

Society for Teaching and Learning in Higher Education (STLHE)

Meeting of the EDC Executive

January 25, 2019

10:00am-12:00pm (EST)

Minutes

Invited: Erika Kustra (Chair), Celia Popovic, Mandy Frake-Mistak, Maureen Wideman, Natasha Patrito Hannon, Jaymie Koroluk, Jenn Martin

Regrets:

- 1) **Adoption of the agenda** - Celia Popovic (moved), Natasha Patrito Hannon (second)
- 2) **Minutes of previous meetings for approval** – Celia Popovic (moved), Jaymie Koroluk (second)
- 3) **Orientation to BBB:**

Orientation to BBB (confirm in existing documentation - much of this was worked out for NJAW)

 - Make sure presenters/registrants know that ipad will not allow you to use your webcam or see the video, but will be able to hear and see slides and chat
 - Make sure presenters go to room and set up half hour before
 - because there is no break between schedules - expect a bit of delay at beginning of session
 - For future consider building in 15 minute delay for connection and bathroom breaks
 - Make it really clear that some browsers may have issues - if have problems switch browser
 - Practice room can use to check out equipment in advance (presenters can also use to practice)
 - Jaymie reviewed use of BBB platform in prep for online conference
 - For AGM need to ensure that we are ready to move to the next person if one of us is booted
 - All of us can attend orientation session - contact Lisa Endersby (lendersby@yorku.ca) or Jessie Richards
 - Dry run for AGM at the Exec retreat in Feb
 - Only have video cam on when presenting, except Mandy who will have camera on throughout
 - Bring computers to retreat where we will go through AGM
 - Build polls into slides so pre-set
 - If someone gets booted, move smoothly to next person, bring them back after next set
 - Jaymie will be back up if Mandy is booted out@!
 - Check that resources are not closed off on website
 - Need a welcome slide for all conference sessions

4) Updates in Brief (15 min)

a) Chair's report (Erika)

- i) Discussion of Retreat details
 - (1) Location has been approved, tentative agenda established. Can bring own food to save on costs.
 - (2) Will plan agenda meeting times around Maureen's availability - will meeting together online
- ii) STLHE Exec meeting
 - (1) Celia and Erika met with Amy regarding best times for exec meetings (after STLHE board meeting, 5:30pm evening before pre-conference).
 - (2) Plans were to host opportunities for EDC members to meet up on pre-conference day. STLHE will be hosting an Indigenous experience off campus. One option may be to encourage participation at this event and then host an EDC specific reception/dinner afterwards (possibility of registering through wild apricot).
- iii) STLHE GM
 - (1) Setting time, not in conflict with AGM, Leaders meeting

b) Vice Chair Professional Development (Jaymie)

- i) EDC Institute 2019:
 - (1) Natasha shared a summary of the upcoming Institute. A call has gone out for registration using Wild Apricot. **To Do: Jaymie to contact Tim Howard regarding use of Wild Apricot.** Western has agreed to set up information about institute on their website. Results thus far have been very positive. \$530 includes accommodations, food, and learning opportunities. Numerous inquiries about the institute coming from BC and Alberta already! Two individuals will be brought in to shadow the experience.
- ii) Currently focussing on upcoming online conference.
- iii) EDC Guides: call for next Guides:
 - (1) Jessica and Jaymie going to meet regarding the launch of new guides.

c) Vice Chair Communications Report (Maureen)

- i) New Website - working with ABorg company who are asking for a site map
 - (1) Site Map: creating an archive to house our older material that we do not wish to lose. Provided a sample of what our site map could look like with tabs accessible to our members. Link to database of T&L centres has been removed because it hasn't been updated since 2013. In order to maintain this on our website we would need it to be continuously updated/maintained. One suggestion is that the database have a fillable form. Possibility of creating a google doc in order to give access to fillable forms such as the accreditation framework, CoPs, Action groups. Within the awards tab, do we need to say awards within one of the headings or shall we refer to it as funding and grants. Supports may also be too general of a term - we need to differentiate between services. Desire to have an open space for members to be more actively involved in their own site.

