

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

Meeting of the EDC Executive
Wednesday, November 21 2012; 11:00-1:00 (EDT)

Minutes

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

Regrets: Nicola Simmons

1. **Adoption of the agenda** (Deb Dawson, all)
 - a) Adopted with minor revisions (Called by Deb, accepted by all)
2. **Minutes of previous meetings for approval** (Erika Kustra, all)
 - a) Moved by Erika (Accepted by all)
3. **Updates in Brief**
 - a) Chair's report (Deb)
 - a. Apologies for being away
 - b. Will be meeting with Nicola next term
 - c. COED meeting Friday November 23, 2012. Deb will make sure the EDC Conference is raised (Deb)
 - b) Past Chair's report (Nicola Simmons)
 - a. defer
 - c) Professional Development and Grants report (Paola)
 - a. Grant reports have all been submitted and Natasha posted online
 - b. Institute work (see section 5)
 - d) Conference report (Marla)
 - a. Deadline for Proposals circulated and will be next Friday, November 30, 2012
 - b. Dates for review are included in the proposal
 - c. Plenary speaker confirmed – Connie Schroeder “Coming in from the Margins”
 - d. Need to circulate email about Student Bursaries (Marla)
 - e) Finances/Budget report (Tim)
 - a. 2012 Budget – have received receipts
 - b. Looking for a balanced budget
 - c. Copy of current 2012 Budget with actuals circulate
 - f) Communication report (Natasha)
 - a. Updated web content – minutes, moved annual calendar as requested, grants
 - b. Forwarded template to collect data for Action Groups
 - c. Will Collaborate with Paola to get the Institute Information up on the web
 - d. Would like to send a holiday greeting to membership (Natasha and Deb)
 - e. Would like to add some more introductory content to the web
 - g) Secretary's report (Erika)
 - a. Meeting minutes
4. **Finances** (Tim)
 - a) 2013 budget planning & approval process
 - i. Income is primarily from memberships, and from portion of the Institutional memberships, also surplus due to EDC Conference
 - ii. Can build 2013 based on last year's categories, or could consider whether some of the expense categories need to change (eg. Miscellaneous category)
 - iii. May need to increase allotment for Institute for the one year that we transition

- iv. Tim will circulate a document with options to consider , including reduction of surplus for EDC Institute and commitment to membership to reduce membership for those who attended 2012 EDC Conference (Tim, everyone)
- v. Follow up with deferred grant to ensure the amount is being used this year (Paola)
- vi. Include explanatory notes for version circulated to the members (Tim)
- vii. Budget vote must come in before the end of the year

5. EDC Institute (Paola)

- a) Update – circulated revised EDC Institute document
- b) Review calendar for offering – some confusion over the dates and locations
 - i. 2013 in the West, 2014 in the East
 - ii. Hard to rotate because either STLHE or EDC conferences are central each year so may want to consider the issue of where the conferences are hosted, but leave it open to the Call
 - iii. Committee decided to leave location open
 - iv. Try to have the call well in advance so that people can plan expense to attend
- c) Executive believes that this initiative is an appropriate place to invest the surplus
- d) Funding will be given for a certain amount (\$4000) and spending will be up to the discretion of the hosts, with appropriate accounting – applicants will be asked to include expected ways to spend the \$4000 in their budget submission
- e) Institute is designed to be cost-recovery only
- f) Concern – should we share revenue generated for EDC Conference, may be confusing if we don't do the same thing for Institute
 - i. Committee supports: Any revenue will be shared between the hosts and EDC
- g) Do we want to create an account for Contingency Fund to address losses?
 - i. Good to have one for a few years, at least until we know the exact costs- revisit in two years
 - ii. Appropriate use for surplus
 - iii. Committee supports the development of an EDC Institute Contingency Fund, and will raise with membership in the Annual General Meeting
- h) Update to Outcomes page 2 – first two desired outcomes for new developers will be repeated for experienced developers, and add new outcome for experienced developers regarding leadership
- i) Committee supports the idea of having needs-based bursaries, available when surplus funds are available for the cost of registration.
 - i. Application form for bursaries would allow people to identify their rationale.
 - ii. Change language to help select applicants, but leave application open
- j) Format to be announced at EDC Conference (Also COED)
- k) Will make final revisions to EDC Institute document, circulate to members after November 30 (Paola)
- l) Build web site (Natasha)
- m) Build in request to develop a contingency fund for EDC Institute (Tim)
- n) Build in possible Bursaries for EDC Institute (Tim)

