

## **Society for Teaching and Learning in Higher Education (STLHE)**

### **Meeting of the EDC Executive**

May 25, 2018

1:00-3:00pm

### **Minutes**

**Invited:** Erika Kustra (Chair), Celia Popovic, Jaymie Koroluk, Mandy Frake-Mistak

**Regrets:** Jenn Martin, Natasha Patrito Hannon, Maureen Wideman

**Not in Attendance:**

- 1) Adoption of the agenda** - Celia, Seconded Erika
- 2) Minutes of previous meetings for approval** – Celia, Seconded Erika
- 3) Updates in Brief (15 min)**
  - a) Chair's report (Erika)**
    - i) Erika leaving for ICED -along with Denise Stockley, representing Canada on the ICED Board as an observer.
    - ii) STLHE Update - Civility policy has been developed, for any executive member using their position inappropriately, also relates to the EDC as a body of STLHE. Suggestion that we each take a read of the published policy available through the STLHE website.
    - iii) 3M is underway in revising their Bylaws.
    - iv) Brett McCollum is now the new SoTL chair who has a copy of our bylaws so that he may begin the process of drafting their own.
    - v) If there are any issues/questions that we as an EDC Executive would like to have Erika bring forward to the STLHE board please advise in advance.
    - vi) EDC Executive Meeting at Sherbrooke - June 18, 2018, Grand Times Hotel, Salle Broadway, 5:30pm-7:30pm
    - vii) EDC GM in Sherbrooke - June 21, 2018, 4:00pm -5:30pm, in A1-306 (45 mins for GM and 45 mins for ED Dialogue), will not be in conflict with the conference proper.
  - b) Vice Chair Professional Development (Jaymie)**

- i) EDC Institute Update - Will also share through email. Two expressions of interest from the Action Groups to date. One or two unconference sessions have been put forth. Question arose regarding the difference between online conference and institute. A conversation will need to take place between Celia, Joe, Lisa, and Jaymie regarding the conference and how it will be different from the institute. Main questions posed are why are we having an institute? Do we need one this year? Can we combine the institute with the conference? What is the purpose of this up and coming institute (professional development and resilience which is also the main conference theme). The plan is to run the institute during Fall Reading Break. Does it make sense to call it an institute or is it a series of webinars? If there are going to be links in terms of topic/theme, then we need to be very explicit about the conference carrying on from the institute. Is it possible to have a session on how to run a session during the institute (in hopes that people might think about running one in February) - the institute and the conference being two parts of the same process. Celia to join Jaymie, Lisa, and Joe in planning meetings. Could there be an advertising piece ready to bring to STLHE? Erika to connect with Joan McArthur-Blair, Jeanie Cockell on behalf of Celia. Cost - Whatever is done in the institute may mirror what happens in the conference. Suggestion to connect with Joe and Lisa regarding budgetary updates (what is known and unknown). Conversation regarding what platform might be used (Canvas, Big Blue Button, preferably not WebEx etc). Erika to check with STLHE to see if they purchased Guidebook (when used at Windsor, it was free if less than 200 people) and will copy Jaymie and Celia.  
**Action Item: Jaymie to follow up with Jenn about budget for editing of Guidebooks.**

**c) Vice Chair Communications Report (Erika on behalf of Maureen)**

- i) New members have been asking to be added to the listserv. We should be receiving quarterly updates on our membership. Erika to follow up regarding having an automatic subscription to the listserv upon becoming a member. **Action Item - to follow up with how people get added to the website.** Maureen has been in touch with Stephanie regarding the website. Action Item: Follow up with what support is needed for the website.

**d) Vice-Chair Conferences (Celia)**

- i) Conference Update - online version of our EDC conference in 2019.
- ii) Conference Update 2020 - We still have assurance from a potential 2020 host that they will be submitting a proposal to host, however, we still need confirmation of their intent. STLHE 2020 - no additional funding sources available for EDC, therefore no revenue garnered for EDC. We were also asked how many participants would attend (e.g. if a room was purchased in order for booking purposes, how many people would be present). With reference to holding an EDC preconference at STLHE 2020 different models were considered, perhaps holding a half day may be sufficient.

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

- i) EDGEs Grant update/Ratification (tabled to next meeting)
- ii) EDC Travel Budget (tabled from last meeting) - tabled to next meeting

f) **Finances/Budget report - Jenn is absent**

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

- i) Planning for EDC Executive Meeting 5:30-7:30pm on the 18<sup>th</sup> at the Grand Times (Salle Broadway)
- ii) Planning for EDC GM on the 21<sup>st</sup> from 4-5:30pm in A1-306 Engagement - smaller engagement is great (e.g. through grants , etc), but larger engagement with EDC could be addressed. Another area of focus could be where EDC is going/new directions? A different option could be a sharing of educational resources (so much of our work is similar although may look differently, is there a way we could support one another and share resources for educational development). Action item: Summarize Ed Dev Dialogue and some ideas and share with executive members. **Action Item: Mandy to request updates from our exec members since February and have them submitted to Erika in paragraph or bulleted points that we want to make sure our membership knows about (numbers are good), submitted by June 1st.**

5) Adjournment (2 min), Celia, Erika Adjourned at 2:12pm.

**Next Meeting: June 18, 2018, 5:30PM (EST) in Sherbrooke**