

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

**Meeting of the EDC Executive**

Wednesday, May 27, 2015 1:00pm-3:00pm

**AGENDA**

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

**1) Adoption of the agenda** (Erika Kustra)

- a) Motion to approve Erika, Seconded by Tim, unanimously approved

**2) Minutes of previous meetings for approval** (Erika Kustra, all)

- a) Motion to approve Deb, Seconded by Tim, unanimously approved

**3) Updates in Brief**

a) Chair's report (Deb)

- i) EDC Election: Welcome to new members, Celia and Erin, congratulations
- ii) Tim is now on the STLHE Board, representing the College SIG as interim Chair of College Advocacy, this will be a change in the structure that STLHE members will vote on during STLHE AGM
- iii) New System Administrator for STLHE – Tim Howard, private business associated with CSSE and CSSHE
  - (1) Turnover in process now and will announce soon formally
  - (2) STLHE will recognize long term investment of McMaster, Sylvia Avery, Arshad Ahmad, Alan Blizzard, Dale Roy over many years
- iv) Website – Jon Houseman has been working to address election process to ensure the process is automatically managed in an anonymous fashion
- v) STLHE 2015 BC –very excited about strong response, and that Deb will be able to attend
- vi) For our next meeting, bring example templates to guide look and feel for EDC Guide Series thinking about online format (everyone)

b) Professional Development and Grants report (Carolyn)

i) EDC Institute

- (1) Drafted email and circulated to executive with the call for the EDC Institute proposals, including that time flexible as long as it does not compete with STLHE or EDC
- (2) In past had some funding to support the event, but it will be self-sustaining
- (3) Allocate \$2500 for Bursaries, consider how split with institute and conference (concern raised about past EDC Institute, where it came from the Institute registration, instead it will come from EDC) so amend call to clarify that there will be funding for bursaries
- (4) Change call deadline to July 15, giving time for people to consider the possibility during STLHE
- (5) Will circulate Call

ii) Grants

- (1) Sent out email with the call for notes recommending grants
- (2) 4 complete grant proposals were submitted (one incomplete)
  - (a) Look at how to recognize EDC Grant, MOU for ongoing projects
  - (b) Share proposal to identify issues should address (Carolyn circulate and everyone review)
  - (c) One grant need to discuss with STLHE Board to consider best way of moving forward (Deb and Carolyn)
- (3) Rubric worked well – need to add criteria about research ethics
  - (a) Paid attention to outcomes and products that benefit EDC members
  - (b) Have additional funds in surplus so are able to fund all 4 if meet full criteria and all budgets warranted to maximum of \$3000 – confirm with reviewers (Carolyn)
- (4) Continue with Fall call – this budget year ends in December

- iii) ED Guide Series
  - (1) New initiative from EDC to develop useful guides – online, open access
  - (2) ED Portfolios – this will be the first ED Guide, developed from an action group, second draft done and will bring update for June meeting
  - (3) Rapport Building – coming from EDC grant initially, work underway, will bring update for June meeting
  - (4) Template – Carolyn has approached a person for possible work – bring samples for June EDC Executive meeting in June (everyone)
  - (5) Can use surplus funds to help with developing the template from the surplus
  - (6) Need to consider if we will need to add a standing expense to the budget for the guides – likely an invoiced expense for graphic design (~\$1000), copy editing and final proof (~\$500-1000) – general executive consensus that agree we should add this as a standing item, raise with membership (Tim)
- iv) ED Dialogue
  - (1) See samples of topics below in Action Items for topics mentioned in previous meetings
    - (a) Living Plan for STLHE, and Accreditation depending on time (Erika follow up with Natasha)
    - (b) Accreditation – do we want to open this discussion to full STLHE membership?
- c) Conference report (Jordanne)
  - i) EDC 2015 Conference Report submitted and circulated to executive
  - ii) EDC 2016 Conference Update (with Erika)
    - (1) MOU – Legal representative from University of Windsor raised some issues including details of legal responsibility in circumstances of someone being hurt on campus, and the issue that EDC is not a legal ‘person’ (Erika)
      - (a) Share any changes to use for EDC Institute
    - (2) Detail meeting with Jordanne, Celia and Erika (Erika)
- d) Finances/Budget report (Tim)
  - i) EDC Budget
    - (1) Having existing administration, continuity with the budget
    - (2) On track from expense, revenue perspective – current budget circulated by email in advance
      - (a) Some revenue low, but membership is on a rolling cycle, and is not complete
      - (b) Have received all of funds from 2014 conference
      - (c) Have transfer of STLHE Institutional memberships – higher than estimated
      - (d) Good surplus, which allows allocating extra funding for grants and bursaries and projects
      - (e) Waiting for STLHE 2014 audited financials, will be ready in summer
    - (3) Oversight in Conference Budget
      - (a) Manitoba ran a deficit for EDC 2015 – will split the deficit giving them \$1900 – have the Manitoba university invoice for the keynote, so deficit payment will be approximately equivalent for initial set aside for keynote which were not requested (~\$2500)
      - (b) Revenues were higher than expected
      - (c) Expenses ran 54% over what initially budgeted (\$26,000 went up to \$40,000), and there was no way for executive to know.
      - (d) Should future conference organizers report on budget mid-way?
        - (i) Build into guidelines for EDC host that report budget update midway, being aware that some costs are not confirmed until later – add this to call and use this mid-December (Erika) add to call and guide for future years (Jordanne/Celia)
- e) Communication report (Stephanie)
  - i) Website – Stephanie has regained access following election, and has updated resources and the front page
    - (1) Would like to create links for specific topics to aid in finding information
    - (2) Updating the web again Friday – send updated links and documents on Friday (everyone)
    - (3) Will update new Executive members following June GM (Stephanie)
  - ii) Social Media
    - (1) Would anyone like to share the twitter and facebook account? This would help share the information (anyone)

