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

Meeting of the EDC Executive 
Wednesday, October 17 2012; 2:00-4:00 (EDT)
Minutes

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

1. Adoption of the agenda (Erika) 
   a) Moved by Tim, seconded by Natasha, approved by all

2. Minutes of previous meetings for approval (Erika) 
   a) Moved by Paola, seconded by Natasha, approved by all

3. Updates in Brief 
   a) Chair’s report (Deb) 
      a. defer
   b) Past Chair’s report 
      a. defer
   c) Professional Development and Grants report (Paola) 
      a. Circulated document for EDC Institute (see section 4) 
      b. Sent Marla old version of Call for Proposals for EDC Conference 
      c. Final reports for EDC Grants due October 23, 2012
   d) Conference report (Marla) 
      a. Finalizing Call for Proposals during conference call this week 
      b. 2014 Conference will be hosted by Calgary
   e) Finances/Budget report (Tim) 
      a. Increased revenue from memberships 
      b. In the process of reconciling revenues and expenses 
      c. End of October will discuss with Treasurer from STLHE about requirements 
      d. Please send any outstanding receipts to Sylvia and cc Tim (everyone)
      e. Note Paola did not use funding to pay for someone to assist with Grants, so that annual line was not used, so that funding is still available 
      f. Will follow up by e-mail to establish budget questions with EDC Executive, and then distribute to membership for voting (Tim)
   f) Communication report (Natasha) 
      a. Completed EDC Milestone webpage – point form summary of EDC main historical accomplishments
         i. Hope that this will be a living document to report what we have accomplished
      b. EDC Conference website is now live, thanks to help from Brad Wutherick and Marla Arbach
      c. Grants page has been updated with most recent successful proposals
      d. In future plan to clean the website, and add some introductory text as needed
      e. Have not moved EDC Annual Calendar
         i. Will look at moving it under Executive/Document/Executive Meetings/
         ii. Consider having it as a different colour at the top or bottom of each year 
         iii. Or consider table if possible within the site’s web template 
   g) Secretary’s report (Erika) 
      a. Send out meeting minutes immediately
      b. Is colour helpful? For now, return to one colour, revisit as needed
4. **EDC Institute** (Paola)
   a) Update from sub-committee – Reviewed draft Paola circulated based on meeting with Tim and Erika
      i. Will circulate an initial short e-mail text, with longer information posted on the web (Paola and Natasha)
      ii. Goal – Intense and interactive development
      iii. Recommending 3-day Institute based on membership feedback
      iv. Two streams – one for newer, and one for more experienced developers
      v. Change terms ‘faculty’ and ‘Faculty’ to a new term that is inclusive of a broad range of roles and units
      vi. How much experience would be reasonable to expect for the new stream?
         ▪ For example: brand new (no experience) or assume some knowledge or exposure
         ▪ Expect most participants will have approximately 1-3 years’ experience, but facilitators will pre-survey registrants to contextualize the institute as appropriate
         ▪ Will re-circulate possible wording
      vii. Make sure that it is clear alternative models will be considered (wording says ‘ideally includes’)
      viii. Timeframe – chart will be refined to start 2013 in the East
      ix. Location – propose swing across the country like EDC Conference does
         ▪ Try to swing the institute in opposite direction to EDC conference to increase regional offering of professional development
         ▪ Issue – if swing, could disadvantage East and West because the time to swing back is four years, so consider leaving the location open (not requiring a swing), but add it to a criteria to consider location
         ▪ Values of EDC and STLHE to support networking, and need to predict costs well in advance to plan travel
         ▪ Decision to offer a swing for now, and come back to this issue once it has been run
      x. Outcomes – add two outcomes related to networking and learning new things from New stream to Experienced stream, add also a new outcome for Experienced stream “Improved and sustained leadership in ED”
      xi. Include *Criteria for Review*
      xii. Budget – Should we designate how $4000 would be used?
         ▪ Primarily intended for operating expenses to decrease expense for members
         ▪ Could not be used to purchase equipment (capital expense)
         ▪ The use of the $4000 must be identified in the proposal
         ▪ Include in the form what expect the registration cost will be for participants (based on feedback from membership approximately $100/day was reasonable)
      xiii. Can we afford 2 EDC Institutes this year 2013 (one day with conference, 3 days first time)
         ▪ Tim reviewed budget, and we have the surplus to launch this year
         ▪ Concern will we have enough people to attend the one day in Feb, and again in October?
            a. We expect so, given new format
            ▪ Will launch this year where we have surplus ability to run it
      xiv. Revise and circulate to membership soon - request feedback and proposals, and encourage serendipitous or creative suggestions (Paola)
      xv. Thanks for all the effort put in to this, likely to have most significant impact this year
   
   b) Review of Nicola’s document
      i. General support for the proposal
      ii. Would ‘new’ stream need something more foundational?
         ▪ Less of an issue since we will be able to host 3-day format in the same year
         ▪ Leave it to the facilitators to decide

5. **Special Projects Webpage** (Natasha)
   a) Natasha will create a special projects template (Natasha)
   b) Please send information to fill the template to Natasha (all)
i. Include titles, people, etc.
ii. Will it include outcomes? If possible
iii. Keep current grants separate, and only add once the grant has completed and if it continues and evolves
iv. If a project evolved from a grant, we can indicate it’s origin and cross link in the description
v. Would like to have consistent terms – should we use Action Groups Working Groups or Special Projects?

