

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

Meeting of the EDC Executive

Thursday March 27, 2014

2:00-3:00

<https://stlhe.webex.com/stlhe/j.php?MTID=m3732a2094b1b6081e1bd36716c4187af>

MINUTES

Invited: Deb Dawson (Chair), Erika Kustra, Stephanie Chu, Paola Borin

Regrets: Tim Loblaw, Jordanne Christie

- 1) **Adoption of the agenda** (Erika Kustra)
 - a) Moved to adopt agenda, Deb, Seconded by Stephanie, Accepted unanimously
- 2) **Minutes of previous meetings for approval** (Erika Kustra, all)
 - a) Moved to accept by Paola, Seconded by Stephanie, accepted unanimously
 - b) Minutes will be posted on the EDC website (**Stephanie**)
- 3) **Updates in Brief**
 - a) Chair's report (Deb)
 - a. ICED North America hosted on years alternating from European ICED
 - i. Several people wrote to Arshad to suggest that the ICED be paired with STLHE or EDC to avoid competing with STLHE or EDC with limited budget
 - ii. Suggestion was made to combine with STLHE in Vancouver in 2015
 - iii. SFU and Kwantlen, Diane from Kwantlen is interested in hosting in collaboration with SFU and package together
 - iv. Diane will confirm dates and venue, likely to take place before STLHE
 - v. Recommendation to Arshad (**Deb**)
 - b. Report from BC (defer to retreat) (**Erika** add to agenda for retreat)
 - c. Accreditation for centres- following up on discussions of accrediting centres or programs (follow up)
 - i. Only two people contacted by email following the EDC AGM
 - ii. Discuss at Retreat for approaches (**Erika** add to agenda for retreat)
 - d. Definition of Educational Development/Developer (wrap up of the action)
 - i. Deb circulated definition
 - ii. Stephanie posted to website
 - iii. This action is now complete
 - b) Professional Development and Grants report (Paola)
 - a. EDC Institute – call for next institute circulated for Fall 2014, for 3 days
 - i. Deadline is April 30, two reminders have been circulated, and will circulate another reminder before the deadline
 - ii. Likely to be in central Ontario – collaboration, ideally more than one centre
 - iii. Framework available for new developers
 - b. Grants
 - i. Small Grants – during EDC AGM mentioned small grants, will send an email (**Paola**)
 - c. ED Professional Development
 - i. Make recommendations for changes to ED Professional Development session during EDC AGM and GM
 - ii. Focus to 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
 - iii. Brings the time back to the original intent, and a change in title would help signal the change
 - iv. Circulate a draft document (**Paola**)
 - c) Conference report (Jordanne – regrets, report submitted in advance)

- a. EDC 2015 Conference Update
- b. EDC 2014 report (deferred)
- c. Sorry that I won't be able to join you, below is a short 2015 conference update:
 - i. I have met with the 2015 EDC Conference Organizing Committee which so far consists of Eunice Friesen, Colleen Webb, and Phyllis Ritchie from the University of Manitoba
 - ii. They are well on their way in terms of completing the Phase I: Pre-Conference tasks as outlined in the Conference Manual
 - iii. The conference information (<http://www.edc2015.ca>) has been posted to our EDC website (thanks to Stephanie)
 - iv. They are working on a submission for the Spring 2014 STLHE Newsletter
 - v. They would like to adjust the timing of the Call for Proposals and send it out June 1st with a submission date of October 1st and with Proposal Review completed by the end of November with the aim of posting the Conference Schedule by December 1st
- d. Committee thanks Jordanne for the update
- d) Finances/Budget report (Tim –regrets, report submitted in advance)
 - a. EDC Budget
 - i. The budget is up to date, and the Budget was accepted by the EDC membership during the AGM
 - ii. Some question about the budget – follow up with those question (Erika will follow up and ask for questions in writing)
 - iii. Brad Wutherick willing to host a web discussion for EDC members on Centre budgeting (Erika)
- e) Communication report (Stephanie)
 - a. EDC vote: by-law discussion
 - i. Update actual by-law on web (Stephanie)
 - ii. Recommendation for wording alternative raised by EDC member – follow up to find possible wording, and it may be possible to raise for By-Law revision next AGM
 - b. EDC website (ex. Conference information and pictures)
 - i. Interested in making the site more dynamic and available for members to add – sample from 3M <http://3mcouncil.stlhe.ca/>
 - ii. Many members raised frustration about inability to contribute to website
 - iii. Volunteers are willing to help
 - iv. Domain name - Current website is not found using 'EDC' as a search term, changing our url to be consistent with 3M would be helpful and be easier to find
 - v. it is not possible to make the current site dynamic
 - vi. Propose to create separate site, EDC Executive supports exploring the costs for this new site (Stephanie)
 - vii. Use one-time funding from surplus, and special project funding, need to confirm ongoing funding
 - viii. Will make short-term changes to try to help people find sections more easily, and to post more content quickly (Stephanie)
 - ix. Templates – Paola happy to provide feedback on templates (Paola)
 - x. EDC Conference information and pictures will be posted, need to determine where to post (Stephanie)
- f) Secretary's report (Erika)
 - a. EDC Election process
 - i. Nomination committee circulated call for nominations on March 20, 2014 for the two positions, Chair (Deb Dawson standing)
 - ii. Deadline Friday April 4, 2014 4:30 to submit nominations, then the election will take place
 - iii. Should know the successful elected members prior to May, in time to invite to EDC retreat

