

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

Meeting of the EDC Executive

Wednesday March 27, 2013

Minutes

<https://stlhe.webex.com/stlhe/j.php?ED=211083652&UID=1330576392&PW=NZGE5ZTUxMDg3&RT=NCMxMQ%3D%3D>

Invited: Deb Dawson (Chair), Natasha Kenny, Tim Loblaw, Erika Kustra, Paola Borin, Nicola Simmons

Regrets: Marla Arbach

1. **Adoption of the agenda** (Erika Kustra) approved
2. **Minutes of previous meetings for approval** (Erika Kustra, all) approved
3. **Updates in Brief**
 - a) Chair's report (Deb)
 - a. Membership - At EDC Conference, there was a membership drive, there was confusion over who was a member of STLHE and whether they had renewed EDC membership
 - i. STLHE membership drive has been initiated and included sending letters encouraging past members to rejoin (254 members currently and 48 institutional members)
 - b. New membership only site – at any point you can sort by who is a member of EDC
 - i. Muriel is working with STLHE, and will be able to help
 - c. STLHE conference registration is now open
 - d. EDC Conference was highly enjoyed, with many comments about the rich conversations
 - e. 3M Collaboration (see below)
 - b) Professional Development and Grants report (Paola)
 - a. Call for EDC grants will be circulated in April (Paola)
 - b. EDC Institute (see below)
 - c) Conference report (On behalf of Marla, Deb and Paola)
 - a. No conference report ready yet – need to contact hosts for report due about now, there is a template available (Deb will contact Marla)
 - b. Jeanette McDonald is moving ahead with hiring a student to help revise the EDC Conference Handbook
 - c. Post 2014 conference location – (Tim will forward to Natasha)
 - d) Finances/Budget report (Tim)
 - a. Wilfred Laurier have submitted the finances for the EDC Conference (approximately 124 participants)
 - i. EDC will receive a surplus
 - b. EDC Budget has a small travel subsidy for the executive (\$250) – CRA regulations require that you submit expense report and receipts as evidence it is an expense
 - i. Submit any expenses, remember to cc Tim when you make expense submissions
 - c. Recommend adopting a quarterly update from STLHE
 - d. Trying to connect with STLHE Treasurer (calendar indicates usually meet by webinar around this time)
 - e) Communication report (Natasha)
 - a. Have been in touch with Sustainability Sub-committee, and have added them to the website
 - b. Will upload minutes and other documents after the meeting (Natasha)
 - c. Will post EDC Institute documents (Natasha)
 - d. Need to explore how to draw more attention to the revised living plan
 - e. Update listserv based on the new membership list (Erika and Natasha)
 - f. Update grants page (Natasha and Paola)
 - f) Secretary's report (Erika)

- a. New membership announcement- should we send out a message to EDC members? (Erika)
 - i. Listserv is one way we welcome people into the group, do not need to be a member
 - ii. Send message in about two weeks to invite people to renew their EDC membership (Erika)
 - iii. Send reminder to those who have not returned, just before STLHE so that they can vote during the GM (Erika)
- b. Ordering new pins (Erika)
 - i. Produce a few extra – should we offer people the option to buy an extra? Probably would be find to give a replacement pin to those who need one
- c. Passing out bags at the registration desk was the most effective method of distribution

4. EDC Institute (Paola)

- a) Update
- b) Review proposals – Both excellent submissions
 - i. Discussion over length of Institute (full length versus shortened)
 - ii. Incorporating both University and College was a highlight
 - iii. Strong and experienced facilitators
 - iv. Cost reasonable
 - v. Transportation available
- c) Motion that accept EDC Institute proposal (Nicola moved, Erika seconded)
 - i. Will contact proposers (Paola)
 - ii. Will send general announcement (Paola)
- d) During EDC Conference members mentioned:
 - i. Concern about whether we should use EDC funds in the future to support the facilitators
 - POD New Faculty Developer Institution sets the costs and runs the event, any revenue is returned to the host (note, this is once every two years, and POD is not a sub-group, as EDC is a group within STLHE)
 - Encourage people to run the conference as close as possible to break-even to avoid surplus for either the Institute and for conference, and help costs be more manageable that way
 - In the future move towards a self-funding model for EDC Institute
 - Could provide possibilities of bursaries instead of funding if there is surplus available
 - ii. Consider hosting in a central location easy to travel, but facilitated by different people
 - iii. Include a stronger rationale for why content or format is chosen, and link to the Living Plan (include these instructions on the call)
 - iv. May need to consider whether we would like a bi-annual event rather than annual
 - v. Review and revisit process and issues of EDC Institute during retreat (Erika)

