

**Educational Developers Caucus (EDC) of the  
Society for Teaching and Learning in Higher Education (STLHE)**

**Meeting of the EDC Executive**  
Monday, June 19, 2017  
Gathering 5:00pm  
**Location: Lord Nelson (Rm 850)**

**AGENDA**

**Invited:** Erika Kustra (Chair), Deb Dawson (Past Chair), Stephanie Chu, Jaymie Koroluk, Celia Popovic, Mandy Frake-Mistak, Maureen Wideman

**Virtual:** Natasha Patrio Hannon

**Regrets:** Theresa Southam, Erin Aspenlieder

<https://ca-sas.bbcollab.com/m.jnlp?password=M.F65B9418896971111B0ACDD2D1FB14&sid=2011271>

Welcome! (10 min)

- introductions

**1. AGM Slides**

- Review of slides, inclusion of home institutions in thank you's and welcoming of new EDC Exec.
- Brief discussion of holding conferences in February: pros/cons of doing so, travelling at this time of year. Committee starting up too think about conferences and when EDC may alternatively be held. Does it reflect poorly on the institution/EDC to travel elsewhere, outside of Canada?
- Stephanie and Deb to finish updating the website and milestones this week. Resource review blog to be incorporated into website.
- Membership is currently at (254), down from February (305). Query out to Tim on why this is? Potential error? Mail list has also dropped. Is it worth following up with those who have left/unsubscribing from the listserv? Are there other options or alternatives that we can explore? (we have actually doubled in size over the last 4 years coupled by an explosion of action groups).
- Follow up with Tim regarding automatically being added to the communication mail list. Use of Apricot?
- Twitter has increased, linked in is the same, and FB is slowly increasing. The mail list remains a concern.
- Should Erin not be able to open/adopt minutes, Mandy to step in to move to adopt and second to adopt minutes.
- Do we want to mention regional events: COED, BCTLC, Atlantic: yes. Included in slide "other".

**2. Update from the Chair**

- Update from STLHE board:
  - 900 attendees
  - Less than 60% acceptance rate because there are so many submissions
  - Thoughts of extending the conference to 3 days, or beginning on a half day and finishing on a half day (rather than 2 or 2.5 days)
  - College Sector 184 members
- TAGSA is having a panel on the challenges and opportunities of teaching with grad students from Wednesday June 21, and were hoping to encourage EDC exec to attend. With this in mind, should it be a SIG or become a constituent? Or to something else? What is their membership made up of? Do they want to tie more with EDC or because of their growing Graduate Student body would there be a better fit?

### 3. Bilingualism promotion in the EDC

- Bios Covered – make it more clear to the nominating committee that translations are covered. (We should be covering the cost of having documents translated).
- Translation?:
  - Set aside money to do this so anyone who had to pay for the cost of translation may be reimbursed
  - We could check too cost of having any of the guides translated. Even just the abstract?
  - Should we be consulting or asking our Francophone, native French speaking colleagues to see what kind of partners or supports they may have regarding the translation of ED documents (e.g. guides, living plan, accreditation information, award materials). Call for grants already translated.
- Challenge is that this is challenging work because it is a specialist/nuanced language.
- Can speak with Aline Germaine Rutherford (AVP TL at Ottawa) and Bilingualism Chair about what we can do given our limited resources (translation grants?)
  - Action item for Erika to follow up with these individuals.
- Is there a project that could work? Commit to one per year?
  - Possible joing project with French Community? Build on POD, STLHE
  - Webinar in French – Jovan Groen, Jean Paul Beaudoin, Genevieve Maheux-Pelletier
- Opportunities to connect with upcoming STLHE conference in Sherbrooke.

### 4. Bursaries: Executive responsibility, timeline and overall amounts

- EDC bursaries and conference bursaries are different.
- Executive responsibility. Whose portfolio? (Natasha)
  - Once bursaries were given out for the conference it was difficult and slow to find out how much was left.
  - Natasha's position was created to assist with this issue to do things such as tracking
- Grant calls, accreditation info, and awards materials – for accreditation can put out a call for French reviewers
- Timeline:
  - Need in our timeline calendar when the bursary call goes out and clarity on the amount for funding for Bursaries of each event, max amount per person.
  - Overall amounts – add to the calendar that will discuss bursary amounts when Institute advertised
- **Mandy Action item** add to the treasurer activity in the calendar. Treasurer to confirm with the committee the amount available for bursaries. Someone will need to tell her how much things cost. The institute changes time as well which may be an additional challenge.
- For EDC institute maybe held every 18 months?
- Erika too send out meeting invitations for future monthly EDC exec meetings and t check in with coordinators to see when they might check in with the EDC exec meeting

**To Do's re:** actionable items and accessing meeting minutes. Secretary role to take minutes and create a google drive/docs folder specifically for the purpose of EDC Exec.

- Look into other document management such as Basecamp or Slack (housed in Vancouver)
- Check with Gavan and Jenn Martin re: use of Basecamp

### 5. Living plan and values

- Increasing regional, national, and international partnerships, visibility, capacity
- Develop a comprehensive website
- Implement process for new ED guide topics
- Models to introduce new members
- Celebrate reflection and scholarship, promote diverse pd paths, champion SoTL
- Provide formal and informal learning opportunities for EDs (e.g. exchange grant, job shadowing)
- Contribute to ICED new course
- Explore online ED

## 6. Goals for the next year

- Post it note activity for us to brainstorm our individual goals specific to our role on the EDC

### Individual Goals:

#### **Erika –**

Internal – STLHE: College collaborations, 3M collaboration

TAGSA Exploration

Continue to make International Connections

Increased communication: work to clarify what is Educational Development, membership benefit

Consider sense of welcome for new members

Ensure exchange and mentoring continue

Explore indigenization

Diversity working group

Talk to POD

Bilingualism

GM and AGM: organize so they make more sense

#### **Stephanie –**

Website: Get it done by Fall!

#### **Natasha –**

Work with early adopters of accreditation: understanding, promotion, what do reviewers gain by reviewing, how can we streamline the process

What is working, what needs attention for each portfolio element?

Increased brand recognition in colleges: connect with CDAG and others for examples

#### **Jaymie –**

STLHE to include diverse voices and viewpoints in our dialogue

Improve documentation: eg. Handbook for institute

Resource collection and curation (via website mostly)

Educational Development potential membership venue: chat, slack, discard?

Educational development dialogue: what is it? How to revive it.

Broader discussion regarding growth for ed devs

#### **Celia –**

Cookbook link on website

Raise profile and uptake of EDC accreditation

Create rationale to hold conference

Review process for organizing conferences

#### **Maureen –**

Work to understand nuances of communication portfolio

Challenge provinces to have every college and university participate

Improve communication with private universities

Receive more participation in social media from members

Expand connections between EDC and other groups

#### **Mandy –**

Support EDC executive colleagues in their respective roles

Become much more acquainted with new role as secretary as well as the roles of EDC colleagues

Promote EDC/purpose/what we do/who we are

## 7. Dinner 7:30 Turkish Delight

For future

- Guides – process for new editions with Jeanette McDonald
  - Look at French Translation
  - Consider posting e-reader friendly version need Word files
- Give-always with EDC name for POD, ISSOTL, CHED etc.
- Webinar on 3M – follow up with Joe Jaymie, Mike, Esther, Shannon
- Follow up with POD and SHED, SEDA, ISSOTL invitation to joining EDC Conference- write an article?
- Contact members who have ended Membership (Mandy)
- Find out if there is a way to add people automatically to edc listserv, or at least notify us if want to be on list (Maureen contact Tim)
- Mandy and Celia: Videoscribe re: EDC