- iv. If a member is interested in running, but is part of a group submitting and EDC grant, is it all right to run to be an EDC Executive? As long as the member is not the principle submitting for a grant, that is fine
- b. EDC Executive Calendar – Update for retreat – (everyone please)
 - i. Changing to quarterly check in for budgets
 - ii. Change to 3M
 - iii. Update when call for next EDC Conference Call
 - iv. Need to update when have EDC Institute Call
 - v. Bursaries
 - vi. Action Group contact for report
- c. STLHE Board is looking for ways to streamline agenda, and looking for a website to share documents, which may be helpful for EDC Executive (STLHE has a website to share documents and allow votes, which may be helpful for EDC Executive as well) - this has not worked, so we will continue our current process

4) **Action Group** (15 min) (defer update to next meeting)

- a. Guidelines of Ethical Conduct Action Group (Building from EDC Ethical Principles for ED Practice)
Team: Jeannette McDonald and Mary Wilson
- b. Educational Developers Portfolio
Team: Jeanette McDonald, Paola Borin, Marla Arbach, Deb Dawson, Erika Kustra and Natasha Kenny
- c. Social Media Action Group
Team: Gavan Watson, Erin Allard, Judy Chan, Jaymie Koroluk, Jordanne Christie
- d. Education for Sustainability Action Group
Team: Alice Cassidy, Alice Macpherson, Vivian Neal, Sandra Neill, Gavan Watson
- e. Mentoring Action - Steering committee will meet and discuss proposals (Deb)
Team: Deb Dawson
- f. Starting a Centre: Resources and Support (new)
- g. Recognize and Value Educational Development Contributions (new)

5) **Other** (all)

6) **Future Meetings**

Wednesday April 16th, 1:00 pm - 3:00 pm - keep for now, but may be short

Confirmed STLHE, EDC GM meeting – Wednesday, June 18, 2014 during Lunch EDC GM (Jordanne, Tim)

EDC Executive Retreat – Monday May 26, 2014 – revised to Tuesday May 27, 2014 (Deb send out a doodle to confirm)

7) **Adjournment**

- a) Deb moved to confirm, and Paola seconded

Completed Action Items

- Membership process – people found the process, timing and logistics with PayPal and group payment (Deb raise to the issue with STLHE Board)
- Will follow up with different executive for material to post (Stephanie)
- **Mentoring Action Group:**
 - Send the names to Stephanie of Steering Committee and membership (Stephanie)
- **Guidelines of Ethical Conduct Action group:** Jeannette McDonald and Mary Wilson
- An action group that looks at developing a set of guidelines, standards, or principles that addresses the ethical/professional conduct of educational developers. Now that we have a set of values articulated, it makes sense to me that this might be a logical next step, especially with more people entering the field, with developers wearing multiple hats in their role, and with the social media outlets available for folks to express themselves and their opinions.
 - Builds from the previous action group (materials from workshop materials posted by previous group)
 - Add to Action Group website (Stephanie)
- STLHE Board is looking for ways to streamline agenda, and looking for a website to share documents, which may be helpful for EDC Executive (STLHE has a website to share documents and allow votes, which may be helpful for EDC Executive as well) (Deb)
- Clarifying definition of Educational Developer - continue after the meeting online (Paola and Stephanie)
- EDC Institute – call for next institute, can give \$2000 advance (Paola)
- Confirm date for STLHE, EDC GM meeting – Thursday 4:30-5:30 (Deb ask Denise Stockley)
- UBC has a new Director, Simon Bates who has worked with the Centre previously – send a welcome and invitation to EDC (Deb)