5. EDC Elections update (Deb)

- a) Alice Cassidy has posted call, and process is well underway
- b) Included call for Resource Coordinator as well

6. Action Group Process

- a) EDC Subcommittee proposal process
 - i. Historically groups have been generated primarily from the Executive, as a result of projects raised
 - ii. Currently mention on website with a general call to contact Natasha
 - iii. For future applications, submit short proposal (1 page)
 - Rationale and goal for the group
 - How does it relate to Living Plan and EDC values?
 - What are the potential outcomes and broader benefit to EDC?
 - Members should be members of EDC
 - iv. Review by Executive
- b) Naming: EDC Action Groups, Sub Committee, Special Project, Working groups

- i. Sub-committee usually implies a member of the executive is involved, but this is not necessarily the case
 - ii. Action Usually implies shorter and action focussed
 - iii. Recommend that we call them “**Action Groups**” moving forward
 - iv. Change website and agendas going forward (Erika and Natasha)
- c) Which Action Groups need to be added to the website?
 - i. See section 7 below

7. Action Groups

- a) Code of Ethics for Educational Developers Action Group (Nicola)
 - i. Addressed work in EDC Institute
 - ii. Will post documents on the website (Natasha)
- b) 3M Collaboration– (Deb)
 - i. 3M representative was not able to attend EDC, recommended Webinars and videos
 - ii. Deb announced the collaborative project at EDC Annual General Meeting
 - iii. Should this be an action group? No, it is an action the Chair will move forward
- c) Conference Manual – invitation to membership to join committee (Jeanette McDonald/Marla)
 - i. Being worked on, but not an Action Group (move to Conference update)
 - ii. Deb will check in with Jeanette (Deb)
- d) EDC Social Media Action Group (Natasha Kenny)
 - i. Met at the conference and moving forward
 - ii. Posted as a current group
- e) Development of Portfolio Model Action Group (Ruth Rodgers)
 - i. Contact Ruth for model portfolio to post on the web (Nicola)
 - ii. Post on the web as “Past”, to recognize work and contributions
 - iii. Has developed into EDC Portfolio Guide
- f) EDC Portfolio Guide (Jeannette McDonald)
 - i. Jeanette, Natasha, Ruth, Deb, Paola
 - ii. Met with a draft outline of a resource to help support and provide information to help develop and EDC Portfolio
- g) Professional Identity Action Group (Nicola Simmons)
 - i. Jeanette has done a fair amount of work in this area
 - ii. Working group currently not meeting, has completed work
 - iii. Create as a “Past” Action Group on the website
 - iv. Post resources as appropriate

8. Other (all) See *Action Items* and *EDC Calendar* to determine if any additional action

- a) Reviewed and updated some completed items
- b) External Connections – Deb will examine this as Chair and will contact Arshad (Deb)
 - i. Arshad Ahmed will be next president of ICED
- c) STLHE executive membership policies (Deb will find)

9. Future Meetings (Erika/Deb)

April 24, 2013 11:00-1:00 (Note Natasha will join at 12:00)

May Retreat May 22, 2013 (at Nicola Simmons’ house or virtual)

10. Adjournment

- a) Deb moved, all agreed.

