

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

Meeting of the EDC Executive
Thursday, September 27, 2012; 2:00-4:00 (EDT)
AGENDA

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

1. **Adoption of the agenda** (Deb Dawson)
 - a) Deb Dawson moved to approve the agenda (unanimous approval)
2. **Minutes of previous meetings for approval** (Erika Kustra)
 - a) Erika Kustra moved to approve the meeting minutes (unanimous approval)
 - i. Post to EDC website (Natasha)
3. **Updates in Brief**
 - a) Chair's Report (Deb)
 - a. Webcast from OISE regarding Ministry paper – congratulations to Nicola and Erika for Panel presentations related to Graduate Degree Level Expectations and Learning Outcomes
 - i. Ask Natasha if a link to the webcast would be appropriate on EDC website (Natasha)
 - b. Connecting to 3M Fellows
 - i. 3M Fellows are eager to collaborate, many of the new STLHE Board are 3M
 - ii. Ron Smith had ideas for projects he mentioned to Nicola (Nicola will find notes)
 - iii. Contact the Student Award winners and College Award winners as well
 - c. Sue Vajoczki - EDC Executive would like to send a card to acknowledge Sue (Deb will send mail address to Erika, Erika send card)
 - d. STLHE Board meeting was not held this month, but will be held October 9, 2012
 - e. 3M Nomination meeting will not happen for another month
 - b) Past Chairs Report
 - a. 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)
 - i. Add this project to our website to acknowledge work of this group (Natasha)
 - ii. Contact POD who have developed a useful contribution
 - iii. Interest in including a session in EDC
 - iv. EDC Executive supports the work and idea to present at EDC
 - c) Professional Development report and Grants process Report (Paola)
 - a. EDC Institute (See Section 4)
 - b. Reminders have been sent to people with EDC Grants that mid-term feedback due in October
 - c. Successful grant proposals have been sent to Natasha to post online
 - d) Conference Report (Marla)
 - a. Working on the Conference Call with Jeanette MacDonald, first draft
 - b. Hope call will be ready to send out in October, with one month notice for deadline
 - e) Finances/Budget Timeline Report (Tim)
 - a. Contacted Greg, STLHE Treasurer to review finances and begin planning for next fiscal year
 - b. Not receiving reconciliation of monthly finances (last update May), so following up to receive more current update
 - c. Need to begin finalizing next year's budget, mid-October send e-mail to membership for feedback on proposed budget (Tim)
 - d. Finances for EDC grant money appeared to be in order

- f) Communication Updates (Natasha)
 - a. Defer until next meeting
- g) Secretary's Update (Erika)
 - a. Have EDC Membership list

