

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

**Meeting of the EDC Executive**  
Thursday, March 12, 2015 2:00pm-4:00pm

**MINUTES**

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

- 1. Adoption of the agenda** (Erika Kustra)
  - a) Moved by Tim, seconded by Stephanie, unanimously approved
- 2. Minutes of previous meetings for approval** (Erika Kustra, all)
  - a) Moved by Stephanie, seconded by Jordanne, unanimously approved
    - i. Correction highlights 133 number of 2014 EDC attendees (Erika)
- 3. Updates in Brief**
  - a) Chair's report (Deb)
    - a. Report circulated to STLHE about EDC highlights and milestones
      - i. Accomplishments in the last year was impressive
    - b. February STLHE Board Meeting Update
      - i. Successful in gaining institutional membership, which will impact EDC grants funding
      - ii. Hoping to announce new administrative unit for STLHE at next Board Meeting
      - iii. 3M National Student Fellowship Coordinator – Maureen Connelly will be the new coordinator
      - iv. 30<sup>th</sup> anniversary of 3M – 3M Fellows Make Learning 'Stick'
      - v. Examining how to work on connections between the SIGs for STLHE in order to increase effectiveness and efficiency, and promote connections
      - vi. Looking at publications and communications to involve membership and to also decrease costs, may do a survey of membership
      - vii. Examining Award portfolio to ensure meaningful and manageable
      - viii. Examining STLHE's role in advocacy
      - ix. Bilingualism portfolio was raised – currently the portfolio is vacant, inclusivity more generally was also considered
    - c. Visitors from Africa coming to Western, Representation from EDC Executive – Erika Kustra
      - i. Bring pins, possible copies of Green Guides, and speak about new ED Series (Erika)
    - d. Ed Developers Dossier should be ready for summer in draft and hope to be ready for next February
      - i. Good to keep the STLHE publications chair aware of process
    - e. Mentoring Action Group
      - i. Will reach out to have someone willing to facilitate the first webinar (Deb)
    - f. Website – expecting the process of identifying a new company to occur after STLHE conference
  - b) Professional Development report (Carolyn)
    - a. EDC Institute update
      - i. York EDC Institute has filled all spots and have received payment from most people
      - ii. Celia has added an ED Networking opportunity – follow up to see details (Deb)
      - iii. Tim confirmed EDC will cover costs to host the ED networking event – York will pay initially, and then note on the budget that will be a contribution from EDC
    - b. Grants
      - i. Will have a Spring (April 30) and Fall (October 31) Call (Carolyn)
        1. This will replace the anytime grants, as these have been harder to manage
        2. The call will include the new clarified criteria and confirm that they would provide access to EDC Community
        3. Developed a small committee based on the request for members made at the EDC AGM: Janice Allen (Dalhousie University), Jovan Groen(Ottawa), and Carolyn

Hoessler (EDC Executive Representative) – the committee will finalize the streamlined grant, and will circulate to executive (Carolyn)

- c. ED series
  - i. ED Developers Portfolio guide moving ahead – has a way to be internally reviewed (collaborators review each other's sections and externally reviewed by members of EDC based on the call for reviewers put out during EDC AGM)
  - ii. Rapport Building – Collaborators on the guide will review each other's sections, additional external review may also be included
  - iii. General Review Process
    - 1. Invite proposal:
      - a. Proposal call, followed by blind peer review for selection
    - 2. Review of Guide:
      - a. internal collaborators review of each other's sections
      - b. external invited review during writing
      - c. final blind review managed by EDC Professional Development Chair
  - iv. Developing Guidelines, templates etc.
  - v. 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)
  - vi. Bilingual Guides? – will include in the call that a guide in French would be welcome, abstracts could also be available in both languages (Carolyn)
- c) Conference report (Jordanne)
  - a. EDC 2015 Conference Update
    - i. Sent out evaluations online
    - ii. Preparing final report for mid-April
    - iii. Many thanks to Jordanne
  - b. EDC 2016 Conference Update
    - i. Finalizing MOU (Erika and Jordanne)
    - ii. Postcards to EDC Institute, STLHE and POD, ICED (Erika)
    - iii. Update EDC website on EDC 2016 location (Stephanie)
    - iv. Four hour meeting prior to EDC Conference was an excellent opportunity this year, keep it in plans for EDC 2016 – Monday Feb 15 (Erika)
    - v. STLHE Board Meeting confirm if it will be Feb 19 what day they would like (Deb, Erika),
    - vi. EDC AGM to be during lunch (Erika)
    - vii. consider Thursday if there is a session or activity post-lunch (Erika)
  - c. Follow up meeting with Tim, Jordanne, Erica Jung
  - d. Need to confirm that people are not in more than 2 sessions
- d) Finances/Budget report (Tim)
  - a. EDC Budget Update
    - i. Audited Financials have not yet been released
    - ii. Significant increase in EDC memberships reported, exceeding our projections. We received a transfer from STLHE institutional membership of \$10,000 (\$2,000 more than projected) which provides the funds for EDC grants
    - iii. Conference surplus from 2014 EDC Conference was found and forwarded to EDC, and is now received
    - iv. This combination means we are able to award more grants and special projects for 2015/2016 (eg. EDC Website development, ED Series)
    - v. Once the audited financials are received, will post on the website (Tim, Stephanie)
- e) Communication report (Stephanie)
  - a. Website
    - i. Updates are being made to the current content as notified
    - ii. Circulate to mail list to share EDC 2015 conference pictures and resources from the conference (Stephanie)
  - b. Nominations for EDC Executive Positions

