

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

Meeting of the EDC Executive

Monday, June 15, 2015 4:30 to 5:30 at the Westin Bayshore, room 924

MINUTES

Invited: Deb Dawson (Chair), Erika Kustra, Stephanie Chu, Carolyn Hoessler, Tim Loblaw, Celia Popovic, Erin Aspenlieder

Regrets: Jordanne Christie

1) Adoption of the agenda (Erika Kustra/Erin Aspenlieder)

- a) Deb moved to accept the agenda, Stephanie seconded, unanimously approved, with minor addition

2) Minutes of previous meetings for approval (Erika Kustra/Erin Aspenlieder, all)

- a) Stephanie moved to approve, Carolyn seconded, unanimously approved

3) Strategic planning

- a) Identify one outcome or goal per portfolio and plan for next year (good way to bridge old and new members) (**everyone**)
 - i) Determine whether to order bags – **Erin**
 - ii) Draft statement about Sessional support: form an Action Group (**Erin**)
 - iii) *Educational Development Guide Series* underway – **Carolyn**
 - iv) Vision the future for EDC Institute – Carolyn (should it rotate, goals, level of experience aimed at) - **Carolyn**
 - v) Website integrating STLHE and EDC, and adding interactivity and guiding resource additions, consider EDC short quarterly newsletter/email blast - **Stephanie**
 - vi) Closure: Files and Action Groups – **Erika** (ED Portfolio, Living Plan, TLC Leaders)
 - vii) EDC Conference – gaining more resources from the conference to share that are hosted centrally – **Celia**
 - viii) Launch Mentoring – **Deb**
 - ix) Build a three year budget - **Tim**
Confirm and review this list mid- and end of year (**Erin**)
- b) Identify annual goal(s) for EDC Executive
 - i) Come to consensus about Accreditation concerns (**everyone**)
 - ii) Build EDC more within the Colleges Sector (**everyone**)
 - iii) Work on improved transparent communication – particularly around Action Groups and membership

4) Review GM Slides

- a) Revisions to drafts to refine slides
- b) Update and circulate revised slides (**Stephanie**)

5) Updates in Brief (15 min)

- a) Chair's report (Deb)
 - i) STLHE proposed \$12,000 from STLHE budget to create a new website, anything EDC wants above that, EDC will add funding to support
 - ii) Tim Howard has formally begun as STLHE Administrator
 - iii) EDC Membership: this year when people registered for the STLHE conference, they also registered for the STLHE membership – need to find a way to offer people the option to join other groups within STLHE, including EDC, and we need to find a way to invite 3M fellows to join EDC as they do not require STLHE membership renewal and so are not sent renewal messages (**Deb**)
- b) Professional Development and Grants report (Carolyn)
 - i) EDC Institute - Call has been circulated
 - ii) Grants:
 - (1) One grant proposal was for a new journal - considering how to address, as there is an ongoing cost for running a journal – go back and discuss with STLHE and discuss with Suzanne Sheffield (**Deb**)

- (2) People have applied for grants in order to create Guides, will need to separate applications in the future
- (3) Grant process went more smoothly
- iii) ED Guide Series:
 - (1) Reviewed sample templates to guide look and feel for EDC Guide Series thinking about online format
 - (a) Colourful, but not too readable – remember that audience is Educational Developers
 - (b) Quotes
 - (c) Pictures, figures and images
 - (d) Scanable
 - (e) Short in length
 - (f) Font – size and choice for look
 - (g) Possible to read online – and afford the benefits of online
 - (h) Keep accessibility in mind
 - (i) Possible to print and bind for those who prefer?
 - (j) url embedded in text and footnote with full link to aid with those who print, as well as those who
 - (k) Get a designer to develop 2 or 3 mock ups to EDC members, and get feedback, using EDC colours if possible (Carolyn)
 - (2) Apply for ISBN number (Carolyn)
 - (3) Title will be *Educational Development Guides*
- c) Conference report (Jordanne/Celia)
 - i) EDC 2016 Conference
 - (1) Request to legal counsel to clarify how we approach MOU, since EDC is not a person under the law (Erika)
 - (2) Reconcile EDC and STLHE Conference Handbooks for similar language and awareness (Celia)
- d) Finances/Budget report (Tim)
 - i) STLHE Budget and EDC Budget are both aligned
 - ii) Have 2/3 of membership already
 - iii) Send travel request for \$250 for EDC Executive travel – travel, with receipts
 - iv) Have a surplus, so can use the surplus for the EDC Grants, and for Action Groups, etc.
- e) Communication report (Stephanie)
 - i) Website – clarify that position requires knowledge of WordPress etc.
 - ii) Social Media
 - iii) STLHE 2015 (BC Update)
 - iv) Develop edc executive email – contact Jon and STLHE Admin that both Secretary and Communication review – this will also allow a Dropbox to be created. New website might create some of these options (Stephanie contact Jon Houseman, STLHE)
- f) Secretary's report (Erika/Erin)
 - i) Confirm action items and calendar
 - ii) Discussion list – Jon Houseman was contacted, and will create EDC Executive discussion list (Erin)
 - iii) Send EDC pins to new secretary (Erika)

