

Society for Teaching and Learning in Higher Education (STLHE)

Meeting of the EDC Executive

August 24, 2018
1:00-3:00pm (EST)

Minutes

Invited: Erika Kustra (Chair), Celia Popovic, Mandy Frake-Mistak, Jenn Martin, Natasha Patrito Hannon, Maureen Wideman

Regrets: Jaymie Koroluk

- 1) **Adoption of the agenda** - Natasha Patrito Hannon, Maureen Wideman, all in favour.
- 2) **Minutes of previous meetings for approval** – Erika Kustra, Maureen Wideman, all in favour. Individual goals in separate file for our own use.
- 3) **Updates in Brief** (15 min)
 - a) **Chair's report (Erika)**
 - i) Creating listserv for Centre Directors
 - (1) Desire to connect with other directors but not always easy to access. Erika connected with Natasha Kenny who was in support of the listserv. Erika will connect with Tim Howard about creating this. Questions of support - who will maintain this listserv? Tentatively whoever chairs the Centre Leads Action Group may do this. Or would Tim be willing? Is it absolutely necessary that there be a centre lead list? Or is this something only for centre leads or are the questions being posed (in theory to this listserv) something that can be posed to the entire membership? Is there really a need for a private list? The general STLHE listserv is self maintained in that you can add yourself to the list or remove yourself from the listserv (which is in opposition to the EDC listserv where Maureen must add/remove individuals). If the discussion is meant to be private and not for the general membership, is self-identification problematic? NPH introduced the ETC (Educational Technology Committee) whereby each institution can only have 2 individuals join. **Action Item: Erika to connect with Tim about setting up a listserv for leaders but one that allows individuals to self-identify as centre leads/directors.**
 - (2) On a related note Erika and Maureen did look into having an automatic subscription to the general EDC listserv. This is not yet possible but will be revisited next year.
 - ii) EDC Needs Assessment
 - (1) Do we (EDC) meet the needs of our EDC Members? Where should we be going next? Where would our members like us to be doing in future? Does Robyn Mueller (Trent) have experience in doing this? Might this be done through the creation of an Action Group? **Action Item: Erika to put a call out for an Action Group (on meeting the needs of our EDC members) and will connect with Robyn.**
 - iii) Defining What Matters guidelines

- (1) Erika has been in touch with POD president, Mary Wright, who has been working with a group on a document for defining what matters (centre evaluation). It was sent to us in the event that EDC had feedback. Would EDC as a group like to give feedback and/or endorse it in some way. It may be good for centres to see the different roles that they can play and if there is going to be an evaluation that you select only a few of the roles identified. Some concern identified in the guidelines. How would the 'buckets' be received in a Canadian context? It does provide some helpful information about how to do an evaluation. **Action Item: Erika to provide feedback and that EDC would be willing to help inform the guidelines, we would not co-sponsor but we can help share and inform EDC members.** A copy of the guidelines completed by the University of Calgary was shared with them previously. Discussion around a willingness to partner with them and find mutually beneficial areas.
- iv) Meeting in February does not have to be in person as we are not coming together in person for the sake of EDC conference. Where and when would work? Can this be discussed through an email exchange? We need to think about what the purpose of this meeting is and what we hope to achieve as a result. Is there a budget to support the travel for executive members? Jenn will need to look at the lines of the budget because some funding is dedicated to the coordinators attending conferences. Discussion about meeting before or after our EDC Online conference. **Action Item: Erika to ask Marilyn to create a Doodle Poll regarding our availability/preferences for mid-January or after conference. Possible format of meeting to be 2 days with half day for our PD.**

b) Vice Chair Professional Development (Jaymie) - absent

c) Vice Chair Communications Report (Maureen)

- i) Gifts are becoming a challenge. The puzzle pieces have finally arrived. Action Item: Maureen to send puzzle pieces to POD (if attending and to confirm), and send a set to Celia at York for SEDA, COED, EDC presenters for the online conference.
- ii) Website: Not receiving information from the company who is assisting with the creation of the new website, but Maureen is making progress in updating website content.

d) Vice-Chair Conferences (Celia)

- i) EDC & HEA Accreditation
(1) Action item: Celia and Erika to set up a one hour working meeting to draft a letter to the AVPs T&L.
- ii) Online conference 2019
 - (1) Some turnover with the conference planning committee. Members of the Teaching Commons at York will become more involved with the planning of the conference in response. Call for presentations will go out in early September. Lisa Endersby is going to evaluate the effectiveness of this online conference. Keynotes are confirmed. **Action Item: Celia to confirm again with the keynotes - what technology, title for presentation, etc.** Aiming for 3 hours each day from Tuesday to Friday including a keynote and presentations, 12-3 (EST), and then the EDC showcase. This is to garner additional participation from the membership in 'attendance' at the conference. There is a website that has been set up and will be accessible. Possibility to back fill previous

conference links. If you know conference link, can send to Maureen. Having a more centralized group organizing the EDC conference may be a useful model in moving forward and supporting other institutions host a conference.