6. Action Groups (Erika)
   Started
   a) Code of Ethics for Educational Developers Update (Nicola)
      i. Will be the topic EDC Institute
      ii. Defer
   b) 3M Collaboration – Initiate group (Deb/Nicola)
      i. Defer
   c) Conference Handbook – invitation to membership to join committee (Marla follow up)
      i. Marla invite people to participate – announce and invite at EDC AGM
      ii. Invite past and future hosts, eg. Margaret Wilson developed handbook for STLHE
   d) 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)

Add others from Remaining Action Items - see (9) below

7. Increase International Connections for EDC (Erika/Deb)
   a) Confirm attendance for ICED, POD
   b) Identify method to contribute results back to EDC Members
      i. Defer

8. Annual calendar (Erika)
   a) Touch base with revisions
      a. Added EDC Conference Website for Communications role
      b. Add EDC Institute Call – Proposals announced prior to conference, remind at conference (Paola send refinements)

9. Action and future items (all)
   a) See end of agenda to confirm deadlines

10. Conference Proposals (Marla)
    a) 2014 conference proposals – confirm that the hosts (see above)
       i. Let the Proposers know
       ii. Announce during the EDC AGM

11. Future Meetings (Erika)
    Wednesday November 21st from 11:00 a.m. - 1:00 p.m.
    Friday December 14th from 1:00 p.m. - 3:00 p.m. (Marla will be away)
    • Find times for Winter Term [Deb]

12. Adjournment
    a) Moved: Marla, Seconded by Paola, Approved by all
Action Items

Completed Prior to the October 17 Meeting

a) EDC Executive would like to send a card to acknowledge Sue (Deb will send mail address to Erika, Erika send card)
b) Annual Calendar – add missing row for Past Chair (Nicola send to Erika for next meeting)
c) Update Action Items and synthesize them to simplify the list (Erika)
d) Create list of larger projects, and invite membership to volunteer (Erika draft, add to Agenda for next meeting)
e) 2014 conference proposals – confirm results of vote by e-mail (Marla will circulate)
f) Circulate OISE webcast if appropriate on EDC website (Natasha)
g) Prepare Call for Proposals
   i) EDC Executive support sending a Call draft in October 9, review at next meeting (Paola, set meeting with Erika and Tim)
h) Post August Meeting Minutes to EDC website (Natasha)
i) Annual Calendar – add missing row for Past Chair (Erika add to Annual Calendar)

Remaining Action Items

1) Meeting Logistics
   a) Everyone examine the Action Items - send Erika updates and potential deadlines for all action items (or indicate whether should move to completed, future, or remove as no longer relevant) (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)

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)

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) Move the Annual Calendar file on website to the section for EDC Executive Documents (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)
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)

7) **Increase International Connections for EDC**
   a) Be part of POD and ICED as chair of EDC, Past Chair or delegate (Deb)
   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**

I. Natasha will create a special projects template (Natasha)

II. 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) Ron Smith had ideas for projects he mentioned to Nicola (Nicola will find notes)
         2) Communication issues – promoting advertising events
         3) 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) List of Executive responsibilities during EDC conference (e.g., who speaks, when)
      vi) Clarify wording for conference manual for student and non-student bursaries
      vii) Clarifications to wording in advertising to indicate non-members are welcome to attend
viii) 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

ix) Change wording to clarify reduced rate for those who are members - difference must equal or exceed annual cost of membership

x) Review the financial portions to ensure they are still accurate

xi) Ask the membership about preferences for how designate collaborators who will not be present at the EDC conference

xii) Keep a record of the numbers registered by date so that future years can tell if the pattern is normal, and include in report

xiii) 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

xiv) Clarify what reviewers should do

xv) Examine process to ensure call, proposal, review instructions align

xvi) Consider possible support funding scheme to include non-students (Marla had initial proposal)

g) STLHE Survey (delete)

i) Review of EDC member data: Consider meeting to review during EDC Conference; invite other who are interested to join (Natasha, Erika, Paola – remove now data is old)

h) 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)

j) Regional initiatives/groups (Leave future for now? Invite proposals from membership, and coordinate? )

1) Let others know what is happening regionally as a first step?

j) 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