4. EDC Institute (Paola)

- a) Examined document summarizing feedback from last GM regarding preferences for Institute.
 - i. Respondents were primarily experienced, and only those who attended the conference were captured in the response
- b) Clear interest in holding the Institute
- c) Note that the hosts of 2013 were initially informed that the EDC Institute would be separated from the conference. May be willing to do it, but need to be informed.
- d) Preference for respondents was for longer format, to hold the Institute for *3 days*
- e) Respondents preferred the Institute to be held in parallel with the EDC Conference (22 people), however, for those who preferred another time, the preference was for summer.
 - i. Summer time allows us to use the residences
 - ii. Could connect to STLHE, or pair with STLHE, but may mean away from office too long
 - iii. October would be in between STLHE and EDC
- f) Cost is definitely an issue – balance between cost to travel and time away from office
- g) Paola circulated EDC Institute framework, adapted from last year
- h) What is purpose of EDC Institute?
 - i. Ongoing, intense development over an extended period.
 - ii. A number of Directors mentioned it would be helpful to have a professional development opportunity for new people, that would happen earlier than the conference, that might be shorter than the conference – more of a training basis
 - iii. Similar issues were raised for people who are transitioning to new roles such as Director
- i) Location and Date: Moving with the STLHE or EDC conference could help move the institute across the country
 - i. Issue – if connect with STLHE people would be away from office a long time
 - ii. Also consider difficulty if time changes each year based on the proposal
 - iii. Consider poll of 3 possible times of full memberships, or holding it on alternating years
 - iv. May want to consider local regional events as well
- j) Given the short time to prepare now, should EDC Executive host again this year?
- k) What do we want to do instead of the EDC Institute before EDC Conference?
 - i. Committee Agrees: Have one day or two half-day concurrent with the EDC pre-conference to look at ED Ethical Principles themes for new and advanced instructors (Nicola will draft for October 9 for two half-days)
 - ii. Continue to call it an Institute, to ensure maintained interest for this year
 - iii. Subcommittee work on call in parallel to prepare call in advance to circulate this Fall
- l) Need to develop a business plan
 - i. Subcommittee (Tim, Paola, Erika)
- m) Send 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)
 - ii. Refer to May Retreat minutes for details of call discussed
 - iii. Ask proposers to indicate preference for time to host
 - iv. Ask members to vote on proposals that are submitted?
 - v. Launch announcement with details for attending the Institute at the February meeting
- n) Consider whether EDC Conference format needs to change to reflect needs of members
 - i. Format of conference could change separate from the Institute

5. **SoTL Guide produced by HEQCO (Deb)**
 - a) Circulated as a collaboration between HEQCO, Caucus, STLHE and McMaster

6. **Increase International Connections for EDC (Erika/Deb)**
 - a) Involvement with ICED/POD and other international groups
 - i. Several international groups are interested in collaborating or doing research with us
 - b) Possible travel funding for EDC Chair to attend international events such as ICED
 - i. Next ICED meeting in Sweden in June 16-18, 2014
 - ii. POD representative October 24-28, 2013
 - c) Outgoing Chair could take on role of External Advocacy in the years where this position is held
 - d) EDC Executive unanimously supports travel funding for a representative from EDC Executive, Chair, Past Chair or delegate, as long as we have the funds
 - i. Examine costs in next fiscal budget
 - ii. Consider how to contribute results back to EDC Members

7. **Annual calendar (Erika)**
 - a) Touch base – calendar remaining 2012 Executive meetings
 - b) Move the Annual Calendar file on website to the section for EDC Executive Documents (Natasha)
 - c) Past Chair
 - a. Missing column for Past Chair (Nicola for next meeting)
 - b. Helpful to post the information, so that people have a sense of the expectations for Past Chair
 - i. Support External Advocacy
 - ii. Provide advice as needed

8. **Action and future items (Erika)**
 - a) See end of agenda – update Action Items and synthesize (Erika)
 - b) Set deadlines or indicate complete/eliminate for all action items - create list of larger projects, and invite membership to volunteer (Erika) draft, add to Agenda for next meeting)

9. **Conference Proposals (Marla)**
 - a) 2014 conference proposals – confirm results of vote by e-mail (Marla will circulate)

10. **Other Business**
 - a) Wiley Learning Institute – approaching people
 - b) Learning Specialists Association of Canada – Pat Rogers, Mary Wilson Plenaries at conference
 - i. Created in 2011, merger of Learning and Study Skills (LASSA) and Learning Specialists
 - ii. Appears to have commonalities with EDC

11. **Future Meetings**
 - a) Wednesday October 17th from 2:00 p.m. - 4:00 p.m.
 - b) Wednesday November 21st from 11:00 a.m. - 1:00 p.m.
 - c) Friday December 14th from 1:00 p.m. - 3:00 p.m.

