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

Meeting of the EDC Executive
Tuesday, August 9, 2011; 1:00-3:00 (EDT)

AGENDA

1. Adoption of the agenda (Moved by Nicola, approved by all)

2. Minutes of previous meeting for approval (all)
   a) May, June minutes
      a. Erika correct use of student small fee for conference
      b. Erika moved that the minutes be approved with the minor change, Nicola seconded - approved unanimously

3. Updates in Brief (2 minutes each)
   a) Chair’s report (Nicola)
      a. Need to clarify priorities for EDC Executive action items, because we are a small volunteer group
   b) Grants process (annual and final grant updates due dates) (Paola)
      a. EDC Grants
         i. Thanks to Ruth Rodgers for managing the EDC Grant process last year
         ii. All last year’s files have been forwarded to Paola Borin
         iii. 5 proposals were submitted, all are being peer-reviewed by Friday August 26, 2011
         iv. Final decisions made by the last week of August
         v. Final Reports have been requested for last year’s successful EDC Grants, one interim report is outstanding but has been requested
      b. Conference Handbook
         i. Paola has updated and given the current version of the handbook to Marla
         ii. Ongoing updates are in process
         iii. Need to add information about roles for EDC executive who is helping with EDC Conference (Paola)
         iv. Marla and Paola will meet by Skype to move forward
   c) 2011 Conference report (Paola)
      a. Report from Algoma still anticipated
         i. We have received financial information
         ii. Paola conducted an online Feedback survey, which can be provided to the next year’s conference hosts
         iii. It would be helpful to have a full centre to provide support for future EDC conferences
         iv. Thanks to Paola for her support of the conference
   d) Timeline for fall budget (Janice)
      a. Fall is budget season for EDC and STLHE
      b. Focus September/October meetings on formalizing and EDC Executive approving a budget, sending to EDC membership
      c. Friday November 11, 2011 to present EDC Budget (or alternative Friday December 2, 2011)
   e) Secretary’s update (Erika)
      a. Membership – double check confirm some memberships discrepancy
b. Compare membership – 60 memberships less than last year, contact people who were members last year, and then send out a general invitation to STLHE to make sure that EDC that (Erika)
c. Check that there is a website membership form (Erika and Natasha with Sylvia regarding the website)
d. Follow up with Sylvia to find out when the STLHE memberships will be separated from conference attendance (Nicola)

4. Website Updates (Natasha)
   a) Person to Contact
      i. Natasha has secured access to new site to post new documents, and will be the person to contact when documents need to be posted or updated – send by e-mail with ‘EDC Document for Posting’ and specify the webpage location you would like to have it posted
      ii. If any documents needed, contact Natasha, and she will make sure that changes are made
   b) Move to new website
      i. Natasha now has access to old site hosted on the University of Saskatchewan, and Natasha will be reviewing the documents, and transferring important documents over
      ii. Updated Aims have been posted on the website
   c) Conference documents will be top priority for next updates
   d) Documents and resources – this page primarily had Meeting Minutes
   e) Thanks to Natasha for taking over the position during the transition change

5. 2012 Conference (Marla)
   a) 2012 conference planning
      i) Spoke with Margaret-Anne Bennett during STLHE Conference, the planning was on track
      ii) Call for Proposals and Reviewers will occur in the Fall
      iii) Determine dates for website, calls, deadlines, keynote speaker (Marla to check, to inform Executive for September meeting)
      iv) When website is live, let Natasha know so it can be linked from the EDC website
      v) Ask hosts what they think of having the Institute one day before pre-conference or after the conference so that it does not compete with pre-conference (Marla)
   b) Future conference hosts
      i) 2013 Central host needs to be identified – Call will be circulated last week of September (Marla)
      ii) Tentative expression of interest for central 2013
      iii) There is a strong expression of interest to host in 2014
      iv) EDC Executive can encourage submissions

6. EDC Institute 2012 (Nicola)
   a) Planning (results to be communicated to Lynn Taylor and Margaret-Anne Bennett
      i. Need to connect with Lynn and Margaret to decide how best to integrate with the conference (Nicola/Marla)
      ii. Follow up to receive files from 2011 Institute (Nicola)
      iii. Feedback from Algoma was very positive related to the EDC Institute 2011
      iv. Both groups could use a whole day specific to New and Experienced rather than split
      v. Paola is willing to be involved in developing the next Institute
vi. Holding the Institute at the same time as the pre-conference workshops meant that smaller numbers sign up for pre-conference workshops

vii. EDC Executive previously had responsibility for the pre-conference workshops – could consider giving this responsibility to the hosts, the hosts are interested in issuing an open call to the members

viii. Possible future themes/goals: Professional Development – Basic Introduction for New ED (basic structure, minor refinement each year), Experienced ED (themes change each year eg. Change management, Finance), could be effective connection to Living Plan

ix. Possible future invitations: Nicola has started a list

x. E-mail Nicola thoughts about: topics, focus areas, facilitators for both New and Experienced Educational Developers by September 9, 2011 (everyone)

xi. Paola and Nicola will meet and come back with a draft plan to review next meeting

