

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

**Meeting of the EDC Executive**

Thursday November 21, 2013

2:00-4:00pm

**Minutes**

**Invited:** Deb Dawson (Chair), Tim Loblaw, Erika Kustra, Stephanie Chu, Jordanne Christie,

**Regrets:** Paola Borin (Tim arrive at 2:00)

1. **Adoption of the agenda** (Erika Kustra) Stephanie moved to accept, Deb seconded, all accepted
2. **Minutes of previous meetings for approval** (Erika Kustra) Deb moved to accept, Jordanne seconded, all accepted
3. **Updates in Brief**
  - a) Chair's report (Deb)
    - a. Process for the election of the STLHE
      - i. Concerns were raised by EDC members and brought to the EDC Chair about problems with the STLHE election process
      - ii. STLHE President has promised to provide a report from the Elections Committee (Deb will let us know when she receives a copy)
    - b) Professional Development and Grants report (Deb on behalf Paola, Paola submitted written report)
      - a. EDC Institute
        - Whole hearted thanks from the EDC Executive to Alice and Ruth for leading the Institute
        - The institute was conducted with 38 participants
        - Paola created an online post-institute feedback survey which was distributed to institute participants following the event and feedback indicates it was well received
        - Feedback from the Ruth and Alice, the institute leaders, is that it was an enormous amount of work, but worthwhile
        - Ruth and Alice are preparing a final report and are now incorporating the institute feedback into the report before submitting the final versions
        - During preparation for the Budget, the issue was raised of whether EDC funds should be used for the institute. Making funds available for down payment of venues and similar costs is quite reasonable, with the expectation that the funds be reimbursed. At the strong urging of one EDC member we should look into how a self-funding model might work
        - For future years, we need to make sure people realize that the Bursary is received after submitting the travel expenses
        - Consider whether a reduced rate should be available for EDC Members (Tim)
        - Pictures circulated by Alice can be used for the EDC Website (Stephanie)
        - Should this be run annually or bi-annually - Raise at EDC Conference (Erika add to agenda)
      - b. Grants
        - i. One grant recipient is well overdue the deadlines for EDC Grant updates. Paola will touch base with the person again, and expect they will use the funds as expected.
        - ii. We have had a request from one of our action groups for funds to assist with the project on ED portfolios. This project will gather data and resources from a variety of sources (mostly those involved in the project) and hopes to create a publication to be made available online.
    - c) Conference report (Jordanne)
      - a. EDC 2014 Conference
        - i. Extended proposals submissions
        - ii. 53 submitted

- iii. Review process is underway – slight revision to timeline to reflect extension
  - iv. President of HERDSA interested in attending EDC - formal invitation (Deb)
  - v. 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)
  - vi. Contact Lynn Taylor to confirm re: registration (Tim)
  - vii. Someone contacted Jordanne about Bursary – what is process?
    - 1. Review by EDC Executive based on drafted criteria (Jordanne)
      - a. Bursary recipient should be EDC Member generally (exception may be made for students)
      - b. Priority for student and needs based
      - c. Priority for first-time applicant
      - d. Priority for Presenting?
    - 2. Ensure recipient knows that submit travel receipts to receive Bursary
    - 3. Recall that Bursary is matched by hosting institution
- b. EDC 2015 Proposals
    - i. Circulate submitted proposals with criteria (Jordanne)
    - ii. Review independently (everyone)
    - iii. Discuss during next EDC Executive (Erika add to agenda)
- d) Finances/Budget report (Tim)
    - a. EDC Budget Update
      - i. 2014 Budget circulated and reviewed by members
        - 1. Concern raised by one person that EDC Institute not named specifically, but Tim clarified that it could be funded from other areas of the budget if needed
        - 2. No direction from STLHE Treasurer received for changes
        - 3. Projected balanced budget of 14,000
        - 4. Likely income will be greater than conservative projected estimate
      - ii. Vote circulated for budget
        - 1. Reminder will go out from Tim on Monday
        - 2. Budget will be forwarded to STLHE Board once vote completed
      - iii. Should contingency fund be separated and placed in something such as GIC?
        - 1. Need to have \$13,000 for the contingency funds for EDC
      - iv. Note: There is no official notification of STLHE transfer of funds, perhaps because collection of institutional membership occurs slowly over time (Tim)
      - v. 2013 Budget – only have actuals up to August, will be impacted by EDC Institute
  - e) Communication report (Stephanie)
    - a. Website updated
      - i. Updated EDC previous executive as much as possible, waiting for missing details
      - ii. Muriel has been exceptionally helpful
      - iii. Followed up with Jeannette about resources for Pathways to share
      - iv. Tracking history – develop resource for future executive, example roles, decisions
    - b. Looking at cost for a Blog
      - i. May be part of system, or separate – Muriel is looking into the costs
      - ii. Looking at Resources Log
    - c. Members only space – have STLHE members only, but may not have EDC members only space
      - i. So share things on our website – and make sure can be shared with everyone
    - d. Christmas Card
      - i. Possible picture of Calgary – winter scene in next week (Tim)
      - ii. Message from EDC Chair (Deb)
    - e. Wording for Bylaw
      - i. Proposal 7.2 – Powers and duties
      - ii. Circulated an example by email – everyone review wording and reply to Stephanie (everyone- review and send by next meeting)
  - f) Secretary's report (Erika)
    - a. Action Items to be reviewed (everyone)

