

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

Meeting of the EDC Executive
Tuesday, September 9, 2014 1:00pm-3:00pm

MINUTES

[https://stlhe.webex.com/mc09011/meetingcenter/newdocshow/newdocshowframe.do?eptParams=dQ1YDffY80ZJ6TtLR2PUz8sxvNATpSsBEpoozdalvAfrAWU2VvQZKXmJSYErysM2xdP7nbiO9aAj3RoD\\$SDVpLf5w0Hig5q_zzfQuO42dKOniF82Ovi9NG36SLuRctZwRS6i4Nx6f9jErzeHkpIACL_YxMyKp_KMoJsUaeFhNU2qKdbkVY\\$1bBBPk8_OEgrsSIRv4lCjuAyR6lI8QXW6zJF4_\\$SG6R3bSLBXqiy5ZQOjRV9h53sfSelm46uVA4A0&siteurl=stlhe](https://stlhe.webex.com/mc09011/meetingcenter/newdocshow/newdocshowframe.do?eptParams=dQ1YDffY80ZJ6TtLR2PUz8sxvNATpSsBEpoozdalvAfrAWU2VvQZKXmJSYErysM2xdP7nbiO9aAj3RoD$SDVpLf5w0Hig5q_zzfQuO42dKOniF82Ovi9NG36SLuRctZwRS6i4Nx6f9jErzeHkpIACL_YxMyKp_KMoJsUaeFhNU2qKdbkVY$1bBBPk8_OEgrsSIRv4lCjuAyR6lI8QXW6zJF4_$SG6R3bSLBXqiy5ZQOjRV9h53sfSelm46uVA4A0&siteurl=stlhe)

Invited: Deb Dawson (Chair), Tim Loblaw, Erika Kustra, Jordanne Christie, Carolyn Hoessler

Regrets: Stephanie Chu

1. Adoption of the agenda (Erika Kustra)

- a) Moved to adopt by Deb seconded by Jordanne, unanimously approved

2. Minutes of previous meetings for approval (Erika Kustra, all)

- a) Moved to adopt by Deb, seconded by Jordanne, unanimously approved with spelling correction (**Erika**)

3. Updates in Brief

a) Chair's report (Deb)

a. Update from STLHE Board

- i. Sylvia Avery has stepped down as administrative support, there will a recognition of her long history of contribution to the 3M and STLHE
- ii. Elaine Simpson, is the current STLHE Admin support, admin@stlhe.ca
- iii. Muriel continues in her current position
- iv. All records from STLHE are being moved to Dropbox – causing issues for cost, exploring alternatives
- v. Changing meeting times – STLHE Executive now meet for 30 minutes prior to the meeting of the full board to enable more frequent meetings, and to help facilitate the business of the board
- vi. Jon Houseman as Secretary will keep the minutes for the STLHE Board, and they will be posted publically
- vii. Shannon Murray is coordinating the 3M Awards, and Deb will be
- viii. Change EDC Executive calendar to include review of 3M Awards in December and January (**Erika** change in calendar)
- ix. Deb will bring forward to STLHE the problems we are facing with the web revision company (**Deb**)

b) Professional Development and Grants report (Carolyn)

a. EDC Institute update

- i. Confirmed proceeding with the April 2015 date at York University, Celia Popovic
- ii. 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**)

b. Grants - EDC Grants update

- i. Appreciated having Stephanie as a sub-committee
- ii. A few clarifications required
- iii. 1 small grant accepted
- iv. 2 regular grants accepted with revisions
- v. Continue to clarify criteria for grants (**Carolyn**)

c. ED Professional Development (Rename to ED Issues for the Profession or EDC Issues or alternative)

- i. plans for February EDC (grant recipients, recognition of new members , themes of living plan revision, other major, clarify grant criteria with membership)
- ii. Clarify how much time will be available during conference – at the moment only one hour within the Manitoba preliminary schedule and only for the AGM, consider extending AGM a

half hour, and decreasing the time spent in the AGM on logistics, more on issues that benefit from discussion when many members are together