7. Annual calendar
   a) Set priorities for remaining 2011 Executive meetings (Nicola)
      a. Consider ways to focus meetings for ongoing progress
         i. Brief 2 minute update of critical information only from executive
         ii. Set focus of each meeting on a primary topic to ensure progress on critical items
         iii. Reflect monthly meeting focus in the Agenda (Nicola)
         iv. Add a focus for EDC Conference where appropriate (Marla)
         v. Review Annual Calendar focus column to ensure that the identified focus makes sense and send using ‘track changes’ to Nicola by September 9, 2011 (Everyone)

8. Action and future items
   a) Circulated from previous agendas (see attached list)

   1) Conference Manual
      a) Draft ‘Instructions regarding role of VP Conferences ’ by September 30 (Paola)
         1) Nicola will review, and then circulate to Executive (October meeting) (Nicola)
      b) List of Executive responsibilities during EDC conference (eg. who speaks, when) (Nicola and Paola)

   2) EDC Financials Update (Janice)

   3) Contact those who ran for election to invite them to join committees/special projects (Nicola – but after Sept 22 meeting)

   4) Develop a list schedule of official correspondence (e.g. thank you notes) that now require official EDC letterhead (Nicola has started a file – pls provide other text to her)

   5) Graphic and Textual Display - list of EDC Values to be discussed at the next AGM (Nicola draft preamble, Natasha will ask graphic designer)
      1) Open community
      2) Peer development
      3) Sharing
      4) Scholarly approach (Note literature by David Gosling, Kim Fraser’s article in Pathways book, Milton Cox, Wenger, and mission/goals of SOTL in Canada, in IJSOTL)

   6) Align the “Aims” with the “Themes” in the Living Plan - embed the aims, simplify and synthesize the plan and send to executive for input; final draft to be reviewed during February AGM (Janice circulate)

   7) Professionalism article (re the aim “professionalization of the field”) September meeting (Nicola contact Jeannette to get copy of file)
8) Check Institute printing costs incurred by either Queens or Victoria U September meeting (Janice)
9) Document outlining duties and protocols of the Nominating Committee, addressing language issue and the issue of soliciting nominees for December (Nicola)
10) Living Plan – revisit and assess progress towards goals each May Retreat, and focus on September meeting (Nicola to add to Agenda)
11) EDC Awards: Eg. possible future award for ED Centre newsletters
   a) Should we have an award?
   b) It is one way to raise awareness
   c) If chosen, an award needs to be aligned with values, living plan, thoughtful and intentional, with the impact we want as an organization.
   d) Ways to share or highlight resources/initiatives in ways other than awards?
   e) Consider regional highlight on website, Blog options – to support values of sharing and open community
   f) Consider interactive media (Natasha)
12) Working Committees for Future work
   • note that both subcommittees will consider ways to integrate college members and grad students into their plans for these initiatives
   • both of these committees are concerned to create a recognized pathway to practice, research existing models and align with appropriate ones, and create discussion papers to be discussed at the AGM and beyond
     (a) Development of a portfolio model with a list of skills and recommendations of a variety of ways to develop these skills (Nicola contact people to participate after September meeting)
       (i) PLAR – prior learning recognition
       (ii) courses/modules – EDC Institute, others?
       (iii) mentorship
     (b) Professional identity (define the profession) (Nicola contact people to participate after September meeting)
       (i) ethics statement
       (ii) code of practice
       (iii) integrity
       (iv) philosophy
13) STLHE membership survey – still waiting to review EDC relevant data (Nicola bring proposal for budget to September meeting to hire someone to analyse this data)
14) Fill-able form for new EDC jobs for our website – invite members to have an RSS feed that would allow ‘instant alerts’ (Natasha)

Deferred Items
1. Updated membership list from Sylvia with column showing month/year member joined (deferred until new membership decided)
2. Regional initiatives/groups? (Nicola) deferred until online initiatives reviewed
3. EDC as ‘broker’ of peer visits? defer
4. EDC online mentoring? Consider Online Initiative

9. Future Meetings
Thursday, September 22, 1-3  
Thursday, October 13, 1-3  
Thursday, November 17, 1-3  
Thursday, December 1, 1-3  
Thursday, January 19, 1-3  
Thursday, February meeting at EDC conference  
Thursday, March 22, 1-3  
Thursday, April 26, 1-3  
May retreat date to be booked  
June meeting at STLHE  

10. Adjournment  
   (Move to Adjourn Nicola Simmons, Seconded Paola Borin, accepted unanimously)