

Society for Teaching and Learning in Higher Education (STLHE)

Meeting of the EDC Executive

September 28, 2018

1:00-3:00pm (EST)

Minutes

Invited: Erika Kustra (Chair), Celia Popovic, Mandy Frake-Mistak, Natasha Patrino Hannon, Lisa Endersby, Tim Loblaw

Regrets: Jaymie Koroluk, Jenn Martin

Not in Attendance: Maureen Wideman

- 1) **Adoption of the agenda** - Natasha moved, Celia seconded- all in favour
- 2) **Minutes of previous meetings for approval** – Celia moved, Natasha seconded, all in favour (Erika made a few edits since last circulation)
- 3) **Updates in Brief (15 min)**
 - a) **Chair's report (Erika)**
 - i) Action Items:
 - (1) Message to Tim has been sent out regarding an email about Centre Leaders.
 - (2) Call for Action Group about the needs for ED. This has been deferred for a few weeks.
 - (3) Feedback provided to POD based on document circulated (while we are happy to share will not be co-sponsors).
 - (4) Marilyn has sent around a Doodle poll regarding our Executive Retreat. **To Do: Mandy to reach out to Trevor regarding archives.**
 - (5) One Minute videos are in progress.
 - (6) STLHE board meeting taking place on Monday October 1, and will provide updates at next meeting. **To Do: Erika will forward and highlight items from STLHE Blast to EDC members.**
 - ii) Connecting EDC with the Regional ED Groups (Tim Loblaw)
 - (1) Tim, Natasha Kenny, has had some discussions with regional groups.
 - (a) Alberta has the Educational Developer (EDNA) that came into existence in 2003 as a means to network with staff/developers around the province. Membership has fluctuated since then but has remained an informal non-affiliated group. Should EDNA be affiliated with EDC in some way, like an action group for example. British Columbia has a group as well but as interest groups. With 2019 EDC conference being online, a networking opportunity exists to come together as a group.
 - (b) Begin by gathering a list of provincial groups to garner if there is any interest in coming together as a group. Could be as a Community of Practice rather than as an Action Group.

- (c) COED affiliation to COU (benefits? needed?). Is there a space for regional groups to choose their own formal affiliations? At annual meetings we would expect reports from these groups and they should expect to hear from groups.
- (d) Is there another membership category that doesn't have a cost but does have member benefits?
- (e) What if EDNA pilots itself as an EDC affiliate to see what benefits come from that experience. This would warrant the establishment of an Action Group. What is the value/impact? Are there other provincial chapters who can be part of this conversation? **To Do: Mandy to send Tim Loblaw the Action Group proposal form.** Tim to take this to Natasha Kenny to review and come forward with a possible proposal.

b) Vice Chair Professional Development (Lisa on behalf of Jaymie) -

- i) EDC Institute 2018
 - (1) Facilitators are going to be trained on October 4 in Big Blue Button platform.
 - (2) 50 participants have registered comprised of EDC and non-EDC members.
 - (3) Question regarding clarity of signing up as a participants or a group of participants. The person who register's (either as a group or not) will be the main contact.
 - (4) Participant guide will be provided and the feedback received can be used for the online conference. Some groups have defaulted to individual responses based on availability. This may skew numbers. Suggestion to ask the main contact who registered a group, how many participants actually attended.
 - (5) Sessions will be recorded with hopes to archive them and share then with folks who are unable to attend. Issue being that anyone who speaks or is visible will also be recorded. Possibility of a waiver? Is this necessary or is it enough that the webinar facilitator specifically identify at the start. **To Do: Lisa to follow up with Maureen to look into the issue of recording and the making public of the session.** Should be linked to the EDC website but housed in the YouTube website.
- ii) EDC Institute 2019
 - (1) Will set up timeline and will plan for marketing and administration. Contract is about to be signed with location. Celia to be part of early planning.
 - (2) Separate messages will be distributed to differentiate between the online conference in February and the institute in April.
- iii) Jessie Richards is exploring possibilities of people to take over the coordinator role.

c) Vice Chair Communications Report (Maureen - absent)

d) Vice-Chair Conferences (Celia)

- i) Conference Update
 - (1) Keynotes have connected and confirmed. Some details need to be finalized regarding award winners.
 - (2) Call going out for proposals and showcase items.
 - (3) Question regarding Centre Heads meeting: when, where, how should this take place during the online conference
- ii) Creative Commons 4

- (1) Submissions for Showcase will need to self-identify what level of license has been applied. CC 4.0 is the base line, BY is with attribution, and NC is non-commercial, and D is derivative.
- iii) Inquiry about hosting 2020 but may consider hosting 2021.

e) Vice-Chair Awards & Recognition (Natasha)

- i) Reminders have been sent for award applications. More responses this year than in past. One package received so far. We may need to do some analysis about timing and submissions.
- ii) No one has come forward to be part of the selection committee. Target last year's members to see if there is anyone willing to return in that capacity. Possibly from new EDC members.
To Do: Natasha to connect with Cynthia and Maureen about a list of new EDC members. Future suggestion about proposing a session on how to award ourselves without the workload being terribly onerous. Maureen or Tim would have a membership start date.
- iii) Interim reports from the EDGEs grants will be coming soon. Will repeat pattern for next year.
- iv) Kris will be releasing the Fall call for the EDC Grants with a November deadline.

f) Finances/Budget report - (Jenn- absent but will share documentation via email)

- i) Budget Review
- ii) Increase of EDC Grants from \$10,000 to \$12,000
- iii) Contingency Funds for EDC Institute

g) Secretary's report - Mandy

- i) Action Groups
 - (1) 2 new action groups: Curriculum Mapping and Early Career Ed Devs
 - (2) To Do: Mandy to follow up with Maureen regarding names and brief descriptions of new groups**
 - (3) To Do: Mandy to contact action groups regarding whether or not they are accepting new members or in process of action and unable to accept new members. Up until what point might each group be willing to accept new members.**

5) Other Business:

- i) Changing role of ED Centres (tabled to October meeting)
 - Action Group?
 - Session at EDC

6) Adjournment (2 min)

Next Meeting: October 26, 2018.

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