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)
      i. 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
         a. 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)

Cl) 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 (Jeanette 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
      iii) Create as a “Past” Action Group on the website *(Natasha)*
      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