6) Action Group (15 min) (Erika)

- a) Guidelines of Ethical Conduct (Building from EDC Ethical Principles for ED Practice)
- b) Educational Developers Portfolio
- c) Education for Sustainability
- d) Mentoring
- e) Rewards and Recognition (Value Educational Development Contributions) – Review proposed awards concept
 - i) Group is continuing discussion
 - ii) Wonderful ideas, fantastic that they are considering this initiative – would love to be able to launch something in EDC Conference
 - iii) Clarify if it is contribution to EDC specifically or to Educational Development overall? - Likely this will be combined, and/or one form of evidence

- iv) Confirm purpose of having an award – ex. Recognition vs. Reward (consider carefully for example, emerging developer – could it be part of a clique, or varying opportunity not under control of individual?)
 - v) What do we want the recognition to mean?
 - (1) Clarify purpose within the context of all the other things that are being done for recognition (eg. Wall of thanks)
 - vi) Clarify eligibility and criteria – spirit Consider if membership required – person who wins must be member within the past year, confirm during nomination and in selection process
 - vii) Add conflict of interest – members of Executive will not be running
 - viii) Consider group or collaborative award?
 - ix) Consider award for Centre?
 - x) How would we recognize awards: considering way to include opportunity to give back to the community, is there a way to leverage the award so that it gives people an opportunity to continue engagement, give a talk, life-time membership, designation of Fellow, membership in community
 - xi) Consider including in the EDC budget to maintain sustainability (Tim)
 - xii) Number of awards: What is too many or too few? Are we interested in three awards, or just one or two? 2 a year – 1 award, 1 fellowship or 1 award, and many fellowships? (this could connect to the Accreditation process)
 - xiii) Consider Fellowship rather than award for Rising Star?
 - xiv) What does the literature include?
 - xv) What does the membership say – consider approaching the membership?
 - xvi) Logistics
 - xvii) Importance of criteria, and to make sure that submission criteria is recognized and respected (if Dossier/Portfolio valued, and part of professional expectation, then consider inclusion)
- f) Teaching and Learning Centre Leaders
 - g) Accreditation of Centres' Programs or Courses
 - h) Living Plan Action Group – review report (everyone)

7) Other (all) (5 min)

8) Future Meetings

EDC General Meeting Tuesday, June 16, 2015 from 4:30 - 5:30, Westin Bayshore Hotel, Seymour room
Next meetings (Deb with Chris Smith will send a doodle poll)

9) Adjournment (2 min)

Completed Action Items

- EDC Discussion paper on Accreditation completed, and circulated to EDC Executive – read, and identify a recommendation perhaps for STLHE EDC GM (Everyone read)
- Action group has now completed their activity, so the action group is now complete and can be updated on the EDC Action Group Website (Stephanie to post to website, and update that the Action group as now complete)
- Check with Jon Houseman about timeline with website; Website has become backbone of information – waiting for STLHE to confirm next steps for website given issues, and moving forward (Deb to update)
- Updating the web again Friday – send updated links and documents on Friday (everyone)
- Will update new Executive members following June GM (Stephanie)
- For our next meeting, bring example templates to guide look and feel for EDC Guide Series thinking about online format (everyone)
- Carolyn will connect with Jeanette about look and format for the series (Carolyn)
- Template – Carolyn has approached a person for possible work – bring samples for June EDC Executive meeting in June (everyone)
- Update and circulate revised slides (Stephanie)
- Transfer of files to new executive – move files to dropbox (Erika)
- Mentoring new executive – overlap time, individual meetings
- Retreat time – where both new and outgoing members are at the same meeting (Before April 20 – set one outcome per member)
- Voting process – confirming that a new voting process will be examined for future elections (resolved process by STLHE)
- Living Plan for STLHE, and Accreditation presented at GM depending on time (Erika follow up with Natasha)
- Stephanie will prepare template for GM slides, send information in advance (Stephanie)
- Planning for EDC Executive Meeting/Retreat and for EDC GM
- create draft agenda for EDC Executive meeting (Erika)
 - a) Review Slides for GM (Stephanie circulate draft in advance)
 - b) Strategic planning – outcome or goal one per portfolio and plan for next year (good way to bridge old and new members) (everyone)
 - c) Consider grant – new journal proposed and considering how to address, as there is an ongoing cost for running a journal
 - d) Prep
 - e) Send reminder for the report about two weeks before the conference (Erika)