- iii) STLHE 2015 (BC Update)
  - (1) Capped attendance at 700 people (planned for 500), so have waiting list!
  - (2) All accommodations are sold due to FIFA
  - (3) Did receive offer for reduced rates for FIFA games if attendees are interested
  - (4) 458 proposals submitted, 260 sessions accepted, 12 concurrents at one time, round tables, new sessions
  - (5) Breakfast is included in the conference, so will help with networking and costs if attend breakfast
  - (6) Current membership list –who has access with wildapricot? – address to Tim Howard, and he will liase with Murial as needed
  - (7) Confirm meeting time for EDC Executive – STLHE Board Meeting ends at 5:00, so Tim may be late
    - (a) Stephanie will prepare template for GM slides, send information in advance (Stephanie)
- f) Secretary's report (Erika)
  - i) Action Items and Calendar Update check for updates, and post to web once confirmed (everyone)
  - ii) Consider how we use the wildapricot system – ask Jon to give instructions on the discussion board (Erika)
    - (1) For now, send email to direct email addresses and don't use edexec@mcmaster.ca
  - iii) Bags for February
    - (1) Carolyn plans to send out a quick email about grants after Fall – may be too short a timeline, follow up after STLHE (Erin)
  - iv) International Visitors from South Africa
    - (1) Visited Western and McMaster
    - (2) Erika represented EDC, Robert Lapp attended for STLHE
    - (3) Interested in exchanging Visiting Fellows
    - (4) Promoted goal of international connections for EDC
  - v) Planning for EDC Executive Meeting/Retreat and for EDC GM
    - (1) 4:30-5:30, dinner 6:00 – create draft agenda for EDC Executive meeting (Erika)
      - (a) Review Slides for GM (Stephanie circulate draft in advance)
      - (b) Strategic planning – outcome or goal one per portfolio and plan for next year (good way to bridge old and new members) (everyone)
      - (c) Consider grant – new journal proposed and considering how to address, as there is an ongoing cost for running a journal
      - (d) Prep

#### 4) Action Group

- a) Guidelines of Ethical Conduct (Building from EDC Ethical Principles for ED Practice)
- b) Educational Developers Portfolio
- c) Education for Sustainability
- d) Mentoring
- e) Rewards and Recognition (Value Educational Development Contributions)
- f) Teaching and Learning Centre Leaders
- g) **Accreditation of Centres' Programs or Courses – everyone read report (everyone)**
- h) Living Plan Action Group
- i) Send reminder for the report about two weeks before the conference (Erika)
  - i) Over 50 people involved, wonderful way to engage members, open to anyone who would like to engage

#### 5) Other (all)

- a) **Accreditation of Centres' Program or Courses (Celia and Erin representing Action Group)**
  - i) Important to clarify accreditation of programs, accreditation of individuals as educational developers, and accreditation of centres – this reports focussed on accreditation of programs
  - ii) Majority of people who contributed to the process were in favour of accrediting programs, though this may not represent all educational developers or those outside of the EDC community
  - iii) Decide what the implications are for EDC

