

## 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

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#### Regrets

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

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#### Reference Material

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

- 3M 2016 Annual Report
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## Notes

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## 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?
  - Why is this course not being hosted in an open environment?
  - E. Kustra notes that she believes the course to be open
- G. Watson links to the [Canvas Network Agreement](#)
  - Are there concerns about the content ownership clause in the Canvas Network Agreement?
  - Has Celia & Carolyn considered approaching D2L for LMS support?
- R. Lapp notes that ICED would be an ideal partner for signing an agreement
  - E. Kustra suspects that Celia & Carolyn had approached ICED but ICED timing not aligned with the course development timeline
  - 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:
  - mentions on STLHE website;
  - 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?
  - 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
  - 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
  - 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?
  - E. Kustra notes that she remembered that the announcement was sent to entire STLHE member list; a follow up also sent
  - 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?
  - R. Lapp says for him, the Guides were a tangible symbol of the work of the Society.
  - E. Kustra noted that she brought display copies to POD and people wanted hard copies.
  - 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)
  - 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;
  - 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)
  - 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

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## Decisions

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## **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*

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## **Items for next meeting**

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