

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

EDC Executive Retreat

Tuesday May 27, 2014

10:00-4:00

Paola Borin's house: 1778 Clifton Green Burlington

<https://stlhe.webex.com/stlhe/j.php?MTID=m4c99e8f51b0ca025734614e061322ed3>

MEETING NOTES

Invited: Deb Dawson (Chair), Paola Borin, Jordanne Christie, Erika Kustra

Virtual: Stephanie Chu, Tim Loblaw

Regrets: Carolyn Hoessler

1. Adoption of the agenda (Deb)

- a) Adopt with changes in order - moved by Deb, seconded by Erika, unanimously accepted

2. Minutes of previous meetings for approval (all)

- a) Moved by Paola, seconded by Tim unanimously accepted

3. Retreat

a) Purpose of retreat:

- i. Address issues that need longer discussion
- ii. Vision for the Future
- iii. Support transition for new EDC Executive members

c) Circulated and Reviewed in Advance

- i) Review the calendar for timing of EDC activities and deadlines
- ii) ED Professional Development Document – circulate and review in advance (Paola circulate)
- iii) Membership in STLHE – review Bylaws
- iv) Read BC Report by Nancy Randall
(http://scope.bccampus.ca/pluginfile.php/42657/mod_resource/content/2/Campus-Based%20Educational%20Development%20JULY%2C%202013)
- v) Ideas for STLHE - EDC GM structure and format
- vi) SoLE: \$10K for the scholarship of Leadership In Education 3M and EDC brainstorm and/or bring two executives together for a joint meeting. Link to the criteria and application process:
<http://3mcouncil.stlhe.ca/initiative/sole-scholarship-of-leadership-in-education/1808-2/>

b) Meeting

i. Welcome

- Welcome to everyone, and thanks to for efforts to come
- Welcome to Carolyn Hoessler as new member, incoming VP Professional Development
- Thanks for updates and highlights for STLHE annual report

ii. STLHE updates

- Robert Lapp is incoming President - focus on engaging membership
- Change in board membership from regional representation, to portfolio based two years ago is still transitioning
- Some portfolios had a lot of work
- A number of members resigned, will announce replacements soon

- Transparency is a focus for the future ex. meeting minutes posted
- STLHE Board will host retreat on Saturday following conference - Consider ways to engage the STLHE membership more send to Deb to share with STLHE Board (everyone)
- Suggest STLHE include a criteria giving priority to conference proposals that are a collaboration between university and college
- Consider clear stream for ED and for colleges

iii. 3M SoLE: \$10K for the Scholarship of Leadership In Education 3M and EDC brainstorm and/or bring two executives together for a joint meeting. Link to the criteria and application process:

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- John Houseman is acting Chair of Council of National Teaching Fellows
- This actions supports desire and action for collaboration together
- 3M Council is looking for ways to move beyond showing teaching, and to move to look at leadership positions many 3M fellows have moved
- AUCC has provided the \$10,000 funding one time - grant of up to \$7000 grant must be collaborative
- May want clarity around different leadership
- Consider a 3rd stream for EDC Institute - Educational Leadership Institute co-run with EDC and 3M - mix of ED and 3M and faculty attend
 - a. Comparative analysis of what exists for Educational Leadership Development and what is effective, based on literature and environments scan (ex.ACCC (CIC) has a leadership development institute for Deans and directors, and for Senior Leaders - (Tim will be attending)
 - b. Design and run Institute
 - c. Assess short term impact - if money, look at long term impact as phase 2
- See if deadline is still June 1? - no June was a tentative date, will likely be September 2014
- Help disseminate to EDC members and to encourage 3M participation, and possibly joint evaluation of proposals
- Schedule joint meeting with 3M Council and EDC - send John contact (Erika)

iv. Website – questions, concerns (Stephanie)

