

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

Meeting of the EDC Executive

Thursday July 18, 2013

12:00-2:00

AGENDA

<https://stlhe.webex.com/stlhe/j.php?ED=220705622&UID=1372082192&PW=NN2ZINWJiYtc1&RT=NCMxMQ%3D%3D>

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

Regrets: Tim Loblaw

1. Adoption of the agenda (Paola on behalf of Erika)

- a) Moved by Paola, approved by all

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

- a) Moved by Stephanie, Seconded by Deb
- b) No changes suggested
- c) Approved by all

3. Updates in Brief

a) Chair's report (Deb)

- a. Pleased to meet everyone at STLHE in June
- b. Many things are happening this summer, address later in the meeting.
- c. Add Jordanne and Stephanie to the EDC exec list (Paola/Erika to contact Muriel or Sylvia)

b) Professional Development and Grants report (Paola)

- a. Recognition for faculty developers
 - i. Add an Action group looking at ways to recognize and value people's contributions in different ways, including retirement, commitment, etc.
 - 1. Send an email invitation to Recognize and Value (Paola draft, Deb send)
- b. Summary charts dealing with membership information
 - i. Summary charts of memberships 2010 and 2013, post information on our website (Paola update and circulate Stephanie post online)
 - 1. Suggests we need to explore how to increase regional participation in some places
 - 2. Ask all members to check that they are showing on the list, if not, contact Muriel, give date for response (Paola and Erika)
 - 3. Re-explain that membership is now rolling membership
- c. Description of Educational Developers: Alice Cassidy sent a request to explore this topic
 - i. For advertising the Educational Developer Institute
 - 1. Helpful to include description for both novice and experienced streams
 - ii. For our EDC Website to better communicate to people
 - 1. Executive agree it would be helpful to have more on our website.
 - 2. It would be a useful discussion to be part of our Professional Development session during EDC Conference (Paola respond to Alice and group, include in next PD)
 - a. Include : Who are we? How do we describe ourselves to others?
 - b. Include: Themes for Living Plan

c) Conference report (Jordanne)

- a. Jeannette McDonald has circulated a copy of the draft EDC Conference Manual
- b. Review and send responses (Jordanne send email and everyone)
- c. Has been in contact with the hosts for this year conference to send the new information
- d. Request from Conference Hosts for feedback regarding keynote speakers on Appreciative Inquiry
 - i. Keynote on Appreciative Inquiry was well received in a previous year

- ii. Workshops could be helpful so people would be able to learn how to do Appreciative Inquiry. It may be better if it was after the keynote or integrated with the keynote - would this be possible? (Jordanne)
- d) Finances/Budget report (Tim)
 - a. deferred
- e) Communication report (Stephanie)
 - a. Now have administrative access to website and distribution list
 - b. Will be following up with the different action items and emails
 - c. Will be meeting with Natasha regarding details
 - d. Will send an introductory email to the list, and include a summary of the different ways to communicate (Stephanie)
- f) Secretary's report (Erika)
 - a. Pins – have been received
 - b. Bags
 - c. Meeting minutes (everyone review before we post)

4. Living Plan: New Theme

- a) Feedback (Paola summary)
 - i. Feedback primarily positive to support the new theme
 - GM paper survey: 14 people felt it should be added, 1 person thought it should not
 - Web: 4 people thought should be added, 1 person thought it should be modified before being added
 - ii. Some confusion about the focus
- b) Next steps
 - 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)

5. New Action Groups

- a) Mentoring Action Group
 - i. Huge response from members
 - ii. Many met over lunch at STLHE
 - Suggested special breakfast and meetings during conferences
 - Julie Timmerman is arranging a special EDC Resource series on Mentoring
 - Find out if it is possible for EDC to provide funds to support travel or facilitate mentoring
 - Consider Mentoring Mini-Grants
 - iii. Write a summary report from Paola's meeting minutes, and post to people from the meeting, then to listserv and web (Deb, Stephanie post)
 - iv. Arrange a virtual online meeting (Deb)
 - v. Ask for a small group to volunteer as a Steering Group (Deb)
 - vi. Add description to our Action Group webpage (Stephanie and Deb)
- b) Starting a Centre: Resources and Support – possible future group
 - i. Outreach - Contact people who are starting a centre, and offer to help (Deb)
 - ii. Session on being a new Director -
 - share resources from Cracker Barrel (Stephanie, Erika)
- c) Recognizing and Valuing Educational Developers' Contributions
 - i. See discussion above
 - ii. Ask person who raised the idea if they would be willing to lead the Action Group (Paola)

