

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

**Meeting of the EDC Executive**  
Thursday September 19, 2013

**MINUTES**

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

- 1. Adoption of the agenda** (Erika Kustra)
  - a) Paola moved, Stephanie – unanimously accepted
- 2. Minutes of previous meetings for approval** (Erika Kustra, all)
  - a) Deb moved, Tim seconded - unanimously accepted with minor correction
  - b) Minor edit – updates in UBC now has one director
- 3. Updates in Brief**
  - a) Chair's report (Deb)
    - a. Shared link to the report circulated from BC by Nancy Randall – opportunity to review draft and provide feedback
      - i. Please review and provide feedback to Deb (**everyone**)
    - b. Article written by Deb – can post for educational purposes, so will now be available on our EDC website
    - c. 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**)
    - d. Alice Cassidy requested that update the past history for the EDC Executive information on web (**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. Consider having a session at STLHE about what centre models, sizes and mission (**Deb**)
    - g. Amend text for EDC on the STLHE website (**Deb**)
    - h. Election for STLHE President – important to promote and encourage members to run (**Erika** add to agenda)
  - b) Professional Development and Grants report (Paola)
    - a. EDC Institute
      - i. Notices have been circulated and reminders circulated
      - ii. Now have 32 registrants – would like more in the novice area
      - iii. Circulate email to STLHE lists serve and COED, mention Bursary (**Paola** and **Erika**)
      - iv. Tim distributed to College Sector
      - v. Bursaries are being approved by the Leaders – and have approved five applications so far – clarify early in the ad
    - b. Grants
      - i. Cheques have been circulated to successful grant applicants
      - ii. Agreed to allow people to apply for small grants during the year as part of one time funding
        1. One person has asked about possible grants
        2. Have the budget flexibility (\$4100 surplus)
        3. Circulate open call to indicate currently have a pool for small grants, while funding remains (**Paola**)
    - c. Professional Development – definition of Educational Development raised by Alice Cassidy

- i. Paola contacted Alice – a short definition was developed for the purpose of the EDC Institute (Erika add to Agenda for future)
- c) Conference report (Jordanne)
  - a. Conference Manual
    - i. Received feedback by email from Executive
    - ii. Ready to distribute and share, consider a working document can adapt as needed
    - iii. Explore whether could arrange a central registration system, may share funding with STLHE to create a shared system (Tim)
    - iv. Confirmed would like to arrange an EDC member discount
    - v. Confirm speakers list
    - vi. Confirm that can be a non-member and attend
    - vii. Modify wording for 'direct costs' page 41 (Paola)
    - viii. Adjust wording page 41 etc. to refer to general bursaries (now open to everyone) (Jordanne)
  - b. Prepare Call for next EDC 2015 (Jordanne, Tim may have a draft)
  - c. Call for Proposals for 2014 draft has been prepared, check by hosts
    - i. Would be fine with the Vice Chair Conferences working with hosts to manage the process
    - ii. 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)
- d) Finances/Budget report (Tim)
  - a. Actuals are up to date for quarterly perspective
  - b. Some of budget does not show yet as actuals – eg. grants, invoices
  - c. EDC is not charged GST
  - d. If submit a receipt, please cc Tim so that he can maintain expectations
  - e. Connected with new STLHE Treasurer and will meet in October to plan budget (Tim), looking forward to a growing relationship
  - f. Will send a pdf version of budget (Tim)
- e) Communication report (Stephanie)
  - a. Examining website to update as needed, ex. Minutes, executive
  - b. Will circulate email to members to introduce self, ask about job descriptions, questions, etc.
  - c. Possibility of having a CTL Directors meeting – ask if people are interested, and if they are, follow up with Tim about finding time at the EDC conference
  - d. Promoting the EDC Institute for BC and locally
  - e. Adding Twitter and Facebook notices – including
  - f. Have posted updated 2013 approved budget
  - g. Would it be useful to have a simple web page listing all Centres with primary contacts? (Stephanie)
    - i. Executive thinks that this would be helpful
    - ii. May be some other categories such as Open Learning, Curriculum Developers
    - iii. Create initial list and circulate
    - iv. Consider resource list as well that centres may have particularly useful resources would like to share
  - h. Resources area – would like to grow and showcase
    - i. Added Deb's article under resources
    - ii. Will consider ways to showcase – google forms may be one method to find one or 2 top resources per centre
  - i. Working through Jeannette McDonald's recommendations and other ideas, and will bring proposal forward for new ideas
  - j. Have been updating e-mail distribution list, and will be contacting Muriel to cross check (Stephanie)
- f) Secretary's report (Erika)
  - a. Calendar review
    - 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 EDC Institute Call
  - b. Action Items review

- i. Issue of GM – need to find a way for EDC members to meet, but may not be a GM (Erika add to Agenda)
- ii. Blog
  - 1. we do not have a blog, should the Living Plan be brought attention in the future in other ways (Deb)
  - 2. Find other ways for members to contribute (Stephanie)
- iii. HEQCO project from Deb and other EDC members – add links to website (Stephanie, Paola send link)
- iv. Open source registration – Tim will take care of
- v. 7D taken care of - \$1500
- vi. Follow up on specific items – let Erika know what has been completed (everyone)