Remaining Action Items

1) Meeting Logistics

- a) Examine the Action Items –send Erika updates and potential deadlines for all action items (**everyone** ongoing)
- b) Contact the STLHE Executive to confirm how the roles for Sylvia and Muriel will divide and the best person to contact as well as the best days/times (**Deb**)
- c) Calendar review and update (**Erika**)
 - i) Changing to quarterly check in for budgets
 - ii) Change to 3M
 - iii) Update when call for next EDC Conference Call
 - iv) Need to update when have EDC Institute Call
 - v) Bursaries
 - vi) Action Group contact for report
- d) Some concepts overlap, so the Living Plan should be reconsidered (retreat?)
- e) Report from BC by Nancy Randal (add to agenda again – retreat **Erika**)
- f) EDC Executive Calendar – Update for retreat – (**everyone** please send in advance)
- g) Accreditation for centres- following up on discussions of accrediting centres or programs (**Erika** add to agenda for retreat)
- h) Minutes will be posted on the EDC website (**Stephanie**)
- i) Update by-law on web (**Stephanie**)
- j) **EDC Executive Retreat – Monday May 26, 2014 – revised to Tuesday May 27, 2014 (**Deb** send out a doodle to confirm)**

2) EDC Conference

3) Online Communication

- 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)
- e) 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)
- f) Check into how to integrate social media content – RSS feeds from Resource and Social Media group’s blog and Twitter onto front page. (Stephanie)
- g) Resources
 - i) The EDC review: Meta-tag needed to bump it up on ranking. Follow-up with Muriel. (Stephanie)
- h) Ask the Social Media Action Group to develop guidelines for how people would contribute and whether it is moderated (Stephanie bring forward to Action Group and contact Natasha)
- i) Shared templates, and consistency for linking back – draft guidelines and invite Social Media Action Group to contribute (Stephanie)
- j) 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)
- k) Add picture of Action Groups to add to Action Group page (include permission sheet for photographs) (Stephanie)
 - a) Photo of the EDC Executive
- l) EDC Executive supports exploring the costs for this new site (Stephanie)
 - i) Use one-time funding from surplus, and special project funding, need to confirm ongoing funding
 - ii) Will make short-term changes to try to help people find sections more easily, and to post more content quickly (Stephanie)
 - iii) Templates – Paola happy to provide feedback on templates (Paola)
 - iv) EDC Conference information and pictures will be posted, need to determine where to post (Stephanie)

4) Financial

- a) Should contingency fund be separated and placed in something such as GIC? (Tim)
- b) Some question about the budget – follow up with those question (Erika will follow up and ask for questions in writing)
- c) Brad Wutherick willing to host a web discussion for EDC members on Centre budgeting (Erika)

5) Membership and A/GM Preparation

- a) Prepare bags and pin for new members (Erika Ongoing)
- b) 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 (Stephanie)
- c) 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)

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

- a) Grants
 - i) Set up guidelines for applications which include a description of current involvement in educational development, the applicant’s hope in terms of involvement, EDC membership and if there is other funding (Paola)
 - ii) Circulate open call to indicate currently have a pool for small grants, while funding remains (Paola)
 - iii) Post information about ongoing availability of small grants (Paola)
- b) Consider having a session at STLHE/EDC about what centre models, sizes and mission (Deb)

- c) It might be nice to do a SWOT Analysis with the Living Plan during our next ED Professional Development meeting February EDC AGM (Paola and Deb for our next meeting)
- d) Living Plan analysis –consider online component (Paola and Stephanie)
- e) PD Session: Previous recipients of EDC Grants – present on how used the funds and outcomes (Maybe EDC) (Paola)
- f) Grants – circulate call for small grants by email (Paola)
- g) This year raise the issue of accreditation and suggest an Action Group (Everyone– discuss at retreat)
- h) Make recommendations for changes to ED Professional Development session during EDC AGM and GM
 - i) Focus to 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 (Paola)

7) Increase International Connections for EDC

- a) In support of international interactions should we exploring a reciprocal offer to attend for free registration (Deb contact and ask if they are interested in international interactions) – add as a regular note to contact Chairs of other groups prior to EDC
- b) North American ICED - Recommendation to Arshad to pair with STLHE (Deb)

8) Special Projects and Action/Working Groups: Goal to involve more EDC members

- a) **Starting a Centre: Resources and Support** – possible future group
 - i) Circulate call for people who would be interested in being part of the action group (Deb)
 - ii) Outreach - Contact people who are starting a centre, and offer to help (Deb)
 - (1) Session on being a new Director - share resources from Cracker Barrel (Stephanie, Erika)
- b) **Accreditation for centres-** following up on discussions of accrediting centres or programs
 - i) Propose an Action Group during AGM and PD (Erika add to list)
- c) Mentoring Action - Steering committee will meet and discuss proposals (Deb)

OTHER IDEAS for PROJECTS

- d) **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
- 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)