6. Other (all)

- a) **Central Repository of Job Descriptions**
 - i. Invite everyone to submit full descriptions on LinkedIn - encourage them to post the full description as an attachment (Stephanie and everyone)

7. Future Meetings

To be determined (respond to Doodle) (everyone)

8. Adjournment

Moved by Deb

Completed Action Items prior to July 18, 2013 Meeting

- 1) Added draft for new point to the Living Plan
 - (1) **Role of ED in Quality Assurance and Enhancement of post-secondary teaching and learning** - add to the Living Plan since the role of Educational Development is changing and expanding in this area – add as an item 9 to the Living Plan (Natasha)
 - (2) How does Educational Development make a difference at the institutional level?
 - (3) Identifying useful indicators from work
 - (a) Work with Nicola and Lynn, Gary Poole (Nicola)
 - (b) ISSoTL conference – Quality Assurance and SoTL should reinforce each other (Paola)
- 2) Conference Manual – (Jeanette McDonald)
 - a) Ensure the conference hosts are clear on what their own security process is for their campus (Marla – ask to include in Conference Manual Jeannette)
 - b) Ask that the future Conference Program include the Values and the Living Plan in the front of the program and forward to Jeanette to include in the Conference Manual (Jordanna)
 - c) Include Living Plan in the Call for Proposals for EDC Conference (Tim)
 - d) Ask that future EDC Conference Proposals refer to the Living Plan – Jeanette (Jordanna)
 - e) Communicate to Jeanette to include in conference manual the stakeholders we should have offerings for as part of the conference: new Educational Developers, experienced Educational Developers, Academic leaders or streams based on the Living Plan) Ask Proposers to indicate which part of the Living Plan their proposal connects with (Erika/Jordanna)
- 3) Send email to membership summarizing retreat main points, and invitation to be part of Action Groups (Deb)
 - a) Not receiving reconciliation of monthly finances (caused problems with December Budget) (Tim)
 - b) 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)
 - c) Other: have the list of suggestions from membership poll (2 years ago?) (Nicola/Erika will find and circulate to executive, some from last year Item 14 in Retreat April 26, 2012)
 - d) send email to membership to confirm whether they support surplus decision (Deb as part of retreat update)
- 4) Gifts – purchase small gifts to thank major volunteer contributions outside of the Executive that support the Living Plan and our values (Deb)
- 5) GM/PD Overall view of Professional Development directions (Paola)
- 6) Peer Mentorship – send a new invitation to lead and participate in an Action Group on Mentorship (Deb)
 - (1) Include this idea of mentoring breakfast in EDC 2013 (include option as registration breakfast) (Tim)
 - (2) Send a synopsis to describe (Nicola)
- 7) **Conference Handbook Update** (Marla follow up by inviting past and confirmed future hosts to participate)

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) Add Jordanne and Stephanie to the EDC exec list (**Paola/Erika to contact Muriel or Sylvia**)
 - d) Review meeting minutes (everyone)
 - e) Future Meetings: *To be determined* (respond to Doodle) (**everyone**)

2) EDC Conference Follow up

- a) Difference for Non-member fees to be approximately equivalent to the membership cost (Tim for 2014)
- b) EDC Conference Stream that is relevant to ED Leaders ex. Teaching and Learning Quality, and having meeting associated with the conference (Tim)
- c) Chair will send an invitation to senior administrators that they are preparing the conference and would like to know what they would find useful in addition to X (Deb contact Lynne Taylor)
- d) Request from Conference Hosts 2014 for feedback regarding keynote speakers on Appreciative Inquiry (see discussion in minutes July 2013) (Jordanne)
- e) Jeannette McDonald has circulated a copy of the draft EDC Conference Manual
 - i) Review and send responses (Jordanne send email and everyone)

