

EDC Executive Retreat

May 2, 2011

10 am to 4:30 pm (EDT)

Nicola Simmons, Jeanette McDonald, Janice MacMillan, Paola Borin, Ruth Rodgers, Erika Kustra, Natasha Kenny present; Teresa Dawson, Marla Arbach present for parts of the meeting via Skype

1. Welcome and Introductions

- Welcome to new EDC Executive members!

- Erika Kustra, University of Windsor Secretary
- Natasha Kenny, University of Guelph VP, Communications
- Marla Arbach, VP, Conferences

- Thanks to those who also ran:

- Joan Forder
- Judy Chan
- Taralee Hammond
- Maureen Wideman

- It was noted that the executive has a desire to involve the other nominees, plus regional and college members, in a variety of special projects in the coming years.

2. Business arising from the April 4 minutes (short updates, action items)

- Nicola requested that **all** continue to send her copies of EDC formal correspondence so she can add to her file
- The status of the 2010 EDC financials is still unconfirmed; **Janice** is pursuing
- **Jeanette** was pursuing the idea of a job posting function on the new website – this will be integrated with new website (STLHE)

3. Mission and Vision

- The executive reviewed the existing Mission, and decided to integrate the “Aims” from by-law 3.2 more prominently on the webpage and to use these in making future planning decisions
- The executive also created a list of EDC Values to be discussed at the next AGM
 - Open community
 - Peer development
 - Sharing
 - 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

4. Living Plan

- The executive decided to align the “aims” with the “themes” in the Living Plan; **Janice & Ruth** to work on the document to embed the aims, simplify and synthesize the plan and send to executive for input; final draft to be reviewed at AGM
- **Jeanette** to send an article related to professionalism to the executive as a resource (re the aim “professionalization of the field”)

5. Conference Manual and duties of VP Conferences

- Paola is still updating the conference manual and will convey it to Marla soon
- Paola and Marla will communicate soon about VP Conference duties
- Nicola and Ruth to review conference manual over the summer

6. Financials

- The 2011 conference financials were reviewed and revised
- The executive approved a motion (Paola; Jeanette; passed) to issue cheques for \$1000 per person to Joy Mighty and Teresa Dawson to defray travel costs for the Institute, in lieu of honorariums; Janice to arrange cheques and Nicola to send with official thank you note
- Janice to check regarding Institute printing costs incurred by either Queens or Victoria U.
- Discussion re changing amount of stipend for conference speaker fee
 - i. Motion (Nicola; Paola; passed) that “the EDC will contribute \$2500 to cover any conference speaker costs (fees and expenses), in 2012 and beyond. Conference hosts must budget to cover any speaker costs in excess of this amount, and will return any unused portion of the \$2500 provided by the Caucus executive to the EDC”
 - ii. In the conference manual (Paola), add a statement encouraging conference hosts to give priority to Canadian speakers, but these may be outside of the ED field
- Agreement that conference hosts must submit a draft budget early in the planning stages, and a column for in-kind contributions to be added to help determine actual conference costs
- Natasha to shadow Janice through the 2012 financial process
- Janice to arrange for travel subsidy (\$250) to be paid to new executive members in June

7. Elections Process

- Exec will email issues and thoughts beyond those summarized in Alice Cassidy’s document, to Nicola by May 15th (subsequently changed to May 25)

8. Grants processes

- Paola and Ruth to create a consistent schedule for grants activities (call for submissions, submission deadline, decision deadline, midterm and final report deadlines) to be issued to the membership asap

9. Annual Calendar & STLHE plans

- The executive will revise the calendar on the basis of decisions made today
 - i. AGM and GM will be switched so that AGM is at EDC conference as of 2012
 - ii. Delete the PD activity at the GM, but ask for a 90 minute concurrent, ED-focused session at STLHE (Nicola)
 - iii. Nicola will inform the STLHE Board, and ask that the STLHE conference manual be revised accordingly
 - iv. We will need to revise the by-law (Jeanette) at the next AGM or a special meeting
- The table will be revised to separate conference and grant duties (now two positions)
- We will consider making the May executive meeting a retreat each year
- Exec meeting at STLHE is Wed June 15th from 12-130
- EDC AGM is Wed June 15th from 430-500 (opening reception is 5-7)

10. Further integration of college colleagues into EDC and its activities; professionalization (development vs. credentialism)

- Discussion about these two issues resulted in agreement that
 - i. Open entry to the practice is valued
 - ii. There are many lines of scholarship
 - iii. EDC needs PD offerings to assist those coming from diverse backgrounds
 - iv. PD offerings should be flexible in format and delivery
 - v. PD needs to continue to build knowledge and skills at various stages of the ED career
 - vi. The SEDA model may be worth emulating or integrating
- Two subcommittees emerged
 - i. Development of a portfolio model with a list of skills and recommendations of a variety of ways to develop these skills (Ruth, Paola, Jeanette, Maureen Wideman & Judy Chan to be invited)
 1. PLAR
 2. courses/modules
 3. mentorship
 - ii. professional identity (define the profession) (Nicola, Lynn Taylor, Taralee Hammond, Joan Forder to be invited; Teresa D. as consultant)
 1. ethics statement
 2. code of practice
 3. integrity
 4. philosophy
 - iii. note that both subcommittees will consider ways to integrate college members and grad students into their plans for these initiatives
 - iv. 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

11. Institute feedback

- Teresa and Joy will present the results to the executive in a future conference call; will send a digital file of the session handouts and a working outline of the session to Nicola

12. Additional items

- Nicola reviewed the expressions of interest she has received for hosting 2013 and 2014 conferences; Nicola and Marla will issue a formal call for submissions, but Marla will receive proposals and negotiate with applicants in future
- Nicola expressed thanks to both existing and new executive members for their efforts

Adjourned at 5 pm