d) Vice-Chair Conferences (Celia)

i) Conference Update

- (1) 2019 - complete schedule in place including workshop sessions, showcases, and keynotes. Jill Grose is going to lead dedicated session as award winner. Formal training sessions are in place and every presenter has been asked to attend a training session. Questions around evaluation to learn what we can about this experience. Registration is increasing. We have people joining from Australia, UK, Scotland, Belgium, the Middle East, and the United States. Council of Ontario Educational Developers (COED) has put out a few calls for social activities alongside conference. **To Do: Mandy to check Mach form for group registrations.**
- (2) 2020 -Working on establishing a budget and should be finalized by end of EDC online.

e) Vice-Chair Awards & Recognition (Natasha)

i) EDC Awards

- (1) Recognition of award winners during the AGM - thoughts to dedicate 10 mins of AGM to award winners. Two are going to synchronously present, one will be away but nominators will be present at AGM. Each of the award winners has been dedicated be during a focus session.
- (2) Access links/codes for family - Family members of the award winners would also like to be present in some way. Jaymie is able to provide this.
- (3) Distribution of Certificates - Letters of acknowledgement to key leaders have been sent when awards were announced. Bring physical copies to retreat to be signed by Erika and then can be mailed off to each award winner. Bring multiple copies to be signed.
- (4) Acknowledgement of Award Winners on the 2019 Conference website. Add names to website, acknowledgement of each of the award winners that we can add to website and also share during AGM (as part of Natasha's presentation). Maureen has already added lengthy profiles of each award winner to our website.

ii) EDGEs Grants

- (1) Update on progress for 2018 projects - all projects have commenced and submitted mid-project reports. One final report has been submitted. Deb Chen has been incredibly supportive and organized.
- (2) Update on call for proposals - Had wanted to give people more time for submission so call has gone out earlier this year. A slide may be created dedicated to the EDGEs call.
- (3) Plans for presentation at POD 2019 and potential for scholarship - hoping to do a session about EDGEs grants. Hoping a paper or two may be developed from this initiative. Hoping to invite some of this past year's recipients to POD 2019.

iii) EDC Bursary Fund

- (1) Preparing for requests associated with the EDC Institute 2019 - Language on the institute webpage and email about the availability of bursaries. Bursary page has also been updated. Due date early March.

iv) EDC Grants

- (1) Update on outcomes of Fall 2018 Call - Two successful applications from fall call. Jen and Erika have given approval for additional funds. The overall amount had been increased

to \$12,000 to be able to fully fund the successful applications. Names to released shortly.

f) Finances/Budget report (Jenn)

- i) Budget Review (to send to membership 2 weeks prior to AGM)
 - (1) Out to exec to review before sending to general membership. We are 4-6 months behind in the ledger due to STLHE budgeting. We will know more soon by end of August - this is fairly typical. An extra \$2,000 was used from the surplus put towards grants. This has also been added to the budget allocation for next year.
 - (2) Jenn unable to attend AGM. Discussion if preferable to have recorded update or have another member of the Exec to present. To have another member of the exec to present budget may be easier but consensus to go with whatever is best. Record something and then Natasha to present as back up.

g) Secretary's report (Mandy)

- i) Draft agenda & budget to send to membership (2 weeks prior to AGM)
- ii) EDC Elections/striking Nominations Committee (need EDC Exec rep) - Erika to contact about EDC Exec rep
 - (1) VC Communications
 - (2) VC Awards and Recognition - Natasha Hannon willing to stand for a second term
 - (3) VC Conference
 - (4) Secretary - Mandy Frake-Mistak -willing to stand for a second
- iii) Membership Benefits Letter - renewal letter has just come out via Wild Apricot system. Can we use Wild Apricot for individuals who have not yet renewed. Can connect with Tim to do this. We also have a list of our most current membership - if possible to pull a list of those who have not renewed and targeted these individuals. **To Do: Mandy to contact Tim and Barb to see if they are able to generate a report of those who have not renewed. To Do: send membership letter in outlook using mail merge.**

5) Other Business:

6) Adjournment (2 min) - Natasha Patrito Hannon (moved), Erika (second)

Next Meeting: February 11 & 12 (Retreat), February 20, March 22nd, 1-3pm