

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

Meeting of the EDC Executive
Wednesday, October 8, 2014 12:30pm-2:30pm

MINUTES

[https://stlhe.webex.com/mc09011/meetingcenter/newdocshow/newdocshowframe.do?eptParams=dQ1YDffY80ZJ6TtLR2PUz8sxvNATpSsBEpoozdalvAFRAWU2VvQZKXmJSY ErysM2xdP7nbiO9aAj3RoDSDVpLf5w0Hig5q_zzfQuO42dKOniF82Ovi9NG36SLuRctZwRS6i4Nx6f9jErzeHkpIACL_YxMyKp_KMoJsUaeFhNU2qKdbkVY\\$ibBBPk8_OEgRsSIRv4lCjuAyR6lI8QXWi6zJF4_\\$SG6R3bSLBXqiy5ZQOjRV9h53sf\\$elm46uVA4A0&siteurl=stlhe](https://stlhe.webex.com/mc09011/meetingcenter/newdocshow/newdocshowframe.do?eptParams=dQ1YDffY80ZJ6TtLR2PUz8sxvNATpSsBEpoozdalvAFRAWU2VvQZKXmJSY ErysM2xdP7nbiO9aAj3RoDSDVpLf5w0Hig5q_zzfQuO42dKOniF82Ovi9NG36SLuRctZwRS6i4Nx6f9jErzeHkpIACL_YxMyKp_KMoJsUaeFhNU2qKdbkVY$ibBBPk8_OEgRsSIRv4lCjuAyR6lI8QXWi6zJF4_$SG6R3bSLBXqiy5ZQOjRV9h53sf$elm46uVA4A0&siteurl=stlhe)

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

Regrets: Tim Loblaw

- 1. Adoption of the agenda** (Erika Kustra)
 - a) Moved to accept by Stephanie, Seconded by Deb, approved unanimously
- 2. Minutes of previous meetings for approval** (Erika Kustra, all)
 - a) Moved to accept by Deb, Seconded by Jordanne, approved unanimously with spelling corrections
 - b) Name spelling corrections: Shannon, Roselynn Verwood (**Erika**)
- 3. Updates in Brief**
 - a) Chair's report (Deb)
 - a. Update from STLHE admin
 - i. moving forward with new administrative structure
 - ii. All STLHE documents are now stored on Dropbox
 - iii. Started an EDC Chair Dropbox account that will allow the documents to move with the position
 - b. TAGSA Award discussion with Roselynn Verwood – not able to fund the award at the level required from EDC, but we strongly support graduate students (bursaries)
 - c. New Action Group on Accreditation being led by Celia Popovic – approximately 10 people have responded with interest
 - i. Clarify goal of output – Environmental Scan identifying , environmental scan, clarifying how, clarifying why, identifying pros and cons
 - ii. paper presented developed facilitation of community discussion at the EDC conference
 - d. ICED has been unable to confirm a host location, BC has another event at the same time that is affecting the spaces available
 - e. 3M Representative joined Board meeting, contract is up for renewal to sign next week, Robert Lapp and Denise Stockley are going to meet with 3M in London on Friday
 - i. interest in the future to broaden the awards
 - f. Teaching and Learning Canada Summit (Charitable Organization associated with STLHE)
 - i. October 18 weekend (all expenses paid) invitational only, great Canadian thinkers to discuss higher education, run by Arshad Ahmad, who is Chair (Chris Knapper past chair) – STLHE gave a large donation to initiate the TLC
 - ii. How will the event help or be disseminated (**Deb**)
 - g. Mentoring Action group met – hope to have webinar before Christmas
 - b) Professional Development and Grants report (Carolyn)
 - a. EDC Institute update
 - i. Program developing, primarily drawing facilitators from Southern Ontario
 - ii. MOU is being developed for York
 - iii. Is EDC membership required for either the chair or co-chair? Yes – at least one
 - iv. Does registration process need to be online? Institute host responsible – strongly advise online registration
 - v. Non-EDC members charged a higher rate than members – but keep the registration low generally, and difference may be minimal and should not be prohibitive