- i. Email circulated from Joe Lipsett with call for nominations
  - ii. Note – issue with membership, confirm that people are members of EDC, there has been some confusion over membership (Deb or Erika)
  - iii. Reach out to potential people, trying to encourage representation from (everyone)
- c. STLHE 2015 (BC Update)
  - i. Registration expected to begin soon
  - ii. 448 proposals submitted! Reviewed by 3 reviewers each – preliminary program by end of March, delay due to large number of proposals, including many international submissions!
  - iii. Pre-conference will be posted soon
- d. Dropbox space
  - i. Created a space to share and archive information for EDC Executive
  - ii. This is a good space to share information and files
  - iii. Do not currently have an EDC account – should we have one?
    - 1. STLHE has a Dropbox site, but new website may have those capacities
    - 2. Wait until the website is determined, (Deb check with Jon Houseman about timeline with website)
- f) Secretary's report (Erika)
  - a. Action Items - (everyone please review and highlight what is complete, send in the next week)
  - b. Confirm process regarding bags (Erika touch base with Carolyn)
  - c. Confirm dates for meetings (Erika)

#### 4. Action Group (defer)

#### Other (all)

#### 5. Future Meetings

- a) Thursday April 16th, 2:00 p.m. - 3:00 p.m. (Regrets from Tim)
- b) Meeting with new members end of May 2 hours (Erika ask Marilyn)
- c) Monday June 15, 2015 6:00pm

#### 6. Adjournment (3:30)

## COMPLETED ACTION ITEMS

- Living Plan: Erika send email to Natasha Kenny
- Nominating Committee – Invite member to represent the board (Deb)
- ED Series: Developing some guides (everyone review and send feedback to Carolyn before Christmas)
- Some concepts overlap, so the Living Plan should be reconsidered (retreat?)
- EDC Conference:
  - Welcome message for Program (Deb) and from STLHE President (Jordanne)
  - 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 )
    - What is the priority for the EDC ? – grants, resources, question around Living Plan or grant criteria, decision made by full executive
  - Should food for Saturday STLHE Board Meeting be in the Budget? STLHE will pay for it, managed through Jon Houseman. (Deb)
  - Will submit draft 2016 proposal to Jordanne (Erika)
- Some question about the budget – follow up with those question (Erika follow up, ask for questions in writing)
- 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)
- 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)
- Should we start estimating some sort of surplus from the conference (e.g., \$1000)? Confirmed with Davar (Tim)
- will circulate the proposed budget to the members, members approve the budget and can circulate recommendations using wildapricot (Tim)
- EDC Conference surplus 2014 has still not been received, working with STLHE and McMaster to resolve (Tim)
- Membership drive? (Deb will contact STLHE to see what they are considering)
- Social Media complete (note on the Action Group website) (Stephanie)
- Accreditation for Centres add to website (new) - (Stephanie)
- 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)
- Prepare New Year card – welcome to a new year, with a picture of Winnipeg, and reminder of EDC 2015 (Stephanie and Deb)
- 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)
- Issue of accreditation and suggest an Action Group (discuss at retreat)
- MOU: adapting from Memorandum of Understanding for the EDC Conference (Carolyn)
- Call out for EDC Institute 2016 Fall – mention at EDC AGM (Carolyn)
- Survey about grants was sent out on November 25th to 181 EDC members had 21 responses (2 failed addresses); reminder sent December 12<sup>th</sup> results will be summarized (Carolyn)
- ICED – who will be hosting in 2015? (Deb will follow up with STLHE)
- Created Action Group Excel sheet – post on line so name and Leader’s contact email on web (Stephanie)
- **Educational Developers Portfolio** - Ellen Simms joined group, but has a new position - Update group (Stephanie)
- **Education for Sustainability Action Group**
  - 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)