c) Feedback on new website mock up

- i. Dynamic re-size for different screens - ensure optimize for mobile (proposal indicates will have responsive design)
- ii. Ensure that tweet etc. are above the fold - tighten up images and white space
- iii. Like the images, and inclusion of dynamic content
- iv. Try STLHE logo on same blue background
- v. Have contrast for menu active site more clear so can see which tab is active
- vi. Have a way to set static pages - at the top menu
- vii. Ways for members to contribute - summarized under latest community post
- viii. Is there a way to include job opening? Yes! Will show up on front page when added, category key words
- ix. Have a visual cue to indicate if a heading is a link
- x. Categories - can submit request for new key words, reviewed by EDC Exec
- xi. Add link to Institute page to help find resources from past EDC Institutes
- xii. Consider having a student to help (Special Projects) (Stephanie)
- xiii. In call for institute include report will be posted this way (Carolyn)
- xiv. Make list of Centres dynamic - must be a member to update
- xv. Action group - move to top menu
- xvi. Consider Conference and Institute being on one tab called Events
- xvii. Look at web and send any more feedback (Everyone)

- xviii. Add note about how to join EDC
- xix. Show people during STLHE where we are
- d) Executive's contributions to the site, and how best to provide an orientation and training so that we're all seen as contributing

i. Transition

- Calendar review (brief, based on advance update and review by email) (everyone send to Erika)
- ED Professional development changes at GM/AGM (brief based on prior email review) (Paola)
 - a. Refocus Pro Dev be on issues of importance for discussion and issues need to ask and discuss with membership
 - b. Propose it is held at a time with maximum members
 - c. Paola suggests separating from A/GM - not enough time during STLHE and EDC conferences
 - Check possible time
 - instead of Pro D recommend a stream for ED and leadership during Conference call and conference (Stephanie bring back to Conference team)
 - d. Essential Issues for Membership
 - Grants, action groups update
 - Consider having SWOT, etc.
- Description of VChair Pro Development – (defer to individual meeting with Paola and Carolyn)
- EDC Institute - The Atlantic region (East) would like to be bundled with the central region for consideration in running upcoming EDC Institutes (Paola)
 - e. Rotate between West and Central/East
 - f. Consider October third week of November date? POD is Nov 5-10, SoTL Institute Nov 6-8 (Erika)
 - g. Think of good people to lead (everyone)
- EDC Conference – UVic interest and rotation
 - h. No set limit to when can offer again, but normally follow rotation, unless don't
 - i. Include invitation to VPTL for meeting

ii. Accreditation of ED offerings – generate document to post on website

- What is educational development and how do we have it recognized at various levels (questions BC is examining)
- Very diverse views in EDC- how respect all views?
- Move toward accreditation -Arshad indicated STLHE should accredit ED programs, but if there is one, should be EDC, Canadian
- Figure out way to have a dialogue with community
- Concern about excluding people if we accredit individuals
- How would colleges feel? Tremendous potential

A) Accredit programs to train future ED Developers

- a. How move someone into educational development? Make more visible the competencies - can meet through different pathways
- b. Look at possible online modules - economic feasibility (Deb)
- c. Make it easier for people to learn the skills
- d. Possible to do it collaboratively
- e. Send out Action Group

B) Focus on accreditation of Ed Development Programs (like SEDA, CISCO)

- f. Focus around values - can meet them in many different ways (SEDA)

- g. May be more attractive for faculty to attend an accredited program
- h. Call for Action Group (Deb draft)
- i. Write document: idea, the pros and cons and a potential framework
- j. Ask for 45 min at next EDC to discuss Recognition of Programs (replacement of ProD session) (Jordanne)
- k. Potential to apply for EDC grant to do a comparative analysis
- l. What value will it bring to Centres, to programs and to participants?
- m. Provides check-point
- n. If we do engage in this process - clarify rationale and the Goal: to enhance programs, formative feedback, clarify objectives and outcomes when move between institutions, and to raise recognition of the quality of programs formally

iii. Membership in EDC within STLHE - member asked if EDC membership requires STLHE membership - pros, cons and implications 2:30-3:00