- b. Minutes to send to Stephanie (Erika)

#### 4. Action Group (15 min)

##### a) Bi-monthly

##### i. Educational Developers Portfolio (Erika for Jeannette MacDonald)

- Met virtually
- Ask for endorsement of the Guide as an EDC publication – EDC Executive does support the initiative, it is consistent with values and goals
  - a. Do we need a business case?
  - b. Develop template – may need to pay for development
- Explore funds for editorial and formatting/production that we could use to support the initiative
  - a. Look how much this would cost
  - b. Possible to apply for Special Project for template
  - c. Possible EDC grant proposal for launch
- Action Group is excited at the thought of using this Guide to initiate a series of EDC produced papers, guides, that provide valuable resources. As we noted, down the road there could be a new chair role for publications under which the Resource Review that Julie looks after could come under, the preparation of EDC guides, papers, etc.
- EDC Executive supports the initiative, would recommend a grant application for 2014, and if fund required sooner, to submit a Special Project Request

##### ii. Social Media Action Group (Jordanne)

- Arranging meeting
- Waiting for the cost of Blog – exploring WordPress, or our site
- Working with Muriel for cost, exploring whether have own domain
- Tim created a twitter for #edcyc

##### iii. Education for Sustainability Action Group (Erika for Alice Cassidy)

- Group met two days ago via Webex for a very productive meeting, at which they gave updates on sustainability-related work they are each involved in, and will include in a PowerPoint for the session Vivian submitted to EDC for February
- Considered ways to raise the profile of the group, such as through twitter, listerv messages and EDC Linked In group messages to invite people to join us
- Showing examples of the value or, and specific examples where the action group has provided guidance to those of us working in this area and how, really, sustainability education and leadership is key to the work of all educational developers as it overlaps so much with good pedagogy. For example, experiential learning, flexible learning, learning innovation, link of class activities and assignments to clear learning outcomes (and we also noted that these are in large-scale in nature at our institutions), as well as complex, real-world, focus on hands-on learning, and other aspects of good pedagogy.

##### iv. Mentoring Action Group (Deb)

- Full membership of 20-30 people, with Steering Group
- EDC Institute – (Action completed) - included evening networking with experienced and new people, organized by Ruth
- Pre-Conference workshop planned on mentoring with Deb and Teresa Dawson (Deb)
- Idea for EDC Conference – Buddy campaign, can have a Buddy, raised with Lynn Taylor (Deb)
- There are positions, but not enough qualified people – may need to consider EDC Masters

##### v. Starting a Centre: Resources and Support (new - defer)

##### vi. Recognize and Value Educational Development Contributions (Paola – Carol, defer)

- Need to ensure that recognize members
- Hopeful able to launch something new at the conference (Paola follow up and let us know)

- vii. Guidelines of Ethical Conduct Action group: Jeannette McDonald (possible new group)
  - 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)
  - Ask Jeannette if she is willing to initiate, and Mary Wilson may be willing to continue from previous Action group (Erika)