- vi. EDC will submit budget line to match Bursary funding up to \$1000 for approval by membership
 - vii. EDC would cover contingency cost up to \$2000
 - viii. Intention is not to have a profit from the EDC Institute rather to break even, however if there is a profit, the profit will be divided equally with host and EDC to be consistent with policy for conferences, and to distribute surplus back to membership
 - ix. STLHE website is identifying past event – what can we post now? And contact Muriel to update (Carolyn)
- b. Grants - EDC Grants update
- i. One small grant was asked for additional information, and clarification indicated that only plan was for dissemination through peer-reviewed paper – need to be consistent, encourage them to share in an additional way
 - ii. Two annual grants were asked to revise - review to ensure that the current grants are moving forward (Deb)
 - iii. Clarify criteria for grants: Consider 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) draft for next meeting)
- c. 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
 - ii. Put on agenda to continue discussing focus for EDC 2015 (Erika)
- c) Conference report (Jordanne)
- a. EDC 2015 Conference Update
- i. Extended deadline for proposal submissions to October 30, 2014
 - ii. 8 Proposals submitted (1 Formal Presentation, 1 Half-Day Pre-Conference Workshop, 6 Workshops, 60 min)
 - iii. Reminder for EDC 2015 proposals will be circulated next week (Jordanne)
- b. EDC 2016 Hosting Call
- i. No proposals as of yet to host for 2016
 - ii. Prepare backup plan (about 200 people) (Erika)
 - iii. Raise question about whether we need to maintain rotating structure
- d) Finances/Budget report (Tim – report sent in advance)
- a. EDC Budget circulated
- b. 2014 Budget: the third quarter (Q3) of the budget year ended September 30. Still a bit too early for Q3 financial statements, but I expect to have these for our next Exec meeting. Our only expense for the quarter was a small grant (reminder to submit any EDC Exec expenses if any exist).
- c. 2015 Budget: it is time to start building our 2015 budget in anticipation of circulating it to our membership in mid-November for their review. I've attached a copy of this year's budget for reference. A couple questions for you to consider:
- d. This is the time to consider whether we want to boost/reduce any revenues and expenses. Considering that both the conference and institute occur in 2015, do we need to allocate more monies to bursaries?
- i. 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)
- e. Should we start estimating some sort of surplus from the conference (e.g., \$1000)? For the past few budgets, we left this revenue field blank, perhaps in principle so as not to assume any revenue. In practice, we have taken in some monies (or at least since the cancelled conference in Halifax). Without projecting any revenue, we do limit balancing our budget in relation to membership dues and STLHE grant transfers.

- i. Common accounting practice (prefer a conservative estimate to allow planning if it is acceptable) 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)
 - f. Contacted Davar, the STLHE Treasurer, for some feedback on budget-related matters. STLHE is considering a sub-committee for finances. If this comes to pass, Tim will definitely participate on the subcommittee as it should be part of the EDC Treasurer's portfolio.
 - g. Finally, Tim received important feedback from Davar with respect to the EDC budget surplus. You will note in the attached 2014 budget that we're anticipating to close the year with a ~\$29k surplus. Apparently we have been operating under the assumption that carrying a surplus is not appropriate for a non-profit. Although we have exploring how to reduce this surplus and/or look for ways of moving some of the surplus to another form (such as a GIC), Davar informed me that it is acceptable for a non-profit to carry three years of reserve funds in case the non-profit experiences a loss. Simply put, since our operating expenses are \$14k, we are carrying slightly over two years of reserve funds and under no expectation/obligation to reduce this surplus.
- e) Communication report (Stephanie)
 - a. Website
 - i. Current website is updated
 - ii. Begin planning for EDC – want to do a call for nominations committee at EDC, Erika's term will be complete
 - iii. Have not heard back from company - Geoff was going to give a timeline, but has not received it yet, STLHE has had problems with the company for two years, Deb raised it at STLHE Board meeting, and it is a problem for the other groups
 - iv. Stephanie will continue to try to contact the company (Stephanie)
 - v. Delay contact of members until confirm website
 - b. Will circulate notifications to members ex. Magna notifications (Stephanie)
 - c. Mentorship and online webinars – help Action Group to decide what system to use, and how to archive (Stephanie)
- f) Secretary's report (Erika)
 - a. 3M SoLE – Erika, Carolyn and Stephanie joined the 3M Fellows – waiting to confirm number of proposals submitted, committee will meet October 31 to review the proposals
 - b. EDC Bylaws (defer) –Deb will send to Carolyn and Erika
 - c. New Centres/Directors (defer)
 - d. EDC Members notification (defer)
 - e. November 17 – Erika will not be able to attend this meeting due to a family medical reason