- **Mentoring** - Deb Dawson circulated summary document to be posted on the EDC Action Group Website (Stephanie)
- **Starting Centres/New Directors: Resources and Support**
  - Setting up opportunities for new directors to meet online, informally (Stephanie circulate)
  - Bishops new – Deb willing to welcome them, link to EDC website and resources, grants, institute, conference (Deb)
  - Stephanie is lead for this group for now, add to web and list (Stephanie)
- **Reward and Recognition:** Joe Lipsett, joined OCAD University will take lead of group, add to web (Stephanie)
- **Accreditation for centres-** following up on discussions of accrediting centres or programs
  - Propose session for February 2015 (Carolyn, Deb, Erika, Tim, Celia)
  - Celia Popovic will be lead – add to web (Stephanie)
- **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?
  - Should contingency fund be separated and placed in something such as GIC? (Tim) – No longer valid as per input from STLHE Treasurer

## Remaining Action Items

### 1) Meeting Logistics

- a) Membership: 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 again (Erika and Stephanie)
- b) **Revisions to Calendar** (EDC review calendar – Erika send revised version)
  - i) Change grant deadline so money provided in May to allow hiring students, managing vacations, and work on campus, reviewers on vacation, and balances time with EDC Institute etc. – two calls \$4000 April/May, \$3000 second call
  - ii) Soft announce in February AGM, call in March, Due end of April, review in May, announce end of May
  - iii) Soft announce June GM for Second round due October, review November, announce November/December
  - iv) Make it explicit that the grants could be from \$500-\$3000, may receive less than requested
  - v) Possible for timelines could be for more than one year?
  - vi) 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)
  - vii) Correction highlights 133 number of 2014 EDC attendees (Erika)
- c) Action Items - (everyone please review and highlight what is complete, send in the next week)
- d) Meeting with new members end of May 2 hours (Erika ask Marilyn)

### 2) EDC Conference

- i) Finalizing MOU (Erika and Jordanne)
- ii) Postcards to EDC Institute, STLHE and POD, ICED (Erika)
- iii) Update EDC website on EDC 2016 location (Stephanie)
- iv) Four hour meeting prior to EDC Conference was an excellent opportunity this year, keep it in plans for EDC 2016 – Monday Feb 15 (Erika)
- v) STLHE Board Meeting confirm if it will be Feb 19 what day they would like (Deb, Erika),
- vi) EDC AGM to be during lunch (Erika)
- vii) consider Thursday if there is a session or activity post-lunch (Erika)
- viii) Follow up meeting with Tim, Jordanne, Erica Jung
- ix) Need to confirm that people are not in more than 2 sessions
- x) Circulate to mail list to share EDC 2015 conference pictures and resources from the conference (Stephanie)

### 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)
- 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) Check with Jon Houseman about timeline with website (Deb)

### 4) Financial

- a) Brad Wutherick willing to host a web discussion for EDC members on Centre budgeting (Erika)
- b) 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)
  - i) 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)

### 5) Membership and A/GM Preparation

- a) Determine if we buy new EDC bags - Confirm process regarding bags (Erika touch base with Carolyn)
- 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) Nomination for EDC Executive positions – issue with membership, confirm that people involved in the process and nominated are members of EDC, there has been some confusion over membership (Deb or Erika)

**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 have a Spring (April 30) and Fall (October 31) Call (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) Celia has added an ED Networking opportunity – follow up to see details (Deb)

**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)

**7) Increase International Connections for EDC**

- a) How will the Teaching and Learning Canada event help or be disseminated (Deb)
- b) Visitors from Africa coming to Western, Representation from EDC – Erika Kustra
  - i) Bring pins, possible copies of Green Guides, and speak about ED Series (Erika)

**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)

**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)

**9) Strategic - Next Steps, where going forward**

**a) 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

**b) Onboarding new Executive members**

- i) Create a more formal onboarding strategy for new Executive (Deb?)
- ii) Transfer of files to new executive – move files to dropbox (Erika and Jordanne)

- iii) Mentoring new executive – overlap time, individual meetings
- iv) Updated calendar
- v) Retreat time – where both new and outgoing members are at the same meeting (Before April 20 – set one outcome per member)

**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)