

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

Meeting of the EDC Executive
Tuesday, November 25, 2014 3:30pm-4:30pm

MINUTES

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

- 1. Adoption of the agenda** (Erika Kustra)
- 2. Minutes of previous meetings for approval** (Erika Kustra, all)
 - a) Tim moved to approve minutes, Carolyn seconded, unanimously approved
- 3. Updates in Brief** (15 min)
 - a) Chair's report (Deb)
 - a. Update from STLHE admin
 - i. Ready to send out RFP for a permanent administrator
 - ii. We were audited by Revenue Canada, and Elaine is submitting documents
 - b. Met with 3M Representative for a half day with 3M Council, Deb met with them over lunch
 - i. New person is primary contact for 3M
 - ii. Ideas will be taken back to 3M
 - c. Teaching and Learning Canada Summit (Charitable Organization associated with STLHE)
 - i. Took place, involving Chair of Academics without Boarders, and a number of members of EDC
 - ii. Waiting to see how the results will be disseminated and shared
 - d. ICED June 13-14, 2015 (2 days prior to STLHE) in Victoria will be June 2015 following STLHE
 - e. Deb attended POD as representative of STLHE Board to nurture relationship between POD and STLHE, and had table at resource fair to circulate cards for STLHE additionally ICED was mentioned at one of the dinners
 - f. Proposed a half day EDC exec retreat for Feb.10 in Winnipeg—retreat will start at about 1PM – location still to be determined-group will have dinner together that night
 - b) Professional Development and Grants report (Carolyn)
 - a. EDC Institute update
 - i. Celia Popovic working on the EDC Institute
 - ii. Developing an MOU - Challenge regarding wording for bursaries as at the moment the host of the institute is asked to provide half (Carolyn)
 - iii. Should we have bursaries?
 1. It helps to support people who could not attend otherwise – EDC executive would like to have them if possible
 - iv. Who pays for the bursaries?
 1. We do have funds for this year, it would be addressed in the EDC budget – it could be from a central pot for both EDC Institute and conference
 - v. Is this a decision for the future or just for this case, or also for the conference?
 1. At this point the bursaries have not been an issue for the conferences
 2. Wording currently says 'normally', could allow it based on preference of host, should you decide to do it, we will
 3. Discuss in February with membership
 - b. Grants - EDC Grants update
 - i. Accepted one grant following revision, and did not accept one grant based on revision
 - ii. One small grant accepted
 - iii. Developed survey, and will circulate it to the EDC Community – results could be discussed at AGM at EDC (Carolyn)
 - c. EDC Dialogue (was Professional Development) – plans for February EDC

- i. Grants
 - ii. Bursaries
- d. Blue Guide – EDC series, bringing one forward from ED Portfolio
 - i. Carolyn will bring forward a proposal for our Blue Guide series on educational development for our next meeting—first of series will be ED portfolio guide—need to have a formal mechanism for submitting proposals and for sending them out for peer review (both proposals and the finished guide)
 - ii. Process and mechanism – develop, could be tied with grants
 - iii. Peer review would be helpful
 - iv. Decide what guides are written, and how to guide the development – consider sending guide – special issue, call for those interested in being in the guide, in addition to invitation
 - v. Develop some guides (Carolyn)
- c) Conference report (Jordanne)
 - a. EDC 2015 Conference Update
 - i. proposals have all been sent out for review, expected back the 26th
 - ii. AGM will be scheduled from 12:00pm to 1:15pm on Friday, with two concurrent sessions in the afternoon and a 15 minute closing session. The preliminary schedule has been removed from the website for now and we will update it once the proposal review is finalized.
 - iii. Executive will aim to arrive a day early, Tuesday February 10 to allow the meeting to take place prior to the AGM
 - iv. Conference hotel has few rooms left—Jordanne will supply at list of nearby hotels to EDCers or ask the conference organizers to follow up on their web site. Follow up is also needed about the dietary needs of conference attendees as this was not collected as part of registration
 - b. EDC 2015 Call Update
 - i. one expression of interest, proposal in development, confirming college co-host
- d) Finances/Budget report (Tim)
 - a. EDC Budget Update
 - i. *Tim will send out proposed budget prior to the next meeting—will follow up with Davar about when it is due to STLHE*
- e) Communication report (Stephanie)
 - a. Website
 - i. Having problems with the new website and the current website, there is no communication from the company. Jon Houseman will itemize and bring the issues forward
 - ii. Jon is wonderful to work with
 - b. Nominations
 - i. Need to communicate accommodations
 - c. Will provide template of slides for EDC meeting (Stephanie)
 - d. Teaching and Learning Centres Leaders Meeting
 - i. First meeting will be at EDC 2015
 - e. STLHE 2015 (BC)
 - i. EDC Executive Meeting: Monday Evening prior to pre-conference *June 15, 2015* at the Bayshore, with the EDC prep meeting as part of Executive meeting
 - ii. EDC General Meeting from 4:30 to 5:00 pm June 16, 2015
 - iii. EDC Dialogue session from 5:00 to 5:30 pm (Welcome reception starts at 5:30)
 - f. Addresses some of the possible conflict with College Sector Award retreat – look for a potential alternative date for the retreat
 - g. Looking for additional space for drop-in space for EDC members
- f) Secretary's report (Erika)
 - a. 3M SoLE Grant review update – committee met, the grants were reviewed, and a recommendation made, one award was given