6. Special Projects Webpage (Natasha) (10 min)

- a) Updates from Template to be posted on website – living site that will evolve
 - i. Code of Ethics Group – confirmed with Nicola Simmons
 - ii. ED Portfolio Guide – confirmed with Jeannette McDonald
- b) By-laws: Revisions to include after Section 6, Section around the institute
 - i. Consider this week, and add to agenda to discuss next meeting (Erika)
- c) Craft Holiday Greeting (Deb and Natasha)

7. Action Groups

- a) Code of Ethics for Educational Developers Update (Nicola)
 - i. Nicola sent report that the work of the committee will be presented at EDC as part of the Institute

- b) 3M Collaboration – Initiate group (Deb)
 - i. Nicola gave Deb notes
 - ii. Raise as an earlier item for discussion next meeting (Erika)
- c) Conference Manual – targeted invitation to membership to join committee – from those who have recently used the Manual (Marla)
 - i. Jeanette MacDonald would be willing to play a role as someone currently using the manual
 - ii. Invite hosts from next conference to play a role as well
- d) Consider short form, and some formats from STLHE

8. Increase International Connections for EDC (Deb)

- a) Confirm attendance for ICED, POD
 - i. Deb will attend ICED in Sweden (Deb)
 - ii. POD 2013 – Pittsburgh (Deb)
 - iii. Lilly - Miami Ohio (Erika possibly)
- b) Identify method to contribute results back to EDC Members
 - i. STLHE Newsletter – EDC Corner
 - ii. EDC listserv
 - iii. Conference session if appropriate
 - iv. Social Media – ex. Twitter during event, or record a video that post in Linked-In or Facebook

9. Conference Proposals (Marla)

- a) Confirm registration amount
 - i. Pre-conference fees \$40 for both half and full day, because it covers the lunch (indicate this)
 - ii. Conference fees (\$285)
- b) Reduction due to surplus confirmation
 - i. This is from the 2013 budget, which has not been confirmed yet
 - ii. If apply \$25 rebate – does it apply to everyone, all members, or those who attended last year
 - iii. No rebate for this year
 - iv. In June were talking about what to talk about surplus – would go towards membership in EDC
- c) Subsidy for students fees - not feasible for differential fees this year
 - i. Would like to, but not able to arrange for this year, and will use bursaries instead since have Bursary Program still for this year, which has not been well used (need to revisit this Bursary program)
 - ii. Do not know how many students actually attend, adding question to registration form
- d) Bursary - students and Educational Developers - criteria to prioritize requests
 - i. Add line item for more open Bursary or open up the Student Bursary (\$1000) (Tim)
 - ii. Marla draft wording for e-mail to be circulated offering students, and mentioning more general bursary (Marla)
 - iii. Criteria – Marla re-circulate e-mail with possible questions to consider (Marla)
- e) Jeannette circulated a registration form for feedback (everyone)
- f) Cannot move to differentiated fees this year – do not have enough information
 - i. Add it to the 2014 conference details
 - ii. Need automated way to check membership
 - iii. Would need to purchase both STLHE and EDC membership

10. Action and future items (all)

- a) See end of agenda to confirm deadlines and order (everyone)

11. Future Meetings (Erika)

Friday December 14th from **2:00 p.m. - 4:00 p.m. NOTE: revised time**

Find times for Winter Term – Alicia will circulate a Doodle for members to complete

12. Adjournment 1:00 Moved by Deb, approved by all

Action Items

Completed Prior to the November 21, 2012 Meeting

- Natasha will create a special projects template (Natasha)
- **STLHE Survey** (deleted) Review of EDC member data: Consider meeting to review during EDC Conference; invite other who are interested to join–(**remove now data is old**)
- **Finding ways to recognize and communicate work**
 - i) Contributors Thank you Page - Need help finding out who would like to be recognized (Natasha addressing through Webpage for now)
- Move the Annual Calendar file on website to the section for EDC Executive Documents (Natasha)
- Ron Smith had ideas for projects he mentioned to Nicola (Nicola will find notes and give to Deb)

Remaining Action Items

1) Meeting Logistics

- a) Everyone examine the Action Items - send Erika updates and potential deadlines for all action items (**everyone**)
- b) Add EDC Institute Call – Proposals announced prior to conference, remind at conference (**Paola** send refinements)
- c) Find times for Winter Term Meetings (**Deb**)
- d) Annual Calendar – Ongoing update (**Erika with submissions from others**)
- e) By-laws: Revisions to include after Section 6, Section around the institute
 - i) Consider this week, and add to agenda to discuss next meeting (**Erika**)
 - ii) Raise as an earlier item for discussion next meeting (**Erika**)

