

**Educational Developers Caucus (EDC) of the  
Society for Teaching and Learning in Higher Education (STLHE)  
Meeting of the EDC Executive  
Montreal, Quebec  
Tuesday, June 19, 2012; 12:00-1:30 (EDT)**

**Minutes**

**Present:** Nicola Simmons, Natasha Kenny, Erika Kustra, Deb Dawson, Paola Borin, Marla Arbach (virtually)  
**Regrets:** Janice MacMillan, Tim Loblaw

**1. Welcome and adoption of the agenda**

- a) Nicola Simmons moved for agenda, all approved

**2. Review GM Slides** (Erika Kustra and all)

- a) Review slides

**3. Review Professional Development Section** (Paola Borin)

- a) Introduce interactive portion related to professional development questions  
b) Focus on Institute  
c) Focus on Guiding Principles (Nicola will lead this)

**4. Future EDC Conference 2014**

- a) Reviewed EDC Conference Proposals for 2014  
b) Would like to develop a rubric to evaluate proposals for the future  
i. Theme – clear, relevant, helpful to have sub-questions, references  
ii. Plenary speakers – identify possible speakers, relevant to membership  
iii. Location – availability of appropriate facilities, commitment of institution  
iv. Transportation - Cost for people to arrive  
v. Budget – feasible, detail is helpful, not too high (try to reduce costs)  
vi. Experience with running similar events and being educational developers  
c) Request further information from the proposals, particularly related to the budget (Marla)  
i. Let proposers know will not announce during GM, will forward questions  
ii. Who would be a potential plenary speaker?  
iii. Clarify questions related to the budget (if possible reduce registration costs close to \$300)

**5. Adjournment**

- a) Nicola moved for adjournment, all approved

**Future Meetings**

***Other meetings for EDC Executive taking place at STLHE conference:***

- EDC General Meeting (GM) – Tues June 19, 4:30-5:15
- EDC Professional Development (PD) – Tues June 19, 5:15-6:00
- EDC Executive final gathering – Wed June 20, 2012 (following poster session)
  
- *Future meetings to be determined by e-mail*

## Action Items (May and June Summarized)

### **EDC Conference Follow up**

- 1) Conference Manual (to be updated); (Marla, develop draft for October Executive Meeting)
  - a) Draft Instructions regarding role of VP Conferences, clarify timelines, calendar, who sends out conference feedback request, etc. (varies to some extent based on hosts)
  - b) List of Executive responsibilities during EDC conference (e.g., who speaks, when); wording for conference manual re: student bursaries)
  - c) Clarifications to wording in advertising to indicate non-members are welcome to attend
  - d) Send email requesting feedback from conference hosts to help refine the conference manual (Marla, by March 30, 2012)
  - e) Advertise more that there is a poster prize and publicize the criteria for selection - add it into the conference manual, consider methods used by STLHE conference (Marla)
  - f) Recommend a reduced rate for those who are members - difference must exceed annual cost of membership, include this in our conference manual (Marla)
  - g) Janice review financial portions (Janice)
  - h) Ask the membership about preferences for how designate collaborators who will not be present at the EDC conference (Marla with Natasha)
  - i) Keep a record of the numbers registered by date so that future years can tell if the pattern is normal (Marla)
- 2) Request expected date to submit EDC financial information and Report so that Janice can pass incorporate into the EDC budget, and then also pass on to the hosts for 2013, and so that a Conference Report summary can be prepared to present at June GM (Marla)
- 3) Follow up with Conference Review committee (Marla explore, add to Agenda after STLHE)
  - a) Clarify proposal requirement
    - i) Review other formats eg. Previous EDC, POD (Marla)
    - ii) Consider if should require literature reference
    - iii) Criteria for reviewers included for proposal
  - b) Clarify what reviewers should do
  - c) Examine process to ensure call, proposal, review instructions align (Paola and Marla)
- 4) Consider funding scheme to include non-students (Marla will draft proposal)

### **Online Communication**

- 1) Each executive provide a short 3-5 sentence personal profile to include on the website, and if have another profile, can send link (everyone Natasha to update by end of August)
- 2) 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 (Natasha – is there a way to do this on the EDC website?)
- 3) EDC Executive Calendar - Any changes bring forward to executive (Everyone look at columns, bring changes back to executive – Erika will make changes, Natasha will post)
- 4) Meet with Sylvia and Arshad to address issues on the web, include Muriel McKay (Natasha)

