

**Educational Developers Caucus (EDC) of the  
Society for Teaching and Learning in Higher Education (STLHE)  
Meeting of the EDC Executive  
Thursday, March 22, 2012; 1:00-3:00 (EDT)  
Minutes**

**Present:** Nicola Simmons, Erika Kustra, Janice MacMillan, Marla Arbach

**Regrets:** Paola Borin, Natasha Kenny

**1. Welcome and adoption of the agenda (all)**

- a) Motion – Adopt agenda, with possibility to adjust as meeting progresses (Nicola moved to accept, all accepted)
- b) Welcome Tim Loblaw who will join with Janice to mentor the transition as Treasurer
  - i. Need picture and bio for web ready for June meeting (Natasha)
- c) Welcome to Arshad Ahmad, President of STLHE, who will join meeting
  - i. Delighted to have Arshad join us in our conversation

**2. Minutes of previous meeting for approval (all)**

- a) February minutes approval – item 1 a iii – remove typing error (Erika move approved with minor correction as noted, seconded by Marla, approved by all)
- b) Business arising that does not appear on agenda (none)

**3. Chair's Report (Nicola)**

- a) EDC working groups – update on process
  - i. Some changes in group memberships due to availability
  - ii. Members have mentioned they are interested in joining working groups
  - iii. Should participation in Working Groups be circulated to the full membership list now? Consider exploring a more full list during April Retreat and send a full list of possible groups out at the same time (Define during April Retreat)
- b) Follow up to themes from conference
  - i. Conversations about where we are as a discipline, field, professionalizing, credentializing, routes of entry
  - ii. Paola has been exploring aspects in Professional Development
  - iii. Nicola will connect with Natasha about main themes from conference, and to allow continued conversations, such as a Blog (Nicola and Natasha)
- c) Update on Nominating Committee – Chair and timeline
  - i. Alice Cassidy is Chair of the and the Nominating Committee
  - ii. Three names have been submitted
  - iii. The timeline has been communicated, and announcements will be sent out soon

**4. 2012 Conference (Marla) (15 min)**

- a) 2012 conference wrap-up update and questions
  - i. Have circulated a follow-up survey for conference for feedback
  - ii. Questions about specific responsibility for each part of the conference.
    - Need to clarify the responsibility of Vice Chair of Conference and to clarify timelines, calendar, etc. (varies to some extent based on hosts). This may be integrated into the overall conference manual. Also need to solicit feedback from this year's conference hosts. (Marla and Paola, develop draft for July Executive Meeting)
  - iii. Send email requesting feedback from conference hosts to help refine the conference manual (Marla, by March 30, 2012)
  - iv. Request expected date to submit Conference financial report so that Janice can incorporate these into the EDC budget, and then also pass on to the hosts for 2013 (Marla)
- b) Developing Guidelines for presenters – for example, lead presenters or others who do not attend, can they be listed, or should we indicate in some way on the program those who will not be present

- i. Value in-person networking of having people physically present.
- ii. Have noticed increase in collaborative sessions, which is positive. Most collaborators are present, and collaboratively lead the session. A few had multiple contributors, some of whom did not attend.
- iii. How can we indicate someone has collaborated, but will not be present? Possible options:
  - Have a symbol that will identify collaborators, who will not be present (eg. Asterix, or italicize contributors who are not present).
  - Have a list of presenters and a list of the project team separately.
  - Clarify the expectation that usually the lead presenters will be registered for conference and present.
  - Ask the membership (see section e)
- c) Different registration costs for members/non-members next year
  - i. Recommend a reduced rate for those who are members - difference must exceed annual cost of membership, include this in our conference manual (Marla)
  - ii. This will affect any subsidy that the EDC gives
- d) Clarifications to wording in advertising to indicate non-members are welcome to attend
  - i. All agree that this is welcome, and will pass this information along to next year's hosts, and include in our conference manual (Marla)
- e) Other EDC Conference discussion points (note several below relate also)
  - i. Ask the membership about preferences for how designate collaborators who will not be present (Marla with Natasha)
  - ii. Timeline for selecting hosts for EDC Conference
    - Advantages to having the host chosen two years in advance to allow booking venues and organization
    - Send announcement out to membership that would like to make a decision about 2014 early to allow as much time as possible
    - Consider if should invite submissions by spring in order to allow announcement in June General Meeting (allow 1.5 years)
    - Concern, will this be enough time to prepare? Perhaps ask for Expression of interest – due April or May, Full proposal – due in summer (TBA) (Marla with Natasha)
- f) Thank you to Marla for all of her work on the Conference, it has clearly evolved and resonated with participants

