April 2017 STLHE board meeting minutes

Board of Directors Meeting
April 17, 2:30pm EDT

Draft: April 18, 2017
Accepted: May 23, 2017

Attendees
R. Lapp
R. Sproule
G. Watson
E. Enns
E. Kustra
J. McDonald
V. Lopes
D. Bateman

Regrets
M. Van Bussel
L. Kinderman
T. Howard
R. Verwoord
D. Stockley
L. Kinderman
C. Gaucher
D. Kiceniuk

Reference Material
- March 2017 minutes
- Request to STLHE executive to enter into an agreement with Canvas
Notes

Agenda

1. Call to order and welcome
   Leader: R. Lapp
   - Reach quorum (7) at 2:39pm EDT
   - R. Lapp reminds us of our STLHE values

2. Approval of the agenda
   Time: 1 min
   Purpose: make a decision
   Leader: R. Lapp
   Preparation: Review agenda
   - Agenda approved by consensus

3. Approval of minutes of March 20, 2017
   Time: 5 minutes
   Purpose: make a decision
   Leader: R. Lapp
   Preparation: Review March 2017 minutes
   
   Motion: I move that the March 2017 minutes be approved as submitted.
   Moved: Gavan Watson, Seconded: Robert Sproule
   Motion passes. Yes: 7, No: 0, Abstentions: 1

4. Report: International educational developer course – Hosting agreement with Canvas
   Time: 15 minutes
   Purpose: share information; make a decision
   Leader: E. Kustra
   Preparation: review Request to STLHE executive to enter into an agreement with Canvas
• Celia Popovic & Carolyn Hoessler ready to launch first offering of an International Educational Developer course; would like to partner with the Canvas Network to act as course LMS
• As a result, Canvas would be able to say that the course is offered by Canvas

Floor opens to questions:
• J. McDonald wonders how long is the agreement? What does it mean to have EDC / STLHE name attached to Canvas (as a corporate organization)?
• V. Lopes asks why would be partnering with a corporate identity?
  o Why is this course not being hosted in an open environment?
  o E. Kustra notes that she believes the course to be open
• G. Watson links to the Canvas Network Agreement
  o Are there concerns about the content ownership clause in the Canvas Network Agreement?
  o Has Celia & Carolyn considered approaching D2L for LMS support?
• R. Lapp notes that ICED would be an ideal partner for signing an agreement
  o E. Kustra suspects that Celia & Carolyn had approached ICED but ICED timing not aligned with the course development timeline
  o E. Kustra will ask if Celia is available for May, 2017 meeting

5. Brightspace Innovation Award
Time: 15 minutes
Purpose: share information
Leader: V. Lopes
Preparation: none.

• V. Lopes reported on a call from D2L, they would like to return all Brightspace branding to D2L. This includes:
  o mentions on STLHE website;
  o re-printing of past certificates with Brightspace branding
    ▪ D2L will pay the cost of re-issuing of certificates
• V. Lopes notes that P. Lyons mentions that the awards surplus could be used to cover the cost of re-printing award certificates
• D2L is also speaking with Globe and Mail to be media partner

Floor opened to questions:
• R. Lapp wonders how many years of certificates will need to be printed?
  o V. Lopes suggests 2-4 years of award winners
• V. Lopes had a conversation with T. Howard and notes that Tim didn't note an issue with the re-printing the award certificates
• J. McDonald will follow-up with D2L with plans for 2017 award announcement
  o Winners & institutions have been notified; both have been asked to keep secret
• V. Lopes waiting to hear back from D2L
• B. Sproule voices concern regarding how the 3M award was announced this year and if the *Globe and Mail* becomes a media partner, there needs to be coordination between STLHE, D2L & the Globe to ensure clarity about process and timing.
• V. Lopes note the fact that the award winners can’t be kept “under wraps” for much longer — may have to move ahead with 2017 announcement before partnership with *Globe and Mail* is secured
• J. McDonald notes the need for clarity in a new agreement with D2L, specifically including who is the designate at the company

6. Publications report to board
Time: 15 minutes
Purpose: share information
Leader: D. Bateman
Preparation: none noted

• D. Bateman notes that offering to pay for the registration of senior / managing editors of STLHE journals could be a worthwhile discussion item
  o G. Watson to add “How do we support our managing editors?” to list of F2F Board Meeting Agenda items