**5. Other (all) (5 min)**

- a) Definition of Educational Development/Developer (Deb ask Gayle Erika follow up)
  - i. Raised by Alice Cassidy and Ruth Rodgers for EDC Institute
  - ii. Raised in Ontario during a Faculty Engagement in Educational Development (FEED) Symposium
    - Raised by Ontario Auditor General, pressures from government, faculty unions
  - iii. College mandatory training, localized in the way it is managed
  - iv. Useful to gather existing definitions, and choose a definition relevant to Canada
- b) Issue of A/GM – is there a different way for EDC to meet?
  - i. Concerns- ways to maximize concurrent sessions
  - ii. Bylaws do require it, and we get a reasonable turn out for AGM
  - iii. Should the EDC PD session be together with the AGM?
  - iv. Consider having Friday lunch into a working lunch with the AGM, prior to the plenary
- c) Writing Retreat
  - i. Writing Retreat by Nicola Simmons – very effective combination of writing and retreat
  - ii. Growing area for Educational Developers
  - iii. Hoping it will be offered again, EDC would be happy to promote if it was offered again
- d) EDC Elections
  - i. Elections for EDC Chair, and Vice-Chair Professional Development (end of second term)
  - ii. Treasurer – two year appointed, and Tim Loblaw willing to continue
  - iii. Develop Nomination Committee – select one member by EDC Executive (consider who to invite)
    - EDC GM call for two members from membership (Stephanie and Erika)

**6. Future Meetings**

*Thursday December 5th, 2:00 p.m. - 4:00 p.m.*

*(confirm next meetings) – Alicia will contact (Deb)*

*February EDC Conference – Pre-Conference Lunch Feb 19 and evening dinner??*

**7. Adjournment** Deb Called for adjournment 4:07pm

## Completed Action Items

- Number of EDC Institute participants (Paola)
- Add Jordanne and Stephanie to the EDC exec list (Paola/Erika to contact Muriel or Sylvia)
- 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)
- Invite Action Groups to Blog, twitter (Social Networking Action group engaged in this).
- EDC 2015 Conference Proposals - Discuss during next EDC Executive (Erika add to agenda)
- Encouraging Bursary applications - Send a reminder e-mail (Jordanna)
- By-law draft wording regarding expectations of EDC Executive (Stephanie)
- Will send an introductory email to the list, and include a summary of the different ways to communicate (Stephanie)
- Central Repository of Job Descriptions-Invite everyone to submit full descriptions on LinkedIn - encourage them to post the full description as an attachment (Stephanie and everyone)
- Following up to determine if EDC grant cheques distributed (Tim)
- In September will start building 2014 budget, and will circulate draft to Executive, then membership and STLHE Treasurer and STLHE Board (Tim)
- By-laws: Should we have revisions to include the EDC Institute after Section 6, Section around the institute
  - EDC Conference is listed in Bylaw 6 – should we add Institute - reconsider in 2014 (No – does not need By-law)
- 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)
- Recognizing and Valuing Educational Developers' Contributions Action Group - Ask person who raised the idea if they would be willing to lead the Action Group (Paola)
- Mentoring Action Group
  - Ask for a small group to volunteer as a Steering Group (Deb)
  - Add description to our Action Group webpage (Stephanie)
  - Hold virtual meeting with Mentoring Action Group Steering Committee prior to next EDC Exec meeting (Deb)
- Guidelines of Ethical Conduct Action group: Jeannette McDonald (possible new group)
  - a) Ask Jeannette if she is willing to initiate, and Mary Wilson may be willing to continue from previous Action group (Erika)
- Logistics for Action Groups
  - b) Contact Action Groups every 2 months – add it to the agenda alternative months, add to calendar (Erika)
  - c) Contact Action Groups every 2 months (Erika)
- Send reminder to EDC membership about proposal deadline (Stephanie)
- 2014 Budget - Contacted STLHE treasurer and awaiting response. Will follow-up. (Tim)
- Request to Erika to provide an update about the action groups. (Stephanie)
- Pathways to the profession resources developed by Jeannette McDonald – Deb contacted Jeannette, and they are following up to confirm if it is possible to add to the EDC website (Deb)
- Alice Cassidy requested that update the past history for the EDC Executive information on web (Stephanie)
- EDC Conference 2014 - Communicating about proposals and managing the review of proposals can be managed by the hosts, with feedback from Vice Chair as needed (Jordanne communicate with hosts)
- Will send a pdf version of budget (Tim)