Remaining Action Items

1) Meeting Logistics

- i. Go back to past members to invite them to renew membership (Erin)
- ii. Bag update – waiting to send message out to members, as the elections are underway, and Living Plan emails and grant emails circulating (Erin)
- iii. Action Items and Calendar Update check for updates, and post to web once confirmed (everyone)
- iv. Consider how we use the wildapricot system – ask Jon to give instructions on the discussion board (Erika)
- v. Next meetings (Deb with Chris Smith will send a doodle poll)

2) EDC Conference

- i) Finalizing MOU (Erika and Jordanne)

- ii) Four hour meeting prior to EDC Conference was an excellent opportunity this year, keep it in plans for EDC 2016 – Monday Feb 15 (Erika)
- iii) STLHE Board Meeting confirm if it will be Feb 19 what day they would like (Deb, Erika),
- iv) EDC AGM to be during lunch (Erika)
- v) consider Thursday if there is a session or activity post-lunch (Erika)
- vi) Follow up meeting with Tim, Jordanne (Erika)
- vii) Need to confirm that people are not in more than 2 sessions (Erika)
- viii) EDC Conference Postcards to STLHE and POD, ICED (Erika)
- ix) Keynote if there are recommendations please let us know (everyone) possibly from POD Final session: Leveraging our collective experiences – Debra Desire (Michigan State University), Alan Galiche (Ohio State University), Mathew Kaplan (University of Michigan), Matt Ouellette (Erika to follow up)
- x) MOU – Legal representative from University of Windsor raised some issues including details of legal responsibility in circumstances of someone being hurt on campus, and the issue that EDC is not a legal ‘person’ (Erika) Share any changes to use for EDC Institute
- xi) Detail meeting with Jordanne, Celia and Erika (Erika)
- xii) Build into guidelines for EDC host that report budget update midway, being aware that some costs are not confirmed until later – add this to call and use this mid-December (Erika) add to call and guide for future years (Jordanne/Celia)
- xiii) gaining more resources from the conference to share that are hosted centrally – Celia
- xiv) Reconcile EDC and STLHE Conference Handbooks for similar language and awareness around whether conference committees are persons as MOU (Celia)
- xv) Send EDC pins to new secretary (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 on going)
- 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)
- h) 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)

- i) Mentorship and online webinars – help Action Group to decide what system to use, and how to archive (Stephanie)
- i) EDC Membership cost is not listed on the STLHE website (<http://stlhesapes.wildapricot.org/edcmembership>) (Stephanie)
- ii) Would anyone like to share the twitter and Facebook account? This would help share the information (anyone)
- iii) EDC short quarterly newsletter/email blast – Stephanie
- iv) Develop edc executive email – contact Jon and STLHE Admin that both Secretary and Communication review – this will also allow a Dropbox to be created. New website might create some of these options (Stephanie contact Jon Houseman, STLHE)

4) Financial

- a) Brad Wutherick willing to host a web discussion for EDC members on Centre budgeting (Erika)
- b) 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)
- c) May ask STLHE if they would consider trial membership (Deb)
- d) Should we allocate a budget line for Knowledge Mobilization (ex. ED Guide)? The EDC Executive agreed this would be good to raise for the future budget, currently it may be covered by special projects (Tim)
- e) Once the audited financials are received, will post on the website (Tim, Stephanie)
- f) Need to consider if we will need to add a standing expense to the budget for the guides – likely an invoiced expense for graphic design (~\$1000), copy editing and final proof (~\$500-1000) – general executive consensus that agree we should add this as a standing item, raise with membership (Tim)
- g) Build a three year budget - Tim

5) Membership and A/GM Preparation

- a) Determine if we buy new EDC bags - Confirm process regarding bags (Carolyn plans to send out a quick email about grants after Fall – may be too short a timeline, follow up after STLHE (Erin)
- 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) Find a way to invite 3M fellows to join EDC as they do not require STLHE membership renewal and so are not sent renewal messages (Deb)