- b. Nomination Guidelines: need a chair selected before the conference and then committee members chosen at the AGM

4. Action Group (15 min - defer)

5. Other (all) (5 min)

- a) Accreditation for centres update
- b) Living Plan

6. Future Meetings

- *Tuesday December 16th, 1:00 p.m. - 3:00 p.m.*
- *Tuesday January 27th, 1:00 p.m. - 3:00 p.m.*
- *Thursday March 19th, 1:00 p.m. - 3:00 p.m.*
- *Thursday April 30th, 1:00 p.m. - 3:00 p.m.*

7. Adjournment 4:30

Completed Action Items

- a) Living Plan (defer to agenda **Erika**)
- b) Name spelling corrections: Shannon, Roselynn Vervwood (**Erika**)
- c) EDC AGM is at the end of the Friday 2:45-3:45 at end of conference, could this be changed? (**Jordanne**)
 - i) Consider Thursday lunch – extend lunch from 12:00-1:15, shorten Concurrent Sessions B to 60 minutes (to keep schedule), this would allow a Closing 2:45-3:00 and an earlier ending
- d) EDC Dialogue (was EDC Professional Development) Put on agenda to continue discussing focus for EDC 2015 (**Erika**)
- e) **TAGSA interest in Award** equivalent to 3M Student Fellowship for graduate students
 - i) Deb will contact TAGSA, Roselynn Vervwood (UBC) (**Deb**)
- f) Developed survey about grants (**Carolyn**)
- g) Book 2015 meeting dates (**Deb** and Alicia)

Remaining Action Items

1) Meeting Logistics

- h) Some concepts overlap, so the Living Plan should be reconsidered (retreat?)
- i) Note: still have a lot of people who think they are not EDC members, but who are not - contact all members to let them know they are confirmed – and then send message to all STLHE listserv/EDC listserv (**Erika** and **Stephanie**)
- j) Change EDC Executive calendar to include EDC Chair review of 3M Awards in December and January and Treasurer work with Vice Chair Professional Development in order to request funds from STLHE for Grant Recipients in August (**Erika** change in calendar)
- k) Will provide template of slides for EDC meeting (**Stephanie**)
- l) Reminder for EDC 2015 proposals will be circulated next week (**Jordanne**)
- m) Stephanie will continue to try to contact the company (**Stephanie**)

2) EDC Conference

- a) Welcome message for Program (**Deb**) and from STLHE President (**Jordanne**)
- b) EDC Dialogue – opportunity to discuss with a large number of EDC members the issues, trends and questions that benefit from discussion of the national membership (changed from ED Professional Development) – plans for February EDC to continue (grant recipients, recognition of new members , themes of living plan revision, other major)
 - i) What is the priority for the EDC ? – grants, resources, question around Living Plan or grant criteria, decision made by full executive
- c) EDC 2016 Hosting - Prepare backup plan (about 200 people) (**Erika**)

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**)

