

**Educational Developers Caucus (EDC) of the
Society for Teaching and Learning in Higher Education (STLHE)
Meeting of the EDC Executive
Friday, May 11, 2012; 1:00-3:00 (EDT)**

Minutes

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

1. Welcome and adoption of the agenda

- a) Nicola Simmons asked for agenda be accepted, Janice moved, Natasha seconded, all approved

2. Minutes of previous meeting for approval

- a) May retreat minutes – Will circulate and accept via e-mail
b) Business arising that does not appear on agenda – added to *Other Business*

3. Chair's Report (Nicola)

- a) Communication to the membership re: Professionalization /PD moving forward
i. Nicola will draft an e-mail to circulate to the membership and new Chair so they are aware of what is occurring (Nicola)
b) EDC working groups – update on process
i. Professional Identity: Jeannette McDonald had detailed information from her thesis
ii. Ruth Rodgers's has submitted the work of the action group, and it was circulated
iii. Ethical Principles – may address in summer meeting (Nicola)
c) Looking at our annual calendar
i. Use the calendar to guide broad tasks for each member, check before each meeting
ii. The calendar for the EDC executive is posted on the website under "Resources"
iii. Any changes bring forward to executive (Everyone look at columns, bring changes back to executive – Erika will make changes, Natasha will post)

4. Communication Update (Natasha)

- a) Blog initiative, Linked In
i. EDC is on LinkedIn
▪ contains a job posting area, which has been a request, and is now a feature
ii. Blog Initiative - Needs to be thoughtful and intentional
▪ Meet with Sylvia and Arshad to address issues on the web, include Muriel McKay (Natasha)
▪ help to clarify roles and who is responsible ex. Structure, EDC Page header on webpages (visual indication on EDC site), clear key priorities, how to further leverage social media in EDC and STLHE as a whole
▪ Blog will need to be imbedded in website, and will require technical partnerships
▪ Need to keep it current and moving, and could be effective with STLHE
▪ Involve members, including student members, in writing about issues that align with EDC interests and values
iii. Demo these sites during the GM
▪ Demonstrate how to post a job for example
iv. Bookmark – consider distributing at the GM with social media links and possibly milestones
▪ Create bookmark, and circulate drafts (Natasha)
▪ Objective to promote Social Media and also accomplishments (Nicola will provide sample text for milestones)
▪ Authorization from EDC Executive – send e-mail to Sylvia Avery with invoice, copy Janice McMillan

5. 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)
- c) Note: Marla, Janice and Tim will not be able to attend Executive meeting prior to GM

6. Budget (Janice)

- a) Financials for presentation at GM
 - i. Do not have financials yet, hope to receive by end of May and circulate to EDC Executive with Budget for 2012, and how much has been spent this year to date (June 1st week)
 - ii. Contact STLHE for January to April budget information (Janice)
- b) 2012 conference final budget timeline
 - i. Conference host is finalizing financials, but have received rough amount
 - ii. 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)
 - iii. to circulate to EDC Executive hopefully in early June, then for membership update at GM
- c) EDC Surplus
 - i. Consider proposals for surplus meeting now and propose possibilities for GM
 - May owe conference for \$25 contribution
 - Need to know exact amount of actual surplus
 - ii. Proposal: "Anyone who attended the conference in February and renews their membership in January 2013 gets a free membership for 2013. We put \$50 from the conference surplus toward the 2013 renewal membership of those who attended. That would give every member who attended the conference \$50 towards next year's membership. Even if we say that 70 people renew their memberships – this would only be \$3500 that we have used from the conference surplus. We could use the rest of the money for lowering the per participant conference cost next year."
 - Need a list of those who registered (Marla)
 - If possible – script into membership registration, so that select attended Feb 2012, and automatically given \$0 fee
 - 'In kind' – may be an issue for auditing
 - Clarify one-off issue
 - iii. Proposal: Use some portion to increase the EDC Emergency fund surplus so conference hosts can be reassured it is all right to break even
 - iv. Proposal: Increase amount for the speaker – currently \$2000, consider \$3000
- d) Additional Budget Meeting
 - i. If there are additional points, arrange additional 30 minute phone call
 - ii. Set up possible times around June 13-15 (Janice)

7. EDC Conference (Marla)

- a) STLHE Conference Report – not yet submitted, prepare a summary for the GM (Marla ask for report, and prepare a summary report)
- b) Another Executive member will present at GM (Paola?)