- d. 3M SoLE
 - i. Committee has three members of EDC Executive, and three members of 3M Council
 - ii. Met virtually August 29, 2014
 - iii. Committee will be responsible for promoting the grant, and for reviewing proposals
 - iv. Email drafted and ready to circulate to our EDC members
 - v. A total of \$7500 is available, and the expectation is that two or three grants will be funded from that
 - vi. Meeting to review the proposals in October
- c) Conference report (Jordanne)
 - a. EDC 2015 Conference Update – Manitoba
 - i. Partnered with Red River College – will host pre-conference, lunch served by culinary
 - ii. Pre-conference on Program Evaluation offered in-kind, Christopher Adams (bios posted)
 - iii. Banquet will be at the new museum, and they are working to include a tour (may affect timing for Thursday/Friday)
 - iv. Tentative Schedule posted
 - v. Registration and Call for Proposals are open – proposals due October 3, 2014
 - vi. Will circulate reminders to submit EDC proposals (Jordanne)
 - vii. STLHE will have Board meeting on Saturday
 - viii. Looking at organizing a VProvost meeting
 - ix. Bursary – applicant from UK is not a student or a member of EDC, invite them to be a member of EDC, and then they would be welcome to submit a request for Bursary, graduate students do not necessarily have to be EDC members to apply
 - x. AGM is at the end of the Friday 2:45-3:45 at end of conference, could this be changed? (Jordanne)
 - 1. 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
 - xi. Welcome message for Program (Deb) and from STLHE President (Jordanne)
 - b. EDC 2016 Call Update
 - i. Jordanne reached out to Atlantic group, but did not receive any expressions of interest, members of the eastern region suggested possibility of hosting off campus in a central area, which might be helpful because of smaller universities and centres
 - ii. Will extend invitation to Eastern and Central region, circulate a revised call due November 3, 2014 (Jordanne) entertain proposals for both 2016 and 2017
 - iii. Offer of interest raised for western region 2016, check if they would be interested in deferring to 2017 (Jordanne)
- d) Finances/Budget report (Tim)
 - a. EDC Budget Update with STLHE changes
 - i. Circulated latest budget statement
 - ii. Receiving timely financial reconciliation statements
 - iii. Budget until June 30 - have received 80% of projected membership revenue
 - iv. Expenses for grant cheques will be addressed quickly as soon as grant decisions confirmed
 - v. Conference 2014 surplus included in our budget, but STLHE has not yet received surplus, so Tim will follow up (Tim)
 - vi. 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)
 - vii. Website development likely to exceed expected amount, but we have surplus funds – we have paid the first invoice, consider refraining from additional payments until work with web confirmed
- e) Communication report (Stephanie)

- a. Website – Stephanie is prepared to move content over to the new website, however challenges have emerged with the company who is developing the website, in terms of communications, deadlines and implementation of requested functionality over the summer. She continues to follow-up and look for alternate solutions to progress with the new website and its launch as soon as possible. (Deb raise with STLHE Board)
- b. payment to company confirmation – first payment of invoice was made from EDC
- c. 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)
- f) Secretary's report (Erika)
 - a. EDC Bylaws – STLHE revised Bylaws, but EDC is not required to revise Bylaws (Deb confirmed with STLHE), but we will still recheck that our current Bylaws are aligned with revised STLHE Bylaws (Erika and Carolyn will review)
 - b. Is there a quorum required for online voting?
 - i. Not required by our By-Laws, and may cause problems with issues like budget
 - c. New Centres/Directors – Send out invitation to join action (Erika)
 - d. EDC Members notification – (Stephanie and Erika)
 - e. Created Action Group Excel sheet – post on line so name and Leader's contact email on web (Stephanie), update Natasha Kenney's contact (Erika)

4. Action Group

- a. Guidelines of Ethical Conduct Action Group (Building from EDC Ethical Principles for ED Practice)
- b. Educational Developers Portfolio
 - a. Planning meeting in Fall (Erika)
 - b. Judy, Lucas, Isabeau ran the World Café at the ETUG in the summer
 - c. Picture from ICED presentation (Erika send to Stephanie)
- c. Education for Sustainability Action Group
 - a. 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)
 - b. The listserv continues to grow, and members of the core group send out emails approximately once a month.
- d. Mentoring Action
 - a. Deb Dawson circulated summary document to be posted on the EDC Action Group Website (Stephanie)
 - b. Deb sent out a doodle, will have a sub-group meeting for webinars
- e. Recognize and Value Educational Development Contributions
- f. Starting a Centre/New Directors: Resources and Support (Erika send out invitation)
 - a. Setting up opportunities for new directors to meet online, informally (Deb circulate)

5. Other (all)

- a) Accreditation for centres update
 - i. Invite Celia to lead, and ask her to circulate a call for interest in joining an Action Group? (Deb)
- b) Living Plan
 - i. Review Living Plan for next meeting, and add to Agenda for next meeting (everyone)
 - Keep on agenda for next meeting (Erika)
- c) Special Interest – Peter Wolf has a new role in STLHE and will November 5, 2014 bring all the STLHE Special Interest groups together to discuss support
- d) TAGSA interest in Award equivalent to 3M Student Fellowship for graduate students
 - i. Deb will contact TAGSA, Roselynn Verwood (UBC) (Deb)
 - ii. Consider ways to support Graduate Students – beyond Bursaries, and EDC Institute
 - iii. Help finding a sponsor?
 - iv. Invite to EDC AGM to lead a discussion Issue: supporting Graduate Student development
 - v. Have invited them to join the Mentoring Action Group

