

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

Meeting of the EDC Executive

Tuesday, February 10 2015 2:00pm-6:00pm
Best Western Winnipeg, Manitoba

MINUTES

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

- **Adoption of the agenda** (Erika Kustra), unanimously approved
- **Minutes of previous meetings for approval** (Erika Kustra, all)
- **Highlights/Milestones of the Year**
 - a) For STLHE Board Meeting and EDC AGM
 - i. EDC Institute – moved from pilot standalone annual EDC Institute, with the MOU
 - ii. International Outreach – attending and presenting at POD, ICED, SHED invited president to attend EDC 2014 from HERDSA, upcoming visit from and IJAD Editor and three other visitors from South Africa
 - iii. 2014 EDC Conference was the most well attended conference to date, with a large number of new attendees (133)
 - iv. Developing EDC Series: (Blue Guide, Blue Book, EDC Guide) developing guidelines and initial call, will apply for ISBN number and confirmed ED Portfolio and Rapport Building)
 - v. Website rich resources added lessons learned from prototype
 - vi. Partnered with 3M Fellows Council as committee to review SoLE Scholarship of Leadership of Education grant proposals
 - vii. Grants: 3 any time grants, 1 annual grant, with final grant reports, and annotated literature database ready to go live (Nicola Simmons grant)
 - viii. Balance the budget
 - ix. New Action Groups: [Teaching & Learning Centre Leaders](#), [Accreditation for Centres' Courses or Programs](#), Living Plan Revision
 - x. Awarded 6 conference Bursaries
 - xi. Membership continues to grow (from 174 to 181 paid members)
 - xii. Carolyn Hoessler new member of EDC Executive joined June 2014
- **Review Living Plan**
 - a) www.stlhe.ca/constituencies/educational-developers-caucus/edc-professional-development-plan/
 - b) Clarify intent of Living Plan – plan for what purpose? What is the plan? To what end?
 - i. to guide strategic direction of EDC as a group, to guide professional development provided by EDC, both? At what level – individual, organizational
 - ii. Activities, skills, outcomes
 - iii. Who, do what, to get what?
 - iv. Clarify ultimate goal, plan helps to move toward meeting the goal
 - c) How do the EDC Values connect to the EDC Living Plan?
 - d) The needs identified by grant proposals do reflect the themes in the Living Plan
 - e) Erika send email to Natasha Kenny
 - f) Hope to use the Living Plan changes to help guide goals for EDC
- **AGM Agenda and slides confirmation**
- **Revisions to Calendar** (EDC review calendar – Erika send revised version)
 - a) Change grant deadline so money provided in May to allow hiring students, managing vacations, and work on campus, reviewers on vacation, and balances time with EDC Institute etc. – two calls \$4000 April/May, \$3000 second call
 - i. Soft announce in February AGM, call in March, Due end of April, review in May, announce end of May

- ii. Soft announce June GM for Second round due October, review November, announce November/December
 - iii. Make it explicit that the grants could be from \$500-\$3000, may receive less than requested
 - iv. Possible for timelines could be for more than one year?
- **EDC Institute**
 - a) Call out for EDC Institute 2016 Fall – mention at EDC AGM (Carolyn)
 - b) Allocate EDC Institute Budget to host an EDC sponsored meet and greet or welcome reception – intent supporting the Living Plan for networking, welcoming new members
 - c) Recommend inviting local EDC community to join tables and networking event to encourage extended networking
 - d) Consider developing EDC Institute Handbook
- **EDC Series (Blue Book/Guide)**
 - a) Received feedback
 - b) Plan to work with ED Portfolio Action Group
 - c) Graphic Artist will work on template cover (Carolyn)
- **Grants**
 - a) Results from surveys of members – sizeable number of people voted, and commented
 - i. Timeline request
 - ii. Review committee 2 people plus Vice Chair Professional Development
 - iii. Purpose of grants - Identified themes from responses - very broad diversity, willing to have a diversity of purposes
 - Raise profile of educational development or of a centre
 - Develop a resource for the community – deliverable that benefits community
 - Developing evidence-based approach and/or scholarship
 - iv. Criteria – survey indicated people liked most possible criteria
 - Post the criteria – dotmocracy to identify weight
 - Small group facilitated discussion, identify rubric description during AGM EDC Dialogue
 - Is developing a resource optional or essential? Plan for dissemination to the EDC community is essential and must be included –developing a clear criteria description
 - b) Resources available for EDC (Knowledge Mobilization Criteria) – add as a criteria, to clarify produces of grants should be available to EDC members
- **Strategic - Next Steps, where going forward**
 - a) Clarify Annual Goals for EDC Executive
 - i. Work on Living Plan group (Erika)
 - ii. Clarify how the different things EDC does support matches and supports the different elements of the updated Living Plan
 - b) Onboarding new Executive members
 - i. Create a more formal onboarding strategy for new Executive (Deb?)
 - ii. Transfer of files to new executive – move files to dropbox (Erika and Jordanne)
 - iii. Mentoring new executive – overlap time, individual meetings
 - iv. Updated calendar
 - v. Retreat time – where both new and outgoing members are at the same meeting (Before April 20 – set one outcome per member)
- **Future Meetings**
 - *Thursday March 12th, 2:00 p.m. - 4:00 p.m. (NOTE CHANGE)*
 - *Thursday April 30th, 1:00 p.m. - 3:00 p.m.*
 - Retreat to be confirmed?*
 - *Monday June 15, 2015 6:00pm*