Action Items

Action Items Completed Prior to the March 27, 2013 Meeting

- a) Surplus (*not possible to address in this fashion*)
 - i) Promised to EDC members to decrease cost of EDC Membership for those who had attended EDC Conference 2012 because the surplus was large from that conference - Talk to Sylvia Riselay (Tim)
 - ii) Get registrant list for 2012 to help with decreasing costs for 2013 (Marla)
- b) Contact STLHE Conference hosts to ensure GM as well as Professional Development is included (1 hour and 30 minutes total) (Paola)
- c) Conference Handbook – invitation to membership to join committee
 - (1) Invite past and future hosts, eg. Margaret Wilson developed handbook for STLHE
 - ii) Send email requesting feedback from conference hosts to help refine the conference manual
 - iii) Draft wording to describe role of VP Conferences
 - iv) clarify timelines, calendar
 - v) Clarify tasks – eg. who sends out conference feedback request (may vary to some extent based on hosts)
 - vi) List of Executive responsibilities during EDC conference (e.g., who speaks, when)
 - vii) Clarify wording for conference manual for student and non-student bursaries
 - viii) Clarifications to wording in advertising to indicate non-members are welcome to attend
 - ix) 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
 - x) Change wording to clarify reduced rate for those who are members - difference must equal or exceed annual cost of membership
 - xi) Review the financial portions to ensure they are still accurate
 - xii) Ask the membership about preferences for how designate collaborators who will not be present at the EDC conference
 - xiii) Keep a record of the numbers registered by date so that future years can tell if the pattern is normal, and include in report
 - xiv) Clarify proposal requirement
 - (1) Review other formats eg. Previous EDC, POD
 - (2) Consider if should require literature reference
 - (3) Criteria for reviewers included for proposal
 - xv) Clarify what reviewers should do
 - xvi) Examine process to ensure call, proposal, review instructions align
 - xvii) Build in EDC Professional Development
- d) 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)
- e) Not receiving reconciliation of monthly finances (caused problems with December Budget) (Tim)
- f) 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
 - ii) Deb will touch base with 3M (Deb)
- g) Code of Ethics for Educational Developers (Nicola and other colleagues ongoing)
- h) Conference Handbook Update (Marla follow up by inviting past and confirmed future hosts to participate)
- i) 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?)
- j) Post 2014 conference location – (Tim will forward information to Natasha) - done
- k) Will upload minutes and other documents after the meeting (Natasha) - done

- l) Will post EDC Institute documents (Natasha) - done
- m) Need to explore how to draw more attention to the revised living plan
- n) Change website and agendas going forward (Erika and Natasha) - done

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) Retreat Agenda:
 - i) Review and revisit process and issues of EDC Institute during retreat (Erika)
 - ii) Integrated discussion and plan for Professional Development (see 7a)
 - iii) Larger Strategic Issues
- d) STLHE executive membership policies (Deb will find, Erika add to agenda)

2) EDC Conference Follow up

- a) Difference for Non-member fees to be approximately equivalent to the membership cost (Tim for 2014)
- b) No conference report ready yet – need to contact hosts for report due about now, there is a template available (Deb will contact Marla)
- c) Conference Handbook development underway (see March 27, 2013 for details to consider)
 - i) Being worked on, Deb will check in with Jeanette (Deb)

3) Online Communication

- a) Web updates
 - a) Update listserv based on the new membership list (Erika and Natasha)
 - b) Update grants page (Natasha and Paola)

4) Financial

- a) 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)

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 (Natasha)
- 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 (Natasha)
- d) Order new pins (Erika)
- e) New membership announcement- draft message to EDC members around mid April (Erika)
- f) Send reminder to those who have not returned, just before STLHE so that they can vote during the GM (Erika)

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

- a) GM/PD Overall view of Professional Development directions (Paola ongoing)
- b) Accepted EDC Institute proposal (Nicola moved, Erika seconded)
 - i) Will contact proposers (Paola)
 - ii) Will draft and send general announcement (Paola)
- c) Revise EDC Institute Call to invite submissions for future years and to address funding structure - reflect this in the 2014 proposal form (Paola)
- d) Call for EDC grants will be circulated in April (Paola)

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 contact Arshad**)

8) **Action Groups**

- i) Recommend that we call them “**Action Groups**” moving forward

Action Groups

- b) EDC Ethical Principles for ED Practice Action Group (Nicola Simmons)
 - i) Will post documents on the website (**Natasha**)
- c) EDC Portfolio Action Group (Jeannette McDonald)
 - i) Jeanette, Natasha, Ruth, Deb, Paola
 - ii) Met with a draft outline of a resource to help support and provide information to help develop and EDC Portfolio (**draft**)
- d) Social Media Action Group (Natasha Kenney)
 - i) moving forward
- e) Education for Sustainability (Alice Cassidy)
 - i) ongoing
- f) Past - Development of Portfolio Model Action Group (Ruth Rodgers)
 - i) Contact Ruth for model portfolio to post on the web (**Nicola**)
 - ii) Post on the web as “Past”, to recognize work and contributions
 - iii) Has developed into EDC Portfolio Guide
- g) Past - Professional Identity Action Group
 - i) Jeanette has done a fair amount of work in this area
 - ii) Working group currently not meeting, has completed work
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 - iv) Post resources as appropriate

9) **Ideas for future Action Groups: Goal to involve more EDC members**

- a) **EDC specific publication** – peer reviewed journal or book (may come out of working groups)
- b) **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)
- c) **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)
- d) **EDC Awards**
 - i) if chosen, needs to be aligned with values, living plan, thoughtful and intentional, with the impact we want as an organization