## Remaining Action Items

### 2) Meeting Logistics

- Examine the Action Items –send Erika updates and potential deadlines for all action items (everyone ongoing)
- UBC has a new Director, Simon Bates who has worked with the Centre previously – send a welcome and invitation to EDC (Deb)
- 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)
- Minutes to send to Stephanie (Erika)
- Develop Nomination Committee – select one member by EDC Executive (consider who to invite) (Deb, Stephanie and Erika)
- Confirm next meetings – Alicia will contact (Deb)
  - i) February EDC Conference – Pre-Conference Lunch Feb 19 and evening dinner??
- 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

### 3) EDC Conference

- Difference for Non-member fees to be approximately equivalent to the membership cost (Tim for 2014)
- EDC Conference Stream that is relevant to ED Leaders ex. Teaching and Learning Quality, and having meeting associated with the conference (Tim)
- Chair will send an invitation to senior administrators that they are preparing the conference and would like to know what they would find useful in addition to X (Deb contact Lynne Taylor)
- Bursary criteria-Review by EDC Executive based on drafted criteria (Jordanne)
- EDC 2015 Proposals
  - i) Circulate submitted proposals with criteria (Jordanne)
  - ii) Review independently (everyone)
- EDC Conference Manual - Update and forward to Stephanie for uploading to website. (Jordanne)
  - i) See if the manual can be posted in members only and the website. (Stephanie)
- 2014 Conference
  - i) Newcomers welcomed. Bring forward ideas for first timers to next planning meeting (Tim)

### 4) 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) Post modified competencies from Deb Dawson and Judy Britnel’s paper (Deb ask)
  - b) Jeanette’s documents
  - c) EDC Institute 2011
  - d) Pathways project (was on Ottawa website – can those be put on our EDC website? (Deb will ask Jeanette)
  - e) HEQCO project from Deb
  - f) New Direction for Teaching and Learning No 122 (reviewed in Educational Resources)
- f) Will follow up with different executive for material to post (Stephanie)
- g) Christmas Card

- a) Possible picture of Calgary – winter scene in next week (Tim)
- b) Message from EDC Chair (Deb)
- h) Wording for Bylaw
  - o Proposal 7.2 – Powers and duties (Add a By-law 7.4.7? – required to fulfill responsibilities as outlined in their position descriptions, including regular attendance at EDC Executive meetings and EDC AGM and GM. The term may be withdrawn, and the a re-election for the position may be held at the discretion of the EDC Executive.) (Stephanie)
  - i) Circulated an example by email – everyone review wording and reply to Stephanie (everyone- review and send by next meeting)
- i) Check into how to integrate social media content – RSS feeds from Resource and Social Media group’s blog and Twitter onto front page. (Stephanie)
  - i) Would like to set up an educational development blog. Is there funding for the action group. \$99 a year to set-up a blog. May need to transfer funds. Follow-up with Muriel about whether the existing WordPress site can be used. (Stephanie)
- j) Resources
  - i) Judy Britnell article link appears to be broken. Check link and update. (Stephanie) Send full reference to Stephanie. (Deb)
  - ii) Contact Jeannette and Denise about the possibility of posting the pathways to our profession resources on the EDC website or members-only site and inform Stephanie. (Deb)
  - iii) The EDC review: Meta-tag needed to bump it up on ranking. Follow-up with Muriel. (Stephanie)
  - iv) HEQCO project from Deb and other EDC members – add links to website (Stephanie, Paola send link)
- b) Look at these pages- - <http://www.stlhe.ca/constituencies/educational-developers-caucus/> and <http://www.stlhe.ca/constituencies/educational-developers-caucus/membership/> and see how we can make them more inviting. Why would people be interested in joining? (All) Deb suggested a welcome, banner, and photos of people.
- c) Check into domain name and how long we have it for, etc. (Stephanie)
- d) Add a note to each agenda on where to look at each meeting so that we systematically go through the website (Stephanie)
- e) Sharing information about EDC Centres: Spoke to Roger Moore, Editor of STLHE Newsletter – next EDC Corner recommended that we report what goes on with the Centre to share what are the variations and norms, who we are and what we do to help inform about the growing profession (Deb)
- f) Amend text for EDC on the STLHE website (Deb)
- g) Would it be useful to have a simple web page listing all Centres with primary contacts? (Stephanie)