iii) EDC Accreditation

- (1) Interest from elsewhere in EDC Accreditation. Please take an EDC Accreditation Flyer with you to conferences.

e) **Vice-Chair Awards & Recognition (Natasha)**

- i) Niagara College, McEwan University, and Western University formal proposal for institute for end of April 2019. Approval has not yet been received but there is a need to move towards active planning should approval be received. Can the approval process be expedited? **Action Item: Natasha to request Lisa Endersby (Institute coordinator) and copy Jaymie Koroluk and ask that there be an E-Vote in the EDC Exec.**
- ii) Update on EDC Awards
 - (1) Call for nominations has gone out and there has been some response already. **Action Item: Natasha to send out a call for awards committee.**
- iii) EDGEs Grant: Twitter is alive with feed from members of our community who received the EDGEs Grants.

f) **Finances/Budget report - (Jenn)**

- i) Budget Update
 - (1) Everything is on track with no new unexpected expenses.
 - (2) EDC Conference funding: Previously a conference host takes on the management of the conference budget. With the online conference we do not have a "host" to manage the budget. This is affecting the outgoing and incoming finances. Is it possible to use a separate page on the excel spreadsheet for the online conference (rather than adding "lines" into our existing budget)? Do we want to find a way to consolidate all of the expenses into the yearly budget? Erika suggestion that it may be a good thing to have a line for EDC Conferences, particularly that there are a lot of things we are looking to centralize. If necessary we can remove it, if not used for 2-3 years. **Action Item: Jenn to email Celia about budgeting expectations for the online conference.**
 - (3) Budget Planning - We have a surplus at the moment and waiting to see what will happen post online conference. Is there anything approaching to do with the budget that is anticipated or what might be in need of a change? **Action Item: Mandy to add review of budget to next agenda. Action item: Jenn to add EDC Grants, current cap is \$10,000. Is it possible to increase this to \$12,000 so that they could be evenly divided (Mandy to add this to next meeting agenda).**

g) **Secretary's report - Mandy**

- i) Archived notes (in binders) and materials from EDC
 - (1) Are these or can these be digitized? If so, we can add them to the Google Drive as historical documents. If not, we could ask him to make a judgement about whether or not we should keep them. Then we can look into the hiring of a student to digitize them (or have him hire a student and then we pay him). This would come out of the special budget. **Action Item: To reach out to Trevor is interested in creating something to go on our website**

- ii) Connecting with STLHE Conference host to book and set in EDC GM/better time for meeting at conferences
 - (1) Reach out to Laura regarding a framework for hosting constituencies meetings. **Action Item: Review of ED Dialogue, at our meeting. And include this as part of our needs analysis.** Must we always have our “meetings” in person. Request at least an hour for GM at a time that is not in conflict with other constituency groups, at end of day.
- iii) New Action Group Proposals
 - (1) Early Career Action Group
 - (2) Curriculum Mapping Action Group
 - (a) **Action Item: Mandy to share proposals with Exec. 2 week (max) turnaround.**

5) Other Business:

- i) Accreditation committee move to new format: Standing Group
 - 1) Clarify the relationship between the Awards & Recognition portfolio and EDC Accreditation Committee. Chair of the accreditation committee standing group will liaise with Vice-Chair of Awards & Recognition. **Action Item: Natasha, Mandy, and Celia to meet to decide how this process will evolve.**
- ii) Term for Coordinators 2 year terms, ways to integrate and recognize – think about and integrate – coordinators present at AGM, is this possible given the logistics?
 - People who have coordinators, confirm their start dates and communicate this to Maureen to put on the website.**
- iii) One minute video for executive
 - If interested let Erika know because Erika has students who can help. Or do our respective institutions have the means to assist with this. Video is about your role: intro of self and role within the EDC Exec. **Action Item: Upload your 1 minute video to YouTube and send to Erika. Action Item: Erika to pilot a 1 minute video and share with Exec members as a model.**
- iv) Changing role of ED centres - is ED Dev the right name for roles? - table to next meeting
 - Action Item: Mandy to add Changing Role of ED Centres to next meeting agenda.**

6) Adjournment (2 min),

Next Meeting: September 28, 2018.

Action Item: Add to February and March EDC Executive Agenda, after February discuss what to do regarding location of future conferences. Possibility of being in a French speaking institution. We need to start to plant some seeds now - but need to experience the online conference first. Consider also the possibility of an Indigenous school hosting.

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