- 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) Social Media complete (note on the Action Group website) (Stephanie)
- j) Will circulate notifications to members ex. Magna notifications (Stephanie)
- k) Mentorship and online webinars – help Action Group to decide what system to use, and how to archive (Stephanie)
- l) Accreditation for Centres add to website (new) - (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)
- d) Conference 2014 surplus included in our budget, but STLHE has not yet received surplus, so Tim will follow up (Tim)
- e) STLHE Institutional memberships – this amount arrives at the end of the year, have to confirm that money is transferred, \$8000 is projected estimation, Muriel should be able to confirm number of Institutional members (Deb raise with STLHE Board process for membership campaign)
- f) If there are funds, the executive agrees it would be helpful to increase the bursaries to encourage support of new members and support our existing membership – may divide the bursary to target new members, and/or students and one for financial need, or have one fund with priorities (Tim)
- g) Should we start estimating some sort of surplus from the conference (e.g., \$1000)?
 - i) Confirm with Davar (Tim)
 - ii) Note: A levy will be added for STLHE of 10% that the host institution must pay for each conference participant, and any remaining funds will be returned to the host (similar to ICED), Simon Fraser will be paying 7.5% levy – concern that this will impact attendance, because the registration costs were considered very high last year. Ask STLHE if it might be possible to have a sub-group of members/working group looking at different options for generating funds for STLHE in a manner that benefits the members, environmental scan, as well ex. Magna Online no longer has savings for members (Deb)
 - iii) 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)

5) Membership and A/GM Preparation

- a) Prepare bags and pin for new members (Erika Ongoing)
- 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)
- c) EDC Bylaws – STLHE revised Bylaws, but EDC is not required to revise Bylaws - we will still recheck that our current Bylaws are aligned with STLHE (Erika and Carolyn will review)

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

- a) Grants
 - i) Continue to clarify criteria for grants (Carolyn)
 - ii) Two annual grants were asked to revise - review to ensure that the current grants are moving forward (Deb)
 - iii) Clarify criteria for grants - sending out survey to request feedback on what criteria should be for grants – and disseminate on web and for next call – focus is to share back with EDC community (Carolyn)
- b) Focus 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 (Carolyn)
 - i) Consider having a session at STLHE/EDC about what centre models, sizes and mission (Deb/Carolyn)
 - ii) It might be nice to do a SWOT Analysis with the Living Plan during our next ED Professional Development meeting February EDC AGM (Carolyn and Deb)
 - iii) Living Plan analysis –consider online component (Carolyn and Stephanie)
 - iv) PD Session: Previous recipients of EDC Grants – present on how used the funds and outcomes (Maybe EDC) (Carolyn)
 - v) Issue of accreditation and suggest an Action Group (Everyone– discuss at retreat)
- c) MOU: adapting from Memorandum of Understanding for the EDC Conference (Carolyn)
- d) EDC Institute - STLHE website is identifying past event – what can we post now? And contact Muriel to update (Carolyn)
- e) EDC Blue Guides – Developing some guides (Carolyn)

7) Increase International Connections for EDC

- a) ICED – who will be hosting in 2015? (Deb will follow up with STLHE)
 - i) How will the Teaching and Learning Canada event help or be disseminated (Deb)

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

- a) Created Action Group Excel sheet – post on line so name and Leader's contact email on web (Stephanie)
 - i) update Natasha Kenney's contact (Erika)
- b) **Educational Developers Portfolio**
 - i) Planning meeting in Fall (Erika)
 - ii) Picture from ICED presentation (Erika send to Stephanie)
- c) **Education for Sustainability Action Group**
 - i) Sandra Neil presenting work on integrating and quantifying sustainability-across-the curriculum at the Council of Ontario Universities 2014 Learning Outcomes Symposium in October (Toronto), and at the Curriculum Developers' Affinity Group (CDAG) Annual Conference in November (Ottawa) (post on the web, Stephanie)
- d) **Mentoring**
 - i) Deb Dawson circulated summary document to be posted on the EDC Action Group Website (Stephanie)
- e) **Starting Centres/New Directors: Resources and Support**
 - i) Circulate call for people who would be interested in being part of the action group (Erika)
 - ii) Setting up opportunities for new directors to meet online, informally (Deb circulate)
 - iii) Bishops new – Deb willing to welcome them, link to EDC website and resources, grants, institute, conference (Deb)
 - iv) Reach out to connect better to college Centres (Tim developing distribution list, 133, let group know if there are new centres or new directors)
 - v) Session on being a new Director - share resources from Cracker Barrel (Stephanie, Erika)
- e) **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)
- f) **Accreditation for centres-** following up on discussions of accrediting centres or programs

- i) Invite Celia to lead, and ask her to circulate a call for interest in joining an Action Group? (Deb)
- ii) Propose session for February 2015 (Carolyn, Deb, Erika, Tim, Celia)

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)