- e) Mini-ICED North America
 - i. Planned to be in North America every other year as a mini-ICED
 - ii. ICED – who will be hosting in 2015? (Deb will follow up with STLHE)
- f) Reviewed Action Items

6. Future Meetings

- Wednesday October 8th, 1:00 p.m. - 3:00 p.m.
- Monday November 17th, 1:00 p.m. - 3:00 p.m.
- Tuesday December 16th, 1:00 p.m. - 3:00 p.m.

7. Adjournment

- a) Moved by Deb Dawson 2:42

Completed Action Items

- 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)
- Would like logo that shows background (Stephanie will send files)
- 3M SOLE initiative - Need people to volunteer to have phone conversation about SOLE initiative as a way of promoting leadership (Stephanie - depending on how website development progresses, Carolyn, Erika)
- Add Ellen Simms as member (Erika add to excel contact sheet)
- STLHE Board Retreat will be after EDC conference following the conference (Jordanne will follow up to confirm)
- EDC 2016 Call Did not have any applications from East – recirculate call in Fall, connect with Atlantic community (Jordanne)
- ICED - Kwantlen will not be able to host North American conference, SFU may be able to host (Stephanie check)
- Website –as part of the web site -review of the database of Teaching & Learning Centres—want to integrate this into the new web site —easier to update—ACTION- Deb
 - Confirm whether company received payment (Stephanie)
- Announcement indicated \$2000 available to be used to cover up-front costs if needed, and then to be reimbursed after event (in current proposal, have \$2000 noted as income and expense to reimburse) – concern about logistics and limitations from CRA - could give funds based on invoice, follow up to see what is possible (Tim)
- Tim has sent email to contact STLHE treasurer about process for finances and cheques etc. – important for EDC grants, and for EDC Institute (time sensitive) (Tim)
- Have requested reconciled statements, have not received anything since March – role of Sylvia may be changing, which affects process (Deb take back to STLHE Board to confirm)
- Is there a quorum required for online voting?
 - Not required by our By-Laws , but may want to ask the members if there should be (Stephanie)
- Executive sub-committee examine reviews – (Stephanie and Carolyn will meet to examine)
- ICED North America – (Deb follow up with whether it will be in Canada each year)
- Educational Developers Portfolio - Add Ellen Simms as member (Stephanie add to website)
- Mentoring Action - Steering committee will meet and discuss proposals (Deb)
- Website – database of centres (Deb update re conversation with Nicola)
- Set up guidelines for applications which include a description of current involvement in educational development, the applicant’s hope in terms of involvement, EDC membership and if there is other funding (Paola –now Carolyn)
- Post information about ongoing availability of small grants (Stephanie)
- Ask everyone to review the Remaining Action Items, to see how many can be closed, prior to the retreat and the new year (everyone)
- STLHE will be reviewing how handle admin functions (Deb will follow up and share)
- Last meeting Deb distributed request – Roselynn Verwood (UBC) suggested award equivalent to 3M Student Fellowship for graduate students (Deb will circulate), bring to EDC because of interest in investing in and supporting those interested in entering educational development

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) August Minutes spelling correction (Erika)
- d) 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)
- e) Living Plan
 - i) Review Living Plan for next meeting, and add to Agenda for next meeting (everyone)
 - ii) Keep on agenda for next meeting (Erika)

2) EDC Conference

- a) Will circulate reminders to submit EDC proposals (Jordanne)
- b) 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
- c) Welcome message for Program (Deb) and from STLHE President (Jordanne)
- d) EDC 2016 Call for Host
 - i) Will extend invitation to Eastern and Central region, circulate a revised call due November 3, 2014 (Jordanne) entertain proposals for both 2016 and 2017
 - ii) Offer of interest raised for western region 2016, check if they would be interested in deferring to 2017 (Jordanne)

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)
- i) Deb will bring forward to STLHE the problems we are facing with the web revision company (Deb)

- 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)

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)

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)
- 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)

7) Increase International Connections for EDC

- a) ICED – who will be hosting in 2015? (Deb will follow up with STLHE)

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) Judy, Lucas, Isabeau ran the World Café at the ETUG in the summer
 - iii) 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**)