CELT
• Waiting for French translation of call for new CELT editing & publishing institution
• CELT papers now have DOI numbers
• Question: Once invitation is translated, who gets the announcement?
  o E. Kustra notes that she remembered that the announcement was sent to entire STLHE member list; a follow up also sent
  o G. Watson suggested that announcement should be a branded email sent via WildApricot

Green Guides
• All Green Guides are available in PDF format
• Need to find a way to advertise that Green Guides are available as digital titles (in PDF)
• New Green Guide publication (*Place-based Education*) before STLHE 2017 conference
• Do we ship hard-copy Green Guides to STLHE conferences?
  o R. Lapp says for him, the Guides were a tangible symbol of the work of the Society.
  o E. Kustra noted that she brought display copies to POD and people wanted hard copies.
  o D. Bateman will follow up with Steve regarding the number of hard-copy Green Guides to ship to STLHE 2017.
• J. McDonald asking if we can think of strategy to sell a complete set of Green Guides as a way to help move physical stock.
• G. Watson notes considering if and how the PDF Green Guides are accessible to those who need screen readers.

**CJSoTL**

• Continues as planned!

**TAGSA journal**

• D. Bateman has shared feedback from Board Members regarding TAGSA journal proposal with proposal authors; has yet to hear back from them

**Email Blast**

• Is considering how to return to a monthly email frequency a F2F meeting agenda item?

### 7. Council for 3M fellows for teaching and learning report to the board

**Time:** 15 minutes  
**Purpose:** share information  
**Leader:** E. Enns  
**Preparation:** none noted.

E. Enns noted that a report submitted for the February, 2017 board meeting is the basis for this report.

**3M National Student Fellowship**

• Maureen Connolly (3M National Student Fellowship Coordinator) term ends next year; 2018 cohort is her last.  
• Plan is to overlap incoming and outgoing coordinator by one year; means recruiting a new coordinator now.  
• Selection process complete for 2017 cohort; announcement to be made in short order.

**3M National Teaching Fellowship**

• Shannon Murray (3M National Teaching Fellowship Coordinator) in process of identifying new facilitator for 3M retreat.

**STLHE 2017**

• Planning on-going.  
• “Welcome to my Classroom” sessions in place.  
• Working on events for Fellows, including welcoming activities for new cohort.

Floor opened to questions:

• R. Lapp notes that V. Lopes is working on behalf of the board increasing awareness of 3M fellowship in the college sector.
• E. Enns notes that the council has asked for input from three colleagues regarding building awareness at the college-level

• R. Sproule asks a question regarding the special projects and difference between budget and what was spent (scholarship of leadership in education grant program)
  o E. Enns noted that there was not a successfully funded proposal; funding pending new proposals being submitted.
• R. Sproule asks if it is the intent of the council for a “catchup” on funds; E. Enns will be able to report back on this item after bringing it to the 3M council board.

8. 2016 Annual Report Update
Time: 5 minutes
Purpose: share information
Leader: G. Watson
Preparation: none
• G. Watson thanks authors for the work to-date on reports.
• G. Watson has distributed reports with edits or specific requests for information to report authors;
  o Waiting for re-submission from: E. Enns (editing length of 3M report); D. Kiceniuk (list of SoTL exec members, December 2016, plus additional items requested); M. Van Bussel (list of CSEC exec members, December 2016, plus noted edits)
  o Please submit accepted edits and additional information by Tuesday April 18th
• G. Watson is scheduled to send final Annual Report to Graphic Designer on April 19th
• G. Watson will make the final edits (prior to sending to Graphic Designer) available to all Board Members before they are sent to Graphic Designer

9. Other business

Item of information: STLHE email (Gavan)
• Please check SPAM folder / filter for 1) emails sent to your @stlhe.ca account 2) notification emails from STLHE Basecamp service; consider "whitelisting" the following domains: @stlhe.ca & @basecamp.com to ensure email arrive in your inbox.

Motion to adjourn: 3:56pm EDT

Next board meeting
May 15th 2017, 2:30-4:00pm EDT

Decisions
Action items

G. Watson to add “How do we support our managing editors?” list of F2F Board Meeting Agenda items
D. Bateman will inquire into the accessibility of PDF Green Guides
Board members will check SPAM folder / filter for 1) emails sent to your @stlhe.ca account 2) notification emails from STLHE Basecamp service; consider “whitelisting” the following domains: @stlhe.ca & @basecamp.com to ensure email arrive in your inbox.

Items for next meeting