8. Professional Development Session Following GM (Paola)

- a) From Retreat – wanted to ensure we addressed:
 - i. Report back to the membership and initial next steps
 - ii. EDC Institute – format and invitation for hosting
 - iii. Portfolio Development follow up
- b) GM/PD Overall view of Professional Development directions (Paola finalize)
 - i. Where we are now: Follow up to Professional Development, Professionalization and Professional Learning - Acknowledge previous EDC AGM, PD, conference and e-mail feedback and input - there

is strong interest, and opinions, as an executive have considered, and would like to move forward in a thoughtful and considered fashion

- ii. Conceptual framework for moving forward (Natasha working with Doug)
- iii. Guiding Principles (Nicola review)
- iv. Open conversation about the framework and principles

9. Action and future items (all)

- a) Conference Manual (to be updated based on Paola's work and feedback from this year's hosts); draft 'Instructions regarding role of VP Conferences; List of Executive responsibilities during EDC conference (e.g., who speaks, when); wording for conference manual re: student bursaries) (Marla, Janice review financial portions – October 2012)
- b) Erika to get access to electronic membership list from Sylvia (Erika – circulate Executive and bring copies for June GM)
- c) Keep a record of the numbers registered by date so that future years can tell if the pattern is normal (Marla)
- d) 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)
- e) 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)

10. Other business (all)

- a) Follow up with Conference Review committee (Marla explore, add to Agenda after STLHE)
 - i. Clarify proposal requirement
 - Review other formats eg. Previous EDC, POD (Marla)
 - Include Literature reference
 - Criteria for reviewers included for proposal
 - ii. Clarify what reviewers should do
 - iii. Examine process to ensure call, proposal, review instructions align (Paola and Marla)
- b) Audits for Teaching Quality – Auditor General of Ontario
 - i. From Drummond Report
 - ii. Auditing Teaching Evaluation Processes
 - iii. Role for EDC and COED to play?
 - iv. Information circulation (Nicola and others as aware)
- c) EDC Institute
 - i. Encourage to not delay too long, external groups
 - ii. Role of EDC Executive – Draft Call (Paola)
 - Explicit - be clear about what, why and how (guiding values)
 - Transparent about process of evaluating the application
 - Develop web page with information on this (Natasha)
- d) Online Community of Practice: College Model (Janice)
 - i. At AGM invite people to host an online conversation
 - ii. Topic of the month conference call - from college model
 - iii. Institutes volunteer to host – pay for conference call, set up call
 - iv. Choose topic, invite facilitator
 - v. Host organizes someone to take notes, and circulate to EDC

11. Adjournment (1 min)

- a) Nicola moved for adjournment, all approved

Future Meetings

- Potential additional meeting in June for Budget update
- EDC Exec meeting – Tues June 19, 12-1:30
- *Future meetings to be determined*

Note other meetings for EDC Executive taking place at STLHE conference:

- EDC Exec meeting – Tues June 19, 12-1:30
- 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)

Completed Action Items from March 2012 Minutes

Conference Follow up

1. Send announcement out to membership that would like to make a decision about 2014 EDC hosts early to allow as much time as possible: Consider if should invite submissions by spring in order to allow announcement in June General Meeting (allow 1.5 years). Perhaps ask for Expression of interest – due April or May, Full proposal – due in summer (TBA) (Marla with Natasha)
2. Funding for travel for people on executive may be available (through EDC or STLHE) (Discuss during Retreat)

Membership

1. Goal – to have a database that automatically generates membership list - Ask for Report to be created with fields we need, give access to the automated system for Secretary or arrange to receive automatically with fields designated. (Nicola will be in contact with Sylvia in person, and Erika will follow up – Access to database has been granted)
2. Plan for all people who have not renewed to register
 - i. Compare a list of EDC members this (including column when first members) (Erika – sent invitation to all members who did not renew from last year)

Online Communication

3. Nicola will connect with Natasha about main themes from EDC 2012 conference, and to allow continued conversations, such as a Blog (Nicola and Natasha – explored and ongoing)
4. LinkedIn and posting job opportunities (Natasha)

Professional Development: Moving forward based on Institute and AGM feedback

5. Identify themes that have come out (Paola will summarize notes for Retreat – summarized, and themes have generated ongoing discussions and actions)

Educational Resource Coordinator

6. Check to see if anyone expressed interest to Natasha (Marla has identified a replacement, welcome during next GM)

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)

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