

**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) 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

- 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 recognized (Natasha addressing through Webpage for now)
  - i) **Regional initiatives/groups** (Leave future for now? Invite proposals from membership, and coordinate? )
    - i) 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