## 5. Secretary Updates (Erika)

- a) Improvements on ways to distribute EDC conference bags
  - i. Recommend distributing bags during Registration at the conference registration desk
  - ii. Add question on registration form for conference (are you a new member of EDC)
  - iii. Bag will be given to all new people who register
- b) Need a monthly regular list of members
  - i. Has been an ongoing issue to receive list each month, with specific fields
  - ii. Goal – to have a database that automatically generates membership list - Ask for Report to be created with fields we need, give access to the automated system for Secretary or arrange to receive automatically with fields designated (Nicola will be meeting with Sylvia)
  - iii. Sue Vajoczki is Chair of memberships, and could be part of the discussion, second administrator is being considered for STLHE (1 day per week) (Erika will follow up)
- c) Plan for all people who have not renewed to register
  - i. Compare a list of EDC members this (including column when first members) (Erika)

## 6. Professional Development (developing from EDC Conference) (all)

- a) Professional Development: Moving forward based on Institute and AGM feedback
  - i. Identify themes that have come out (Paola will summarize notes for Retreat)
- b) Full Institutes: New and Experienced Educational Developers in parallel
  - i. Issue of budget – many directors would welcome something for new members
- c) Educational Developers Portfolios – Windsor currently offers a Teaching Dossier Academy, and is considering a more targeted clear stream for Educational Developers Portfolios (Erika)

- i. Advertise as a professional development activity, not coming from EDC specifically, but relevant to EDC members
- d) How manage when groups or people come forward requesting to offer Professional Development?
  - i. Increasing groups may come forward as a funding opportunity
  - ii. Issues of what EDC will formally endorse and how endorse
  - iii. Issues of whether resources are requested
- e) Directors Online meeting for informal support
- f) Others ideas raised – Short and long term
  - i. 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 (Natasha – is there a way to do this on the EDC website? To discuss during the retreat)
  - ii. Possibility to do this in collaboration with STLHE (Mercedes Lackey would be the contact)
- g) Grants – At the EDC conference (Call for Grant submissions online needs to be updated to show Deadline for Grants May 28 (Paola and Natasha)
- h) Educational Resource Coordinator
  - i. Check to see if anyone expressed interest to Natasha (Natasha)
  - ii. One person has come forward to Marla as current Educational Resource Coordinator as a possibility, to take over for the next issue

## 7. Action and future items (all)

- a) Dates for action items – involve members to assist as needed
- b) Reviewed action items and updated – many will be reviewed on EDC Spring Retreat, in April will review, and may alter and adapt
  - i. For example, maybe fill-able form for new EDC jobs for our website – invite members to have an RSS feed that would allow ‘instant alerts’ (Natasha) Discuss during Spring Retreat – may address this through the Facebook and RSS feeds
  - ii. EDC specific publication – peer reviewed journal or book (may come out of working groups)
  - iii. EDC/3M joint projects : Arshad mentioned that this is a really good idea, often it is time limitations that get in the way. Possible areas:
    - Communication issues – promoting advertising events
    - Social Media –consider focused meeting between groups
    - Membership
    - Events – consider joint, deliberate and planned, ex. Open doors to things that are already done
  - iv. Explore the idea of developing a Working Group on this topic as part of the April Retreat (Agenda)

## 8. Impact of Charitable arm of STLHE – Teaching and Learning Canada (TLC) (Arshad and Nicola)

- a) Impact on EDC Grants?
  - i. No intention for the next year to have any grants or scholarship programs, however, unclear for future
  - ii. Everything TLC will do will be vetted through the STLHE board, with the EDC Chair on the board
  - iii. Implications on existing programs will be discussed by everyone, Nicola will bring information back from STLHE board meeting

## 9. Adjournment (Moved by Nicola, accepted by all)

- a) Thanks from Arshad Ahmad for being invited to EDC Executive Meeting, valuable for future exchange
- b) Funding for travel for people on executive may be available (through EDC or STLHE) (Discuss during Retreat)

## Future Meetings

Thursday, April 26 - Full day Spring Executive Retreat **10:00am to 5:00pm at Nicola Simmons' house**  
 June meeting at STLHE

## Completed Action Items

1. Invite Arshad Ahmad, STLHE President to join an EDC Executive Meeting, likely March (Nicola)
2. Invite Tim Loblaw to mentor with Janice as transition into Treasurer (Janice)
3. EDC Nomination Process – contact EDC Nominating Committee to confirm who the Chair of the Nominating Committee is, and their expected timeline so that successful candidates can join the Spring Retreat (Nicola)