12. **Adjournment 3:50**
 - a) Moved by Deb Dawson (Approved by all)

Action Items

Completed prior to September 27, 2012 meeting

- a) Examine EDC Annual calendar for remaining 2012 Executive meetings, send changes to Erika if any update (everyone, send to Erika)
- b) 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)
- c) Future meetings confirm by doodle meetings, please hold September 27 1:00-4:00 (Deb)
- d) Note: due to technical difficulties, several members were disconnected early (Erika to follow up with WebEx)
- e) Resources and supports for mentors and mentees (Tim will find resources that he has access to)
- f) 2014 conference proposals reviewed – both excellent, Vote by email so all executive can be included (Marla circulate)
- g) Request expected date to submit EDC financial information and Report so that Janice can incorporate into the EDC budget, and then also pass on to the hosts for 2013, and so that a Conference Report summary can be prepared to present at June GM (Marla)
- h) Each executive provide a short 3-5 sentence personal profile to include on the website, and if have another profile, can send link (2 remaining needed) Natasha to update by end of August)
- i) Meet with Sylvia and Arshad to address issues on the web, include Muriel McKay (Natasha/Nicola)
- j) Grant Proposals – will to post successful applicants online, need proposals from Paola (Paola and Natasha)
- k) Invoice for Bookmarks - forward to Sylvia, and copy to Tim (Natasha)
- l) 2012 Conference final budget timeline: Would like to be able to receive by the end of May to allow to make decisions to present at GM (Marla contact conference hosts, Marla and Janice initially review)
- m) New Members – need updated membership to add to list serves September and October (Erika and Natasha)
- n) Conceptual framework for moving forward (Natasha working with Doug on graphic)
- o) EDC Institute – Draft formal Call (Paola, Marla, Erika draft and circulate to Executive)) update
 - i) It would be helpful to know questions and summary of answers of feedback on Institute (Marla will contact Paola)
 - ii) Likely good to go ahead attached to conference this year, but longer length. Need to have phone call with Paola, and follow up quickly by email (Marla/Paola) Defer to Paola return for details (Paola)
- p) AGM – Would we like to have both the business and professional development component during the AGM and when in schedule? (Yes)

Remaining Action Items

1) Meeting Logistics

- a) Post August Meeting Minutes to EDC website (Natasha)
- b) EDC Executive would like to send a card to acknowledge Sue (Deb will send mail address to Erika, Erika send card)
- c) Annual Calendar – add missing row for Past Chair (Nicola send to Erika for next meeting)
- d) Update Action Items and synthesize them to simplify the list (Erika)
 - i) 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)
 - ii) Set deadlines or indicate complete/eliminate for all action items - create list of larger projects, and invite membership to volunteer (Erika draft, add to Agenda for next meeting)

2) **EDC Conference Follow up**

- a) 2014 conference proposals – confirm results of vote by e-mail (Marla will circulate)
- b) Possible for the difference for Non-member fees to be approximately equivalent to the membership cost (Tim Ongoing – will apply to 2014)
- c) 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) Circulate OISE webcast if appropriate on EDC website (Natasha)
- c) 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)
- d) 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)

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) Need to develop a business plan for Institute
 - i) Subcommittee (Tim, Paola, Erika)
- c) 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)
 - ii) Develop web page with information on this (Natasha)

7) **Increase International Connections for EDC**

- a) Be part of POD and ICED as chair of EDC, Past Chair or delegate
- 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) **Projects and Working Groups: Goal to involve more EDC members**

- 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 Manual Update**
 - i) Send email requesting feedback from conference hosts to help refine the conference manual
 - ii) Draft wording to describe role of VP Conferences
 - iii) clarify timelines, calendar
 - iv) Clarify tasks – eg. who sends out conference feedback request (may vary to some extent based on hosts)
 - 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**
 - i) Review of EDC member data: Consider meeting to review during EDC Conference; invite other who are interested to join (Natasha, Erika, Paola – *Is this still reasonable to do? Or possible sub-committee*)
- h) **Finding ways to recognize and communicate work**
 - i) Contributors Thank you Page - Need help finding out who would like to be recognized (everyone)
- i) **Regional initiatives/groups**
- j) **Peer Visits**
- g) **EDC online mentoring**
 - 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