching out internationally—mentioned Windsor's fellows—Erika will share her slides with us

4. Action Group—ACTION: Erika will request full updates for our August meeting

- a. Guidelines of Ethical Conduct Action Group (Building from EDC Ethical Principles for ED Practice)
Team Members: Jeannette McDonald and Mary Wilson—report next time
- b. Educational Developers Portfolio
Team Members: Jeanette McDonald, Paola Borin, Marla Arbach, Debra Dawson, Erika Kustra and Natasha Kenny –presentation at ICED
- c. Social Media Action Group
Team Members: Gavan Watson, Erin Allard, Judy Chan, Jaymie Koroluk, Jordanne Christie—will dissolve this group—may be a new variation arising about social media and the website, Jaymie Koroluk and Judy Chan interested in being part of this new group
- d. Education for Sustainability Action Group
Team Members: Alice Cassidy, Alice Macpherson, Vivian Neal, Sandra Neill, Gavan Watson—no report
- e. Mentoring Action
Team Members: Deb Dawson –no report
- f. Starting a Centre: Resources and Support (new)-no report
- g. Recognize and Value Educational Development Contributions (new)-no report

5. Other (all) (5 min)

Accreditation for centres- following up on discussions of accrediting centres or programs—ACTION: discuss at our August meeting

6. Future Meetings

August 7th 2-4PM

7. Adjournment

Completed Action Items

- a) Confirm next meetings – Alicia will contact (Deb) DONE
- 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

Remaining Action Items

2) 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) Develop Nomination Committee – select one member by EDC Executive (consider who to invite) (Deb, Stephanie and Erika)
- e) 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
- f) 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)
- g) 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)
- h) Ask for GM during STLHE to occur on Friday (Deb)
- i) EDC website: discussion and action items for evolving these pages (Defer – add to agenda January Erika)
- j) Include message to Membership to sign up for EDC Membership – prior to EDC meeting because of rolling membership that now exists (Stephanie)

3) EDC Conference

- a) 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)
- b) Invite POD president for this year's EDC Conference (Deb)
- c) 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
- d) 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) DONE—plan to meet in Winnipeg in 2015

4) 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)

5) Financial

6) 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)

7) 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)

8) 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)

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

- a) **Recognizing and Valuing Educational Developers' Contributions**
 - i) Add to website (Stephanie)
- b) **Mentoring Action Group:**
 - i) Information from Deb posted online (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)