4. Action Group (Next meeting we will ask for update)

- a. Guidelines of Ethical Conduct Action Group (Building from EDC Ethical Principles for ED Practice)
- b. Educational Developers Portfolio
- c. Education for Sustainability Action Group
- d. Mentoring Action
- e. Recognize and Value Educational Development Contributions
- f. Starting a Centre/New Directors: Resources and Support (new)
- g. Accreditation for Centres add to website (new) - (Stephanie)

5. Other (all) (5 min)

- a) Living Plan (defer to agenda **Erika**)

6. Future Meetings

- Monday November 17th, 1:00 p.m. - 3:00 p.m.
- Tuesday December 16th, 1:00 p.m. - 3:00 p.m.
(book 2015 dates – **Deb** and Alicia)

7. Adjournment (2:10 pm)

Completed Action Items

- August Minutes spelling correction (Erika)
- Review Living Plan for next meeting, and add to Agenda for next meeting (everyone)
- Keep on agenda for next meeting (Erika)
- Will circulate reminders to submit EDC proposals (Jordanne)
- EDC 2016 Call for Host
 - Will extend invitation to Eastern and Central region, circulate a revised call due November 3, 2014 (Jordanne) entertain proposals for both 2016 and 2017
 - Offer of interest raised for western region 2016, check if they would be interested in deferring to 2017 (Jordanne)
- Deb will bring forward to STLHE the problems we are facing with the web revision company (Deb)

Remaining Action Items

1) Meeting Logistics

- a) Some concepts overlap, so the Living Plan should be reconsidered (retreat?)
- b) 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**)
- c) 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)
- d) Name spelling corrections: Shannon, Roselynn Verwood (**Erika**)
- e) (book 2015 dates – **Deb** and Alicia)
- f) Living Plan (defer to agenda **Erika**)

2) EDC Conference

- a) 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
- b) Welcome message for Program (**Deb**) and from STLHE President (**Jordanne**)
- c) 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
- ii) Put on agenda to continue discussing focus for EDC 2015 (**Erika**)
- d) Reminder for EDC 2015 proposals will be circulated next week (**Jordanne**)
- e) EDC 2016 Hosting - Prepare backup plan (about 200 people) (**Erika**)
- f)

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)
- i) Stephanie will continue to try to contact the company (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: Consider 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 draft for next meeting)
- 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) Is there a contract for EDC Institutes? Check with Paola, if not, create one for Institute adapting from Memorandum of Understanding for the EDC Conference (Carolyn)
- d) Teaching and Learning Canada Summit (Charitable Organization associated with STLHE) How will the event help or be disseminated (Deb)
- e) EDC Institute - STLHE website is identifying past event – what can we post now? And contact Muriel to update (Carolyn)
- f)

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)
- b)

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)
- c) **TAGSA interest in Award** equivalent to 3M Student Fellowship for graduate students
 - i) Deb will contact TAGSA, Roselynn Verwood (UBC) (**Deb**)