## Current Action Items

### Conference Follow up

1. Conference Manual (to be updated); (Marla and Paola, develop draft for July Executive Meeting)
  - a) Draft Instructions regarding role of VP Conferences, clarify timelines, calendar, who sends out conference feedback request, etc. (varies to some extent based on hosts)
  - b) List of Executive responsibilities during EDC conference (e.g., who speaks, when); wording for conference manual re: student bursaries)
  - c) Clarifications to wording in advertising to indicate non-members are welcome to attend
  - d) Send email requesting feedback from conference hosts to help refine the conference manual (Marla, by March 30, 2012)
  - e) Advertise more that there is a poster prize and publicize the criteria for selection - add it into the conference manual, consider methods used by STLHE conference (Marla)
  - f) Recommend a reduced rate for those who are members - difference must exceed annual cost of membership, include this in our conference manual (Marla)
2. Keep a record of the numbers registered by date so that future years can tell if the pattern is normal (Marla)
3. Request expected date to submit EDC financial report so that Janice can pass incorporate into the EDC budget, and then also pass on to the hosts for 2013 (Marla)
4. Send announcement out to membership that would like to make a decision about 2014 EDC hosts early to allow as much time as possible: Consider if should invite submissions by spring in order to allow announcement in June General Meeting (allow 1.5 years). Perhaps ask for Expression of interest – due April or May, Full proposal – due in summer (TBA) (Marla with Natasha)
5. Ask the membership about preferences for how designate collaborators who will not be present at the EDC conference (Marla with Natasha)
6. Funding for travel for people on executive may be available (through EDC or STLHE) (Discuss during Retreat)

### Membership

1. Goal – to have a database that automatically generates membership list - Ask for Report to be created with fields we need, give access to the automated system for Secretary or arrange to receive automatically with fields designated. (Nicola will be in contact with Sylvia in person, and Erika will follow up)
2. Plan for all people who have not renewed to register
  - i. Compare a list of EDC members this (including column when first members) (Erika)
3. Send bags and pin to new members (Erika)

### STLHE Survey Data

4. STLHE Survey Data – Review of data from EDC members Consider meeting to review during EDC Conference (Natasha, Erika, Paola) Invite others who are interested to join

### Online Communication

5. Need picture and bio for web ready for Tim and new Executive members, for June meeting (Natasha)

6. Nicola will connect with Natasha about main themes from EDC 2012 conference, and to allow continued conversations, such as a Blog (Nicola and Natasha)
7. 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 (Natasha – is there a way to do this on the EDC website? To discuss during the retreat)

**Professional Development:** Moving forward based on Institute and AGM feedback

8. Identify themes that have come out (Paola will summarize notes for Retreat)

**Educational Resource Coordinator**

- a) Check to see if anyone expressed interest to Natasha (Natasha)

**Retreat Topics** (see below)

**Future Items**

1. Fill-able form for new EDC jobs for our website – invite members to have an RSS feed that would allow ‘instant alerts’ (Natasha)
2. Regional initiatives/groups? (Nicola) deferred until online initiatives reviewed
3. EDC as ‘broker’ of peer visits?
4. EDC online mentoring? Consider Online Initiative – topic of the month conference call - from college model
5. EDC Awards – if chosen, needs to be aligned with values, living plan, thoughtful and intentional, with the impact we want as an organization
6. EDC specific publication – peer reviewed journal or book
7. EDC/3M joint projects

Possible Retreat Meeting Topics:

1. Welcome to new members
2. Communication (Natasha) (15 min)
  - a) Blog initiatives (eg. Related to professional development themes)
  - b) 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 (Natasha – is there a way to do this on the EDC website)
  - c) Linked In
  - d) RRS feeds, fillable forms for positions
3. Review Expressions of Interest to host EDC 2014 (Marla)
4. Professional Development: Moving forward based on Institute and AGM feedback
  - a) Identify themes that have come out (Paola will summarize notes for Retreat)
5. Working Groups – Topics, membership invitation process (connect also to EDC/3M joint projects ideas)
6. Funding for Executive Travel
7. How do we manage when groups or people come forward requesting to offer Professional Development?
8. EDC specific publication – peer reviewed journal or book (may come out of working groups)
9. EDC/3M joint projects: Arshad mentioned that this is a really good idea, often it is time limitations that get in the way. Possible areas:
  - Communication issues – promoting advertising events
  - Social Media –consider focused meeting between groups
  - Membership
  - Events – consider joint, deliberate and planned, ex. Open doors to things that are already done