- If want to change this, it would require a substantial rewrite of the By-Laws for STLHE and EDC
 - a. STLHE By-Law Article 15.04 - must be a member of STLHE to be a member of EDC
 - b. EDC By-Law 4.1 - must be a member of STLHE
- EDC receives % of institutions membership for grants
- Would loose impact on STLHE, also helps to see what diverse faculty need and want
- Would set up competition with STLHE, because many would not be able to afford both
- Being part of STLHE has some broader recognition
- Larger numbers in STLHE
- Issue with central support and communication - but do have central support that would need to cover (ex. Legal costs for non-profit status)
- maintain STLHE membership for the moment
- CSSHE, CAISE
- May reconsider in the future, but would need more granular examination of what we need to do
- Bring back to member who asked (Paola)

iv. STLHE – EDC GM agenda and format (if not enough time, have discussion by email)

- Jordanne, Stephanie, Carolyn will run, Tim and Paola join virtually (Jordanne- Connect)
- Contact Denise about AV and wireless needed for EDC GM (Stephanie)
- Ask for white board and post-it board to post recognition
- Ask to confirm room number
- Host room as available (EDC Exec)

- Draft agenda and slides (Erika and Stephanie - everyone check)
- Welcome to new member, thanks to past member
- Areas Report
- Chair Report (Deb send content)
- Conference
- Communication
 - a. Website(longest component)
- ProD
 - b. Announce grant proposal
 - c. Small grant winner announce
- Treasurer Report
- Secretary (video)

- Action group Report (Erika ask for updates and prepare)
 - EDC bookmarks - image, name, website (Erika)
- v. BC Report by Nancy Randall –relevant to run provincially or nation-wide? Purpose, next steps
- Alberta planning to reproduce the study (Tim , led by Marg Wilson)
 - Is COED in Ontario interested (Deb contact Celia)
 - Other areas interested? (Carolyn?, Deb contact Atlantic)
 - What has impact been?
 - a. Has not had a large impact
 - What would we like impact to be?
 - b. Environments scan - See pattern similarities and differences within and across provinces
 - c. Compare to national and international context - Australian article on rate of change of Centres by Dechallis (Paola has reference)
 - d. Inform upper administration about purpose and context of Centres in an academic and informed way
 - e. Useful to new educational developers - may be useful to Educational Developers Institute
 - f. May help to set context for accreditation
 - g. Change over time - could show that what is being done has changed, and number of people and roles increased - data to show it was true
 - h. Recommend groups interested in running, then could apply for EDC Grant
 - i. Consider posting paper, and question on whiteboard at EDC lounge during STLHE (Jordanne and Stephanie)

4. Other

- a) Thanks to Paola for her contributions as a member of EDC Executive!
 - i. Willing to participate in future Action Groups
- b) Major personal highlights from EDC this year
 - i. Connect and reconnect with colleagues from other institutions
 - ii. Welcoming so many of our EDC colleagues to Calgary EDC Conference
 - iii. Seeing growing network, changes and connecting with people
 - iv. Working with thoughtful caring and dedicated people towards a purpose that really matters
 - v. Action Groups - seeing movement, building on EDC living plan
 - vi. Increased international connection
 - vii. Community - EDC is like coming home to family

5. Future Meetings

- a) Confirmed STLHE, EDC GM meeting – Wednesday, June 18, 2014 during Lunch EDC GM (Jordanne, Stephanie, Carolyn with Tim and Paola virtually)
- b) Future meetings to be established (Deb to follow up with Alicia)
 - i. Likely will not meet in July

