Educational Developers Caucus (EDC) of the
Society for Teaching and Learning in Higher Education (STLHE)
Meeting of the EDC Executive
Thursday, September 22, 2011; 1:00-3:00 (EDT)

MINUTES

Present: Nicola Simmons, Erika Kustra, Marla Arbach, Natasha Kenney, Janice MacMillan
Regrets: Paola Borin

1. **Adoption of the agenda**
   a) Adopted (Moved by Nicola, accepted by all)

2. **Minutes of previous meeting for approval**
   a) August minutes (Moved by Nicola, accepted by all)

3. **Chair's Report** (Nicola)
   a) Procedures re: elections – Alice Cassidy is developing documents, which we will review during November meeting (all)
   b) STLHE membership survey – Sue Vajoczki will have data and some analysis to us in October, to review elements related to EDC (all)
   c) 2011 Institute materials – Janice will forward a package of the handout materials from 2011
   d) Note: March meeting is March 22 (correction to date)
   e) Update on STLHE Finance Committee meeting
      - new committee developed to review what to do with STLHE surplus
      - Nicola invited as Chair of EDC
   f) Thank you to all executive members for their work!

4. **Living Plan** (Nicola)
   a) Progress towards goals
   b) From previous 'action items' list: *Align the "Aims" with the "Themes" in the Living Plan - embed the aims, simplify and synthesize the plan*
      - Current Living Plan is organized based under broad theme and career stage
      - During EDC Executive Retreat in May, the executive discussed connections with aims of EDC
      - It would be helpful to reorganize, simplify and reformat the document to address the size of document, to clearly connect to EDC aims and goals, and to include a guide for timelines so that information will be more easily accessible (Nicola will try first draft, and circulate before the next meeting for review, may consider a graphic representation or coloured table)
      - Purpose of review is to better inform our practices as Executive, members of EDC, conference organizers, Directors and members of Centres and beyond
      - We propose that Executive will review and revise annually, and post commentary to ensure that the plan continues to guide our actions, and to ensure that the plan remains current (Nicola has added to calendar as a task for the May retreat and September meeting)
      - Plan to present the resulting working document to EDC conference in February (all)

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5. **Committees from Living Plan** (Nicola)
   a) Two committees recommended during the May Executive Retreat
      1. Development of a portfolio model
      2. Professional identity
   b) Possible Organizing Concepts: Who, What, Where, Why, When, and Daniel Pratt's Teaching Perspective Inventory: Beliefs, Actions, Intentions
      - Who we are - Professional Identity group
      - What we do - Portfolio Model group, skills and how they could be demonstrated
      - Where, Why and When – the Living Plan
      - Beliefs – some articulation in the values and aims for EDC
      - Intentions – Living Plan
      - Actions – Teaching Portfolio model

   c) Reasons for Committees:
      - Professional opportunities that extend beyond the conferences
      - Individual career development
      - Centre development and promotion

   d) Recommendations: move forward with two initiatives, and introduce future initiatives as needed (Nicola with help from Ruth Rodgers will invite people to join the committees starting with people who have expressed interest in working more in depth with EDC)

   e) Timelines: short update to February conference

6. **Annual Calendar**
   a) The executive reviewed the annual calendar to suggest revisions
      - Janice suggested a revision to the budgetary dates to allow submission of approved budget by the end of November to take to STLHE Board in December, and this has an impact on the dates of Executive Meetings
      - Nicola will finalize updates by September 30, 2011 and all Executive to review by October 7, 2011
      - We propose that once it has been reviewed, the calendar will be posted to the website to allow transparency for members

7. **Graphics and Text for Website** (Natasha & Nicola)
      - Priority for September was to get documents up on the website – all are now present
      - Conferences page layout is helpful
      - Presentation of visual representation of values – preference for oval visual
      - Concern that it might be confusing to have more than one visual, different from the EDC logo, but general consensus that the colours and style will allow connection to the EDC logo
      - In current EDC website, the STLHE logo actually shows rather than the EDC logo
      - Ask for EDC logo to appear on all web pages (Natasha will follow up)
      - Marla has translated the text into French for the newsletter article
      - Should *Next Steps* be included in this Values document? Maybe more appropriate in the Living Plan.

- Keep the Values statement short, and with the graphic, move the details of current and future steps to the Living Plan (==Nicola==, within next two weeks, Natasha post to the website, all unveil at the EDC by e-mail to listserv and conference)

8. **EDC Institute 2012** (Nicola)
    a) Planning (results to be communicated to the conference organizers Lynn Taylor and Margaret-Anne Bennett)
        - Choose a theme for each year, chosen by Executive and based on the Living Plan
        - The theme will be divided based on new and established
        - Facilitators will be chosen based on the theme, and facilitation skills, and will provide a description and outline in advance
        - The content will be based around a conceptual or theoretical framework
        - The Institute must be interactive
        - Provide resources, references and handouts posted online within 2 weeks
        - Free registration and honorarium will be provided for facilitators depending upon financial viability
        - Consider having a basic framework for the Introductory institute, that will repeat each year

    b) Date of Institute
        - Options considered (==Marla== contact organizers)
            o Half-day running *concurrent* with pre-conference – competes with pre-conference
            o Full-day *prior* to pre-conference – adds extra expense
            o *Replace* pre-conference – results in lack of opportunity to submit a pre-conference proposal
            o Wednesday *Evening*- previous experience suggests fatigue
            o Different date and location – funding and extra organization
            o Online Institute – requires time to develop