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

a) Grants

- i) Continue to clarify criteria for grants – the committee will finalize the streamlined grant, and will circulate to executive (Carolyn)
- ii) Will send Fall (October 31) Call (Carolyn)
- iii) Share proposal to identify issues should address (Carolyn circulate and everyone review)
- iv) One grant need to discuss with STLHE Board to consider best way of moving forward (Deb and Carolyn)
- v) Have additional funds in surplus so are able to fund all 4 if meet full criteria and all budgets warranted to maximum of \$3000 – confirm with reviewers (Carolyn)

b) EDC Dialogue at GM/AGM

- i) Consider having a session at STLHE/EDC about what centre models, sizes and mission (Deb/Carolyn)
- ii) SWOT Analysis with the Living Plan (Carolyn and Deb)
- iii) Living Plan analysis –consider online component (Carolyn and Stephanie)
- iv) Previous recipients of EDC Grants – present on how used the funds and outcomes (Maybe EDC) (Carolyn)

c) EDC Institute - Call out for EDC Institute 2016 Fall (Carolyn)

- i) Allocate EDC Institute Budget to host an EDC sponsored meet and greet or welcome reception – intent supporting the Living Plan for networking, welcoming new members

- ii) Recommend inviting local EDC community to join tables and networking event to encourage extended networking
- iii) Consider developing EDC Institute Handbook
- iv) Update STLHE website for Institute information (identifying past event) – what can we post now? And contact Muriel to update (Carolyn)
- v) Explore whether eventually this type of foundational institute might be every other year, and on alternative years have a focussed topic to allow people to go deeper in on topics (such as intercultural communication, project management, conflict resolution, mediation, strategic budgeting) (Carolyn)
- vi) Include link on website to CHERD and SUAC for workshops and resources that are relevant to people in leadership roles in Educational Development (Stephanie)
- vii) Vision the future for EDC Institute – Carolyn (should it rotate, goals, level of experience aimed at) - Carolyn

d) ED Series

- i) Graphic Artist will work on template cover (Carolyn)
- ii) Bilingual Guides? – will include in the call that a guide in French would be welcome, abstracts could also be available in both languages (Carolyn)
- iii) Get a designer to develop 2 or 3 mock ups to EDC members, and get feedback, using EDC colours if possible (Carolyn)
- iv) Apply for ISBN number (Carolyn)
- v)

7) Increase International Connections for EDC

- a) POD/ICED

8) Action Groups: Goal to involve more EDC members

a) Mentoring Action Group

- i) Will reach out to have someone willing to facilitate the first webinar (Deb)
- ii) Possibility of having a more complete web conferencing tool through STLHE that could allow web conference: licensing, multiple rooms? (Deb)
- iii) link the notes on mentoring to our web site (Stephanie)
- iv) Launch Mentoring – Deb

b) Teaching and Learning Centre Leaders Group

- i) Reach out to connect better to college Centres (Tim developing distribution list, 133, let group know if there are new centres or new directors) Still keep this one open
- ii) Session on being a new Director - share resources from Cracker Barrel (Stephanie, Erika)

c) 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)

g) Accreditation of Centres Action Group

- i) Next steps:
 - (1) Start with a sub group, and pilot
 - (2) Consider collaborating with SIG Teaching Assistants and Graduate Student Advancement would complement work done on competencies, and would add to synergy with STLHE
 - (3) Focus on voluntary, peer review approach – consistent our EDC values
 - (4) Take it back to the Action Group and open up membership to action group and let Executive know their response (Celia and Erin)
 - (5) Call out for new action group members in GM
 - (6) Aim to present and discuss for February Executive 2016 (Erin make sure on slides)

h) Sessionals Action Group

- i) Send call for Action group members (Erin)

9) Strategic - Next Steps, where going forward

- a) Come to consensus about Accreditation concerns (everyone)
- b) Clarify Annual Goals for EDC Executive
 - i) Work on Living Plan group (Erika with Action Group)
 - ii) Clarify how the different things EDC does support matches and supports the different elements of the updated Living Plan
 - iii) Build EDC more within the Colleges Sector (everyone)
 - iv) Work on improved transparent communication – particularly around Action Groups and membership (Stephanie and everyone)
- c) Confirm EDC exec goals mid- and end of year (Erin)
- d) Onboarding new Executive members
 - i) Create a more formal onboarding strategy for new Executive (Deb?)

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)