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) Invite Action Groups to Blog
 - i) Invite any member to Blog, twitter, etc.
- d) Communicate success and achievements that have supported the Living Plan (Appreciative)
- e) Include in the STLHE Newsletter– Highlights of the year within the context of the Values and Living Plan (Deb)
- f) Professional Capacity: Develop an Annotated Bibliography online with links to critical resources
 - a) Post modified competencies from Deb Dawson and Judy Britnel’s paper (Deb ask)
 - b) Jeanette’s documents
 - c) EDC Institute 2011
 - d) Pathways project (was on Ottawa website – can those be put on our EDC website? (Deb will ask Jeanette)
 - e) HEQCO project from Deb
 - f) New Direction for Teaching and Learning No 122 (reviewed in Educational Resources)
- g) Will send an introductory email to the list, and include a summary of the different ways to communicate (Stephanie)
- h) **Central Repository of Job Descriptions**
 - i) Invite everyone to submit full descriptions on LinkedIn - encourage them to post the full description as an attachment (Stephanie and everyone)

4) Financial

- a) Encouraging Bursary applications
 - i) Send a reminder e-mail (Jordanna)

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 (Stephanie)
- 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 (Stephanie)
- d) Add a By-law 7.4.7? – required to fulfill responsibilities as outlined in their position descriptions, including regular attendance at EDC Executive meetings and EDC AGM and GM. The term may be withdrawn, and the re-election for the position may be held at the discretion of the EDC Executive. (Stephanie)
- e) 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)
- f) Summary charts of memberships 2010 and 2013, post information on our website (Paola update and circulate Stephanie post online)

- i) Review of membership information suggests we need to explore how to increase regional participation in some places
- ii) Ask all members to check that they are showing on the list, if not, contact Muriel, give date for response (Paola and Erika)
- iii) Re-explain that membership is now rolling membership

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) 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)
- c) Does STLHE have the capability for central registration and payment (Tim follow up with Muriel to see if it is possible)
 - i) May be an alternative open-source registration system that Nicola has used if that is not possible, and Deb will bring forward the STLHE Board (Deb)
- d) 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)
- e) Description of Educational Developers: Alice Cassidy sent a request to explore this topic
 - i) For advertising the Educational Developer Institute, and our EDC Website to better communicate to people
 - ii) Part of our Professional Development session during EDC Conference (Paola respond to Alice and group, include in next PD)
 - (a) Include : Who are we? How do we describe ourselves to others?
 - (b) Include: Themes for Living Plan
- f) Living Plan New Theme
 - i) Revise the wording based on feedback (Paola will draft clarification)
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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 (Deb)

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

- a) **Recognizing and Valuing Educational Developers' Contributions**
 - i) Ask person who raised the idea if they would be willing to lead the Action Group (Paola)
 - ii) Send an email invitation to people to be part of recognizing and valuing contributions of educational developers (Paola draft, Deb send)
- b) **Mentoring Action Group:**
 - i) Write a summary report from Paola's meeting minutes, and post to people from the meeting, then to listserv and web (Deb, Stephanie post)
 - ii) Arrange a virtual online meeting (Deb)
 - iii) Ask for a small group to volunteer as a Steering Group (Deb)
 - iv) Add description to our Action Group webpage (Stephanie and Deb)
- c) **Starting a Centre: Resources and Support** – possible future group
 - i) Outreach - Contact people who are starting a centre, and offer to help (Deb)
 - ii) Session on being a new Director -
 - (1) share resources from Cracker Barrel (Stephanie, Erika)

Others

- d) **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)
- 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
 - i. Partner on a Blog – opportunity to showcase overview and sample case, including video blog options (Stephanie)
 - b) Deb will touch base with 3M (Deb)
- f) **Code of Ethics for Educational Developers** (Nicola and other colleagues ongoing)
- g) **Clarifying core EDC Competencies/Attributes** – (Deb or others that have expressed interest)
 - i) What are the core professional attributes/skills/competencies
- 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)
- h) **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)
- i) **EDC Awards**
 - i) if chosen, needs to be aligned with values, living plan, thoughtful and intentional, with the impact we want as an organization
- j) Call for Action Group for Building Professional Capacity? (As part of Email from Deb)