- (1) Level of involvement of EDC
- (2) Level of formality – accrediting body vs community led peer review
- (3) Cost – what the costs are, how they are impacted
- (4) Voluntary vs. Required
- iv) Benefits: Would help centres to be able to say they have been validated and shown to have merit, and would help with transferability and transition between universities when graduate students and sessionals engage in a program in one university know that it would be understood and recognized at other institutions (may consider starting with graduate students), would benefit sharing what others are doing on other institutions
- v) Recognize would take a long time
- vi) Consider connections with College system and University system – caution that colleges do not usually target specific training to sessional instructors
- vii) Provincial context has a big issue
- viii) Could focus instead on what rather than who – ex focus on course design, e-learning
- ix) Next steps:
  - (1) Start with a sub group, and pilot
  - (2) Consider collaborating with SIG Teaching Assistants and Graduate Student Advancement would complement work done on competencies, and would add to synergy with STLHE
  - (3) Focus on voluntary, peer review approach – consistent our EDC values
  - (4) Take it back to the Action Group and open up membership to action group and let Executive know their response (Celia and Erin)
  - (5) Call out for new action group members in GM
  - (6) Aim to present and discuss for February Executive 2016 (Erika make sure on slides)

## 6) Future Meetings

- a) *Monday June 15, 2015 (note changed to align with conference posted schedule)*  
*EDC Executive meeting at 4:30 to 5:30 at the Westin Bayshore, room 924. We'll have internet, a projector. Please let us know if you need to Skype in so that we can coordinate computers.*  
*EDC Executive dinner and continued meeting at 6 pm. Cardero's restaurant*

**EDC General Meeting** Tuesday, June 16, 2015 from 4:30 - 5:30, Westin Bayshore Hotel, Seymour room  
**Next meetings (Deb with Chris Smith will send a doodle poll)**

## 7) Adjournment

- a) Thanks for new Executive members joining early to help with the transition of members

## Completed Action Items

- Action Items – moved Tim’s Action Items, others will send updates (Erika and everyone)
- Update Calendar – use track changes to correct and update the new draft (everyone)
- EDC Discussion paper on Accreditation completed, and circulated to EDC Executive – read, and identify a recommendation perhaps for STLHE EDC GM (Everyone read, Erika put on agenda)
- Circulate to mail list to share EDC 2015 conference pictures and resources from the conference (Stephanie)
- Will have a Spring (April 30) and Fall (October 31) Call (Carolyn)
- ED Institute 2015 Resources used will be posted on the website (Stephanie with Celia)
- International Interaction: Visitors from Africa coming to Western, Representation from EDC – Erika Kustra Bring pins, possible copies of Green Guides, and speak about ED Series (Erika)
- How will the Teaching and Learning Canada event help or be disseminated (not able to disseminate)
- Action Groups: Send out reminder for and update for STLHE EDC GM (Erika)
- Teaching and Learning Centres Directors meeting – consider building agenda based on EDC discussion – send out topics, and reminder of length of time (Stephanie, Erika)

## Remaining Action Items

### 1) Meeting Logistics

- Go back to past members to invite them to renew membership (Erika)
- Bag update – waiting to send message out to members, as the elections are underway, and Living Plan emails and grant emails circulating (Secretary)
- Voting process – confirming that a new voting process will be examined for future elections (Secretary)
- For our next meeting, bring example templates to guide look and feel for EDC Guide Series thinking about online format (everyone)
- Living Plan for STLHE, and Accreditation depending on time (Erika follow up with Natasha)
- Stephanie will prepare template for GM slides, send information in advance (Stephanie)
- Action Items and Calendar Update check for updates, and post to web once confirmed (everyone)
- Consider how we use the wildapricot system – ask Jon to give instructions on the discussion board (Erika)
- Planning for EDC Executive Meeting/Retreat and for EDC GM
  - 4:30-5:30, dinner 6:00 – create draft agenda for EDC Executive meeting (Erika)
  - Review Slides for GM (Stephanie circulate draft in advance)
  - Strategic planning – outcome or goal one per portfolio and plan for next year (good way to bridge old and new members) (everyone)
  - Consider grant – new journal proposed and considering how to address, as there is an ongoing cost for running a journal
  - Prep
- Next meetings (Deb with Chris Smith will send a doodle poll)