2) EDC Conference Follow up

- a) Possible for the difference for Non-member fees to be approximately equivalent to the membership cost (**Tim**)
Ongoing – will apply to 2014)
- b) Get registrant list for 2012 to help with decreasing costs for 2013(**Marla**)
- c) Confirm registration amount – Jeannette circulated a registration form for feedback (**everyone**)
- d) Need to circulate email about Student Bursaries (**Marla**)
- e) COED meeting Friday November 23, 2012. Deb will make sure the EDC Conference is raised (**Deb**)
- f) Marla draft wording for e-mail to be circulated offering students, and mentioning more general bursary (Marla)
- g) Criteria – Marla re-circulate e-mail with possible questions to consider (**Marla**)
- h) Jeannette circulated a registration form for feedback (**everyone**)

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 (**Natasha** – is there a way to do this on the EDC website?)
- b) Code of Ethical Practice: subcommittee formed based on discussion raised in May retreat – Nicola Simmons, Eileen Herteis.... (Nicola, Eileen Herteis, Ruth Rodgers, Bill Owen, Mary Wilson) - Add this project to our website to acknowledge work of this group (**Natasha**)
- c) Craft Holiday Greeting (**Deb and Natasha**)

4) **Financial**

- a) Not receiving reconciliation of monthly finances (last update May), so following up to receive more current update (Tim)
- b) Need to begin finalizing next year's budget, mid-October send e-mail to membership for feedback on proposed budget (Tim)
- c) Please send any outstanding receipts to Sylvia and cc Tim (everyone)
- d) Will follow up by e-mail to establish budget questions with EDC Executive, and then distribute to membership for voting (Tim)
- e) Tim will circulate a document with options to consider , including reduction of surplus for EDC Institute and commitment to membership to reduce membership for those who attended 2012 EDC Conference (Tim, everyone)
- f) Follow up with deferred grant to ensure the amount is being used this year (Paola)
- g) Build in request to develop a contingency fund for EDC Institute (Tim)
- h) Build in possible Bursaries for EDC Institute (Tim)
- i) Add line item for special case Bursary (\$1000?) (Tim)
- j) Tim will circulate a document with options to consider , including reduction of surplus for EDC Institute and commitment to membership to reduce membership for those who attended 2012 EDC Conference (Tim, everyone)
- k) Include explanatory notes for version circulated to the members (Tim)

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

- a) Prepare bags and pin to new members (Erika Ongoing)

6) **Professional Development:** Moving forward based on Institute and AGM feedback

- a) GM/PD Overall view of Professional Development directions (Paola finalize)
- b) Develop a business plan for Institute
 - i) Subcommittee (Tim, Paola, Erika)
 - ii) Develop web page with information on this (Natasha)
- c) Will circulate an initial short e-mail text about the EDC Institute, with longer information posted on the web (Paola and Natasha)
- d) Revise and circulate to membership soon - request feedback and proposals, and encourage serendipitous or creative suggestions (Paola)
- e) Will make final revisions to EDC Institute document, circulate to members after November 30 (Paola)
- f) Build web site (Natasha)
- g) Build in request to develop a contingency fund for EDC Institute (Tim)
- h) Build in possible Bursaries for EDC Institute (Tim)

7) **Increase International Connections for EDC**

- a) Confirm attendance for ICED, POD
 - i) Deb will attend ICED in Sweden (Deb)
 - ii) POD 2013 – Pittsburgh (Deb)
 - iii) Lilly - Miama (Erika)
- b) 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?)

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

- Natasha will create a special projects template Please send information to fill the template to Natasha (all)
- a) **EDC specific publication** – peer reviewed journal or book (may come out of working groups)

- i) peer reviewed journal or book (Erika and others meeting with Jeannette McDonald to explore possible ED Dossier Green Guide)
- b) **EDC/3M joint projects** (invite membership)
 - i) Possible areas to be brainstormed, but may also include:
 - (1) Communication issues – promoting advertising events
 - (2) Social Media –consider focused meeting between groups
- c) **Gather Resources** – review of ED jobs may be done already (Marla, find POD article)
- d) **Code of Ethics for Educational Developers** (Nicola and other colleagues ongoing)
- e) **Clarifying core EDC Competencies/Attributes** – What are the core professional attributes/skills/competencies (Deb or others that have expressed interest)
- f) **Conference Handbook Update**
 - i) Conference Handbook – invitation to membership to join committee (Marla follow up)
 - (1) Marla invite people to participate – announce and invite at EDC AGM
 - (2) 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) Consider possible support funding scheme to include non-students (Marla had initial proposal)
- 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)
- g) **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)
- h) **EDC Awards**

- i) if chosen, needs to be aligned with values, living plan, thoughtful and intentional, with the impact we want as an organization