## 5) Financial

- There is no official notification of STLHE transfer of funds, perhaps because collection of institutional membership occurs slowly over time (Tim)

## 6) Membership and A/GM Preparation

- Prepare bags and pin to new members (Erika Ongoing)
- 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)
- 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)
- Summary charts of memberships 2010 and 2013, post information on our website (Paola update and circulate Stephanie post online)
  - i) Review of membership information suggests we need to explore how to increase regional participation in some places
  - ii) Ask all members to check that they are showing on the list, if not, contact Muriel, give date for response (Paola and Erika)
  - iii) Re-explain that membership is now rolling membership
- Should the EDC Institute be run annually or bi-annually - Raise at EDC Conference (Erika add to agenda)
- Should contingency fund be separated and placed in something such as GIC? (Erika add to EDC AGM agenda)

- Bylaw changes – add to AGM agenda (Erika)
- Develop Nomination Committee - EDC GM call for two members from membership (Stephanie and Erika)
- 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)

#### 7) **Professional Development:** Institute, AGM/GM, etc.

- Revise EDC Institute Call to invite submissions for future years - reflect this in the proposal form in future (Paola)
- Does STLHE have the capability for central registration and payment (Tim follow up with Muriel to see if it is possible)
  - May be an alternative open-source registration system that Nicola has used if that is not possible, and Deb will bring forward the STLHE Board (Deb)
- Description of Educational Developers: Alice Cassidy sent a request to explore this topic
  - For advertising the Educational Developer Institute, and our EDC Website to better communicate to people
  - Part of our Professional Development session during EDC Conference (Paola respond to Alice and group, include in next PD)
    - Include : Who are we? How do we describe ourselves to others?
    - Include: Themes for Living Plan
- Living Plan New Theme
  - Revise the wording based on feedback (Paola will draft clarification)
  - Paola will revise the Summary Report of members' responses to post online (Paola revised, Stephanie post)
  - Living plan as a new theme: Paola to work on this, this month. (Paola)
- Consider whether a reduced rate should be available for EDC Members (Tim)
- Pictures circulated by Alice can be used for the EDC Website (Stephanie)
- Definition of Educational Development/Developer (Deb ask Gayle Erika follow up)
- Grants
  - Ensure that people are EDC members when putting out a call for grants and talk about the benefits of membership.
  - Follow-up with Alice and Ruth about EDC membership when allocated grants. (Paola)
  - 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)
  - Send Waterloo's internal conference form to Paola for an example. (Deb)
  - Circulate open call to indicate currently have a pool for small grants, while funding remains (Paola)
- Consider having a session at STLHE about what centre models, sizes and mission (Deb)

#### 8) **Increase International Connections for EDC**

- President of HERDSA interested in attending EDC - formal invitation (Deb)
- 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)
- Contact Lynn Taylor to confirm re: registration (Tim)

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

##### NEW

- **Recognizing and Valuing Educational Developers' Contributions**
  - Send an email invitation to people to be part of recognizing and valuing contributions of educational developers (Paola)
  - Circulate a message to solicit EDC members' interest on behalf of group – all responses to Carole (Deb)
  - Hopeful able to launch something new at the conference (Paola follow up and let us know)
  - Add to website (Stephanie)



- **Mentoring Action Group:**
  - i) Information from Deb posted online (Stephanie)
  - ii) Pre-Conference workshop planned on mentoring with Deb and Teresa Dawson (Deb)
  - iii) Idea for EDC Conference – Buddy campaign, can have a Buddy, raised with Lynn Taylor (Deb)
- **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)
  - iii) Session on being a new Director -
    - (1) share resources from Cracker Barrel (Stephanie, Erika)
- **Guidelines of Ethical Conduct Action group: Jeannette McDonald** (possible new group)
  - d) 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)
  - ii. Add to Action Group website (Stephanie)

#### OTHER IDEAS for PROJECTS

- **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)
- **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
      - iii. Partner on a Blog – opportunity to showcase overview and sample case, including video blog options (Stephanie)
  - e) Deb will touch base with 3M (Deb)
- **Code of Ethics for Educational Developers** (Nicola and other colleagues ongoing)
- **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)
- **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)
- Call for Action Group for Building Professional Capacity? (As part of Email from Deb)