### 2) EDC Conference

- Finalizing MOU (Erika and Jordanne)
- Four hour meeting prior to EDC Conference was an excellent opportunity this year, keep it in plans for EDC 2016 – Monday Feb 15 (Erika)
- STLHE Board Meeting confirm if it will be Feb 19 what day they would like (Deb, Erika),
- EDC AGM to be during lunch (Erika)
- consider Thursday if there is a session or activity post-lunch (Erika)
- Follow up meeting with Tim, Jordanne (Erika)
- Need to confirm that people are not in more than 2 sessions (Erika)
- EDC Conference Postcards to STLHE and POD, ICED (Erika)

- ix) Keynote if there are recommendations please let us know (everyone) possibly from POD Final session: Leveraging our collective experiences – Debra Desire (Michigan State University), Alan Galiche (Ohio State University), Mathew Kaplan (University of Michigan), Matt Ouellette (Erika to follow up)
- x) MOU – Legal representative from University of Windsor raised some issues including details of legal responsibility in circumstances of someone being hurt on campus, and the issue that EDC is not a legal ‘person’ (Erika) Share any changes to use for EDC Institute
- xi) Detail meeting with Jordanne, Celia and Erika (Erika)
- xii) Build into guidelines for EDC host that report budget update midway, being aware that some costs are not confirmed until later – add this to call and use this mid-December (Erika) add to call and guide for future years (Jordanne/Celia)

### 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 on going)
- 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 Website has become backbone of information – waiting for STLHE to confirm next steps for website given issues, and moving forward (Deb to update)
- iii) Updating the web again Friday – send updated links and documents on Friday (everyone)
- iv) Will update new Executive members following June GM (Stephanie)
- v) Would anyone like to share the twitter and facebook account? This would help share the information (anyone)

### 4) Financial

- a) Brad Wutherick willing to host a web discussion for EDC members on Centre budgeting (Erika)
- b) 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)
- f) Need to consider if we will need to add a standing expense to the budget for the guides – likely an invoiced expense for graphic design (~\$1000), copy editing and final proof (~\$500-1000) – general executive consensus that agree we should add this as a standing item, raise with membership (Tim)

#### 5) Membership and A/GM Preparation

- a) Determine if we buy new EDC bags - Confirm process regarding bags (Carolyn plans to send out a quick email about grants after Fall – may be too short a timeline, follow up after STLHE (Erin)
- 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)

#### 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 send Fall (October 31) Call (Carolyn)
- iii) Share proposal to identify issues should address (Carolyn circulate and everyone review)
- iv) One grant need to discuss with STLHE Board to consider best way of moving forward (Deb and Carolyn)
- v) Have additional funds in surplus so are able to fund all 4 if meet full criteria and all budgets warranted to maximum of \$3000 – confirm with reviewers (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) Explore whether eventually this type of foundational institute might be every other year, and on alternative years have a focussed topic to allow people to go deeper in on topics (such as intercultural communication, project management, conflict resolution, mediation, strategic budgeting) (Carolyn)
- vi) Include link on website to CHERD and SUAC for workshops and resources that are relevant to people in leadership roles in Educational Development (Stephanie)

##### 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)
- iii) Carolyn will connect with Jeanette about look and format for the series (Carolyn)
- iv) Template – Carolyn has approached a person for possible work – bring samples for June EDC Executive meeting in June (everyone)

## 7) Increase International Connections for EDC

- a) POD/ICED

## 8) Action Groups: Goal to involve more EDC members

- a) Send reminder for the report about two weeks before the conference (Erika)
- b) **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)
  - iii) link the notes on mentoring to our web site (Stephanie)
- c) **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)
- d) **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)
- g) **Accreditation of Centres Action Group**
  - i) EDC Discussion paper on Accreditation completed, and circulated to EDC Executive – read, and identify a recommendation perhaps for STLHE EDC GM (Everyone read)
  - ii) Action group has now completed their activity, so the action group is now complete and can be updated on the EDC Action Group Website (Stephanie to post to website, and update that the Action group as now complete)
  - iii) Next steps:
    - (1) Start with a sub group, and pilot
    - (2) Consider collaborating with SIG Teaching Assistants and Graduate Student Advancement would complement work done on competencies, and would add to synergy with STLHE
    - (3) Focus on voluntary, peer review approach – consistent our EDC values
    - (4) Take it back to the Action Group and open up membership to action group and let Executive know their response (Celia and Erin)
    - (5) Call out for new action group members in GM
    - (6) Aim to present and discuss for February Executive 2016 (Erika make sure on slides)

## 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)
  - iii) Mentoring new executive – overlap time, individual meetings
  - iv) 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)