### **Financial**

- 5) Additional Budget Meeting
  - a) If there are additional points, arrange additional 30 minute phone call
  - b) Set up possible times around June 13-15 (Janice)
- 6) 2012 Conference final budget timeline
  - a) Would like to be able to receive by the end of May to allow to make decisions to present at GM (Marla contact conference hosts, Marla and Janice initially review)

### **Membership and GM Preparation**

- 1) Erika to get access to electronic membership list from Sylvia (Erika – circulate Executive and bring copies for June GM)
- 2) Prepare bags and pin to new members (Erika)
- 3) Create bookmark, and circulate drafts (Natasha)
  - a) Bookmark text for EDC accomplishments (Nicola will provide sample text for milestones)
- 4) Agenda for GM (Erika)
  - a) Changes/additions from last GM agenda (Erika will circulate a draft agenda June 1)
  - b) Circulate to membership by e-mail to notify about meeting (Natasha)

**Professional Development:** Moving forward based on Institute and AGM feedback

- 1) Draft an e-mail to circulate to the membership and new Chair so they are aware of what is occurring in response to the EDC Conference and feedback (Nicola)
- 2) STLHE Survey – Review of EDC member data: Consider meeting to review during EDC Conference; invite other who are interested to join (Natasha, Erika, Paola – review prior to STLHE, meet quickly at STLHE)
- 3) GM/PD Overall view of Professional Development directions (Paola finalize)
  - a) Conceptual framework for moving forward (Natasha working with Doug on graphic)
  - b) Guiding Principles and Values for Growth and Development of Educational Development (Nicola review)
- 4) EDC Institute – Draft formal Call (Paola, Marla, Erika draft and circulate to Executive)
  - a) Develop web page with information on this (Natasha)
- 5) Chair Academy - example of mentoring and chair (Tim to circulate some information)

**Increase International Connections for EDC**

- 1) Be part of POD and ICED as chair of EDC or choose a delegate
- 2) Consider funding to sponsor the EDC Chair or a representative to attend (Executive to consider during next year) (Erika add to agenda)
- 3) 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 (Who could do this?)
- 4) **Future Projects** (delay for future meeting - no decisions until Deb is in place as Chair)
- 5) EDC specific publication – peer reviewed journal or book (may come out of working groups)
- 6) EDC/3M joint projects. Possible areas to be brainstormed, but may also include:
- 7) Communication issues – promoting advertising events
- 8) Social Media –consider focused meeting between groups

**Working groups** – topics, membership invitation process (connect also to EDC/3M joint projects ideas)

- 1) Find ways to involve more people from EDC (everyone)
- 2) Gather Resources – review of ED jobs may be done already (Marla, find POD article)
- 3) Code of Ethics for Educational Developers (Consider moving forward, Nicola and other colleagues have begun initial examination)
- 4) Clarifying core EDC Competencies/Attributes – What are the core professional attributes/skills/competencies (Deb or others that have expressed interest)
- 5) Resources and supports for mentors and mentees (Tim will find resources that he has access to)

**Finding ways to recognize and communicate work**

- 1) Find ways to recognize people who join committees, ex. on our website (Natasha and everyone send)
- 2) Bookmarks or short milestones to create and fill in timeline from 2001 – Historical Timeline (Nicola send to Natasha)

**EDC Logistics**

- 1) Resend Minutes from March for final review and posting online (Erika)
- 2) Ask Sylvia to add Tim and Deb to executive list (Erika)
- 3) Try to find evening for dinner – maybe following opening reception Tuesday night (Nicola)

- 4) Erika set Webex meeting
- 5) Send Sylvia message for forms for travel expenses – circulate to everyone, make sure copy Janice on any submissions (Erika)
- 6) Press release will be out – circulated to STLHE Listserve (Natasha will put on EDC, Facebook and Twitter)
- 7) Update GM Agenda and prepare slides (indicate that Paola will speak for Marla, and that graphic will not be referred to) (Erika)

**Future Items** (Re-examine after June meeting, with retreat)

- 1) Regional initiatives/groups? deferred until online initiatives reviewed
- 2) EDC as 'broker' of peer visits?
- 3) EDC online mentoring? Consider Online Initiative – topic of the month conference call - from college model (Janice provided details from the college system)
- 4) EDC Awards – if chosen, needs to be aligned with values, living plan, thoughtful and intentional, with the impact we want as an organization
- 5) EDC specific publication – peer reviewed journal or book
- 6) EDC/3M joint projects
- 7) Next year conference fees – members/non-members different rates