9. **Budget** (Janice)
    a) Timeline for our work and for membership vote; to STLHE board for November meeting
        - October 3, 2011 ==Janice== and ==Nicola== discuss and draft initial proposal to present to executive
        - Janice circulated excel sheet summarizing actual numbers for what has been currently processed for expenses and income - executive to comment on anything missing, incorrect or any expected expenses September 28, 2011 (==all==)
        - At next meeting finalize proposal on October 13, 2011 and circulate draft to EDC membership on October 20, 2011 asking for feedback through listserv with request for feedback in 1 week on October 31, 2011 (==Natasha== and ==Janice==)
        - Forward revised budget for review and re-circulate to executive (call an Extraordinary Meeting if needed)
        - Thursday, November 10, 2011 finalized budget will be circulated to EDC membership for vote, ending November 21 (==Sylvia== and ==Janice== to prepare vote)
        - May need to coordinate communication regarding two different votes – one for budget and one for wording of bylaws (==Natasha== will contact Sylvia to coordinate)
        - Circulate the accepted budget to STLHE Board for December 2, meeting (Nicola)

10. **2012 Conference** (Marla)
    a) 2012 conference planning

- Received information, including the Schedule at a Glance, and deadline for proposal submission from the organizers
- Confirming dates for conference – this year a potential date for the proposal submission is later than previous years, and there is concern that it may be difficult to have volunteer reviewers in December, and will delay ability to arrange transportation. Contact organizers to see if it is possible to make the deadline earlier to be consistent with historical deadlines (Marla)
- New formats are being suggested: 50 Minute: Short presentation (interactive), Panel included in concurrent sessions, Roundtables included during concurrent sessions, project planning session (50 minute session),
- Note 80 minute workshops will still be available, as well as Poster and Pre-Conference Workshops
    - Strength to assess new formats
    - Strength to be more flexible
- Encourage people who receive EDC grants to present in some way at the EDC Conference either in person (presentation, round table), online, poster (Paola explore ways to encourage grant holders past and present to submit)
- Possible Four day event?
    - Tuesday, February 21, 2011 – Institute tentative hold, STLHE Board Meeting
    - Wednesday, February 22, 2011 – Pre-conference workshops: Included in Call
    - Thursday, February 23, 2011 - Plenary - Nancy Chism, three 50 minute Concurrent Sessions, 50 min EDC AGM Business Meeting, Conference dinner
    - Friday, February 24, 2011 – three 50 minute Concurrent Sessions, one 80 minute block, lunch poster session with voting, Closing Plenary discussion
    - Ask the organizers to see if it is possible to remain flexible, to have more than one block of 80 minute workshops, based on quality and quantity of submissions, as the longer sessions better represent the goals and flavour of EDC (Marla)
- Concern about extra day – limitations due to weather, expense
    - But if on February 22, conflict with other pre-conference may decrease attendance
- May want posters on Thursday to avoid losing people?
- May be the first time voting on posters, and will be up to the host to present prizes at closing
- Expect conference website to be live in October, but after the call is distributed

b) Future conference submissions?

11. Action and future items (all)
- Update September 29, 2011 (Nicola circulate, and all respond with update)

12. Adjournment
- (Move by Janice, accepted by all)

Future Meetings

    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

Action and Future Items

1) Conference Manual (by September 30 - Paola, Nicola to review, send to exec for Oct meeting) Draft 'Instructions regarding role of VP Conferences; List of Executive responsibilities during EDC conference (e.g., who speaks, when)
2) Check Institute printing costs incurred by either Queens or Victoria U September meeting (Janice)
3) Contact those who ran for election to invite them to join committees/special projects - portfolio model, ED identity (Nicola – but after Sept 22 meeting) BY OCT 5
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) 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 (Nicola for Oct meeting)
6) Document outlining duties and protocols of the Nominating Committee, addressing language issue and the issue of soliciting nominees for December (Alice Cassidy to provide in October – to discuss at November meeting)
7) STLHE membership survey – data to us in October – put on October agenda
8) Fill-able form for new EDC jobs for our website – invite members to have an RSS feed that would allow 'instant alerts' (Natasha will follow up with Sylvia by Oct 13; technical requirements may be quite complicated.)

Future Items

1) Updated membership list from Sylvia with column showing month/year member joined (deferred until new membership model in Jan 2012; revisit then)
2) Regional initiatives/groups? (Nicola) deferred until online initiatives reviewed
3) EDC as 'broker' of peer visits?
4) EDC online mentoring? Consider Online Initiative
5) EDC Awards – if chosen, needs to be aligned with values, living plan, thoughtful and intentional, with the impact we want as an organization