- **Adjournment (2 min)**

COMPLETED ACTION ITEMS

- Confirm what the automatic message says for membership renewal (Deb)
- Ellen Simms joined group, but has a new position - Update group list (Erika)
- Circulate call for people who would be interested in being part of the action group (Stephanie)
- Stephanie is lead for New Centres/Directors Action group for now, update list (Erika)
- Joe Lipsett, joined OCAD University will take lead of Recognition Action group, add to list (Erika)
- Celia Popovic will be lead – add to list (Erika)

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) 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)
- d) Nominating Committee – Invite member to represent the board (Deb)

2) EDC Conference

- a) Welcome message for Program (Deb) and from STLHE President (Jordanne)
- b) EDC Dialogue – opportunity to discuss with a large number of EDC members the issues, trends and questions that benefit from discussion of the national membership (changed from ED Professional Development) – plans for February EDC to continue (grant recipients, recognition of new members , themes of living plan revision, other major)
 - i) What is the priority for the EDC ? – grants, resources, question around Living Plan or grant criteria, decision made by full executive
- c) Should food for Saturday STLHE Board Meeting be in the Budget? STLHE will pay for it, managed through Jon Houseman. (Deb)
- d) Will submit draft proposal to Jordanne (Erika)

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)
- 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)
- j) Mentorship and online webinars – help Action Group to decide what system to use, and how to archive (Stephanie)
- k) Accreditation for Centres add to website (new) - (Stephanie)
- i) EDC Membership cost is not listed on the STLHE website (<http://stlhesapes.wildapricot.org/edcmembership>) (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)
- f) If there are funds, the executive agrees it would be helpful to increase the bursaries to encourage support of new members and support our existing membership – may divide the bursary to target new members, and/or students and one for financial need, or have one fund with priorities (Tim)
- g) Should we start estimating some sort of surplus from the conference (e.g., \$1000)?
 - i) Confirm with Davar (Tim)
 - ii) Note: A levy will be added for STLHE of 10% that the host institution must pay for each conference participant, and any remaining funds will be returned to the host (similar to ICED), Simon Fraser will be paying 7.5% levy – concern that this will impact attendance, because the registration costs were considered very high last year. Ask STLHE if it might be possible to have a sub-group of members/working group looking at different options for generating funds for STLHE in a manner that benefits the members, environmental scan, as well ex. Magna Online no longer has savings for members (Deb)
 - iii) Clarify what we as the EDC offer to new members, and what does STLHE do, since you must be a member of STLHE to become a member of EDC, consider ways of low level entry ex. Students (Deb)
- h) will circulate the proposed budget to the members, members approve the budget and can circulate recommendations using wildapricot (Tim)
- i) EDC Conference surplus 2014 has still not been received, working with STLHE and McMaster to resolve (Tim)
- j) May ask STLHE if they would consider trial membership (Deb)
- k) Membership drive? (Deb will contact STLHE to see what they are considering)

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)

- d) Prepare New Year card – welcome to a new year, with a picture of Winnipeg, and reminder of EDC 2015 (Stephanie and Deb)

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) MOU: adapting from Memorandum of Understanding for the EDC Conference (Carolyn)
- d) EDC Institute - STLHE website is identifying past event – what can we post now? And contact Muriel to update (Carolyn)
- e) EDC Blue Guides – Developing some guides (everyone review and send feedback to Carolyn before Christmas)
- f) Survey about grants was sent out on November 25th to 181 EDC members had 21 responses (2 failed addresses); reminder sent December 12th results will be summarized (Carolyn)

7) Increase International Connections for EDC

- a) ICED – who will be hosting in 2015? (Deb will follow up with STLHE)
 - i) How will the Teaching and Learning Canada event help or be disseminated (Deb)

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)
- b) Possibility of having a more complete web conferencing tool through STLHE that could allow web conference: licensing, multiple rooms? (Deb)
- c) **Educational Developers Portfolio**
 - i) Ellen Simms joined group, but has a new position - Update group (Stephanie)
- d) **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)
- e) **Mentoring**
 - i) Deb Dawson circulated summary document to be posted on the EDC Action Group Website (Stephanie)
- f) **Starting Centres/New Directors: Resources and Support**
 - i) Setting up opportunities for new directors to meet online, informally (Deb circulate)
 - ii) Bishops new – Deb willing to welcome them, link to EDC website and resources, grants, institute, conference (Deb)
 - iii) Reach out to connect better to college Centres (Tim developing distribution list, 133, let group know if there are new centres or new directors)
 - iv) Session on being a new Director - share resources from Cracker Barrel (Stephanie, Erika)
 - v) Stephanie is lead for this group for now, add to web and list (Stephanie)

g) 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)
- ii) Joe Lipsett, joined OCAD University will take lead of group, add to web (Stephanie)

h) Accreditation for centres- following up on discussions of accrediting centres or programs

- i) Propose session for February 2015 (Carolyn, Deb, Erika, Tim, Celia)
 - ii) Celia Popovic will be lead – add to web (Stephanie)
- i) Living Plan – possible action group?** (Deb invite possible past board members to participate?) – short number of meetings possible to be done by June for EDC GM?

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)