6. Adjournment (2 min)

- a) 3:50 adjournment

Completed Action Items ---- CHECK

- a) Report from BC by Nancy Randal (add to agenda again – retreat Erika)
- b) EDC Executive Calendar – Update for retreat – (everyone please send in advance)
- c) Accreditation for centres- following up on discussions of accrediting centres or programs (Erika add to agenda for retreat)
- d) Materials – bring flipchart paper and markers (Deb)
- e) EDC Executive Retreat –revised to Tuesday May 27, 2014 (confirm time and location Erika and Paola)
- f) Check into how to integrate social media content – RSS feeds from Resource and Social Media group’s blog and Twitter onto front page. (Stephanie)
- g) Accreditation for centres- following up on discussions of accrediting centres or programs
 - i) Propose an Action Group during AGM and PD (Erika add to list)
- h) In support of international interactions should we exploring a reciprocal offer to attend for free registration (Deb contact and ask if they are interested in international interactions) – add as a regular note to contact Chairs of other groups prior to EDC

Remaining Action Items

2) Meeting Logistics

- a) Ask everyone to review the Remaining Action Items, to see how many can be closed, prior to the retreat and the new year (everyone)
- b) 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)
- c) Some concepts overlap, so the Living Plan should be reconsidered (retreat?)

3) Future meetings to be established (Deb to follow up with Alicia)

4) EDC Conference

5) 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) 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)
- e) 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)
- f) Resources
 - i) The EDC review: Meta-tag needed to bump it up on ranking. Follow-up with Muriel. (Stephanie)
- g) Ask the Social Media Action Group to develop guidelines for how people would contribute and whether it is moderated (Stephanie bring forward to Action Group and contact Natasha)
- h) Shared templates, and consistency for linking back – draft guidelines and invite Social Media Action Group to contribute (Stephanie)
- i) 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)
- j) Add picture of Action Groups to add to Action Group page (include permission sheet for photographs) (Stephanie)
 - a) Photo of the EDC Executive
- k) EDC Executive supports exploring the costs for this new site (Stephanie)

- i) Use one-time funding from surplus, and special project funding, need to confirm ongoing funding
- ii) Will make short-term changes to try to help people find sections more easily, and to post more content quickly (Stephanie)
- iii) Templates – Paola happy to provide feedback on templates (Paola)
- iv) EDC Conference information and pictures will be posted, need to determine where to post (Stephanie)
- l) New website (in progress): Waiting to receive confirmation of a new website's hosting and domain costs. Then to move on having the proposal Stephanie forwarded earlier, signed. Deb as Chair would sign –pdf and send back (Stephanie and Deb)
 - a) A call will go out to EDC members for volunteers to help with the new website (Stephanie)
- m) Current website: Will make updates to the existing site this weekend (Stephanie).

6) 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)

7) Membership and A/GM Preparation

- a) Prepare bags and pin for new members (Erika Ongoing)
- b) 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)
- c) 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)

8) Professional Development: Institute, AGM/GM, etc.

- a) Grants
 - i) 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)
 - ii) Post information about ongoing availability of small grants (Paola, Stephanie)
- b) Consider having a session at STLHE/EDC about what centre models, sizes and mission (Deb)
- c) 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)
- d) Living Plan analysis –consider online component (Paola and Stephanie)
- e) PD Session: Previous recipients of EDC Grants – present on how used the funds and outcomes (Maybe EDC) (Paola)
- f) This year raise the issue of accreditation and suggest an Action Group (Everyone– discuss at retreat)
- g) Make recommendations for changes to ED Professional Development session during EDC AGM and GM
- h) 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 (Paola)

9) Increase International Connections for EDC

- a) ICED North America – (Deb follow up with whether it will be in Canada each year)

10) Special Projects and Action/Working Groups: Goal to involve more EDC members

- a) **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)
 - (1) Session on being a new Director - share resources from Cracker Barrel (Stephanie, Erika)
- b) Mentoring Action - Steering committee will meet and discuss proposals (Deb)

- c) 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)

OTHER IDEAS for PROJECTS

d) 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

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)