#### 4. Action Group

- a) EDC Ethical Principles for ED Practice
  - i. Nicola has completed her time
  - ii. Ruth Rodgers willing to write a brief summary (EDC Executive agrees) (Erika ask for
  - iii. Once brief summary contributed, the group is complete
- b) Educational Developers Portfolio
  - i. Jeannette is setting up meeting for October
- c) Social Media Action Group
  - i. Contacted group – will connect again in October
  - ii. Consider a blog (Jordanne)
  - iii. Will liase with Stephanie
- d) Education for Sustainability Action Group
  - i. Haven't been active, will move forward
- e) Mentoring Action Group (Deb)
  - i. Asked for volunteers for a steering (Deb give to Stephanie to post on web)
  - ii. Stephanie has a draft phrasing – will send to (Deb)
  - iii. Steering committee meeting on September 27, 2013
  - iv. Have approximately 20 members
- f) Starting a Centre: Resources and Support (new)
  - i. Description on website and call indicate looking for interested members (Deb and Tim)
- g) Recognize and Value Educational Development Contributions (Paola)
  - i. Paola sent invitation and Carole Roderick would be willing to start
  - ii. Deb will circulate on behalf of group – all responses to Carole (Deb)

#### 5. Other (all) (5 min)

##### Living Plan: New Theme

- a) Update
  - i. Membership approved
  - ii. Will post on the web (Paola will send to Deb, and Stephanie )
  - iii. Post on EDC Corner introducing new theme (Deb)

#### 6. Future Meetings

Thursday October 10th, 2:00 p.m. - 4:00 p.m.

Thursday November 21st, 2:00 p.m. - 4:00 p.m.

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

#### 7. Adjournment

Thanks to everyone for their work and for moving through all of the actions

## Completed Action Items

- a) Annual Calendar – check and send updates (Erika with submissions add to Agenda for September)
- b) Send e-mail to approve July minutes virtually (Erika)
- c) Review meeting minutes (everyone)
- d) Received minutes from June Executive and GM and will post online (Stephanie)

## Remaining Action Items (NOT INCLUDING THE NEW ONES FROM THIS MEETING)

### 2) Meeting Logistics

- a) Examine the Action Items –send Erika updates and potential deadlines for all action items (everyone ongoing)
- b) Add Jordanne and Stephanie to the EDC exec list (Paola/Erika to contact Muriel or Sylvia)
- c) UBC has a new Director, Simon Bates who has worked with the Centre previously – send a welcome and invitation to EDC (Deb)
- d) 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)

### 3) EDC Conference Follow up

- a) Difference for Non-member fees to be approximately equivalent to the membership cost (Tim for 2014)
- b) EDC Conference Stream that is relevant to ED Leaders ex. Teaching and Learning Quality, and having meeting associated with the conference (Tim)
- c) 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)

### 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) Invite Action Groups to Blog
  - i) Invite any member to Blog, twitter, etc.
- d) Communicate success and achievements that have supported the Living Plan (Appreciative)
- e) Include in the STLHE Newsletter– Highlights of the year within the context of the Values and Living Plan (Deb)
- f) 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 and other EDC members – add links to website (Stephanie)
  - f) New Direction for Teaching and Learning No 122 (reviewed in Educational Resources)
- g) Will send an introductory email to the list, and include a summary of the different ways to communicate (Stephanie)
- h) Central Repository of Job Descriptions
  - i) Invite everyone to submit full descriptions on LinkedIn - encourage them to post the full description as an attachment (Stephanie and everyone)
- i) Will follow up with different executive for material to post (Stephanie)
- j) By-law draft wording regarding expectations of EDC Executive (Stephanie)

### 5) Financial

- a) Encouraging Bursary applications
  - i) Send a reminder e-mail (Jordanna)

- b) Following up to determine if EDC grant cheques distributed (Tim)
- c) In September will start building 2014 budget, and will circulate draft to Executive, then membership and STLHE Treasurer and STLHE Board (Tim)

#### 6) **Membership and A/GM Preparation**

- a) Prepare bags and pin to new members (Erika Ongoing)
- b) By-laws: Should we have revisions to include the EDC Institute after Section 6, Section around the institute
  - i) EDC Conference is listed in Bylaw 6 – should we add Institute - reconsider in 2014 (Stephanie)
- c) 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)
- d) 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)
- e) 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)
- f) 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

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

- a) Revise EDC Institute Call to invite submissions for future years - reflect this in the proposal form in future (Paola)
- b) 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)
- c) Does STLHE have the capability for central registration and payment (Tim follow up with Muriel to see if it is possible)
  - i) 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)
- d) 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)
- e) Description of Educational Developers: Alice Cassidy sent a request to explore this topic
  - i) For advertising the Educational Developer Institute, and our EDC Website to better communicate to people
  - ii) Part of our Professional Development session during EDC Conference (Paola respond to Alice and group, include in next PD)
    - (a) Include : Who are we? How do we describe ourselves to others?
    - (b) Include: Themes for Living Plan
- f) Living Plan New Theme
  - i) Revise the wording based on feedback (Paola will draft clarification)
  - ii) Paola will revise the Summary Report of members' responses to post online (Paola revised, Stephanie post)
- g) How many people have registered for Fall EDC Institute? (Paola)

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

- a) 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)

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

##### NEW

- a) **Recognizing and Valuing Educational Developers' Contributions**
  - i) Ask person who raised the idea if they would be willing to lead the Action Group (Paola) done

- ii) Send an email invitation to people to be part of recognizing and valuing contributions of educational developers (Paola)
- b) **Mentoring Action Group:**
  - i) Ask for a small group to volunteer as a Steering Group (Deb)
  - ii) Add description to our Action Group webpage (Stephanie)
  - iii) Hold virtual meeting with Mentoring Action Group Steering Committee prior to next EDC Exec meeting (Deb)
  - iv) Information from Deb posted online (Stephanie)
- c) **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)
- d) **Logistics for Action Groups**
  - a) Contact Action Groups every 2 months – add it to the agenda alternative months, add to calendar (Erika)
  - b) Contact Action Groups every 2 months (Erika) (done)

#### **OTHER IDEAS for PROJECTS**

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