



## **Board of Directors Meeting**

December 2, 4:00pm-late

December 3, 8:30am-4:00pm

## **Minutes**

Accepted: January 21, 2019

**Attendees are noted for each day below**

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## **Reference Material**

- November 2018 minutes: [Link](#)
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## **Notes**

Meeting details posted to [Basecamp](#).

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## **Agenda**

### **Sunday December 2nd: Engaging with our big questions**

Attendees (Dec 2): Aline, Denise, Brett, Elana, Brandon, Erika, Gavan, Christine, Dianne, Laura, Jeanette, Valerie

#### **1. Call to order and welcome**

Meeting called to order at 4:09pm ET

Denise provided context of this December Board meeting

#### **2. Approval of the agenda**

- Approved by consensus

### **3. Approval of minutes of November 2018**

Preparation: Review November minutes

- November minutes approved, Yes: 9, No: 0, Abstentions: 1

### **4. Thinking about STLHE awards**

Conversation led by Valerie Lopes

STLHE is at a point where we need to have a look at the slate of awards and decide how we want to proceed.

Current challenges:

- No award coordinators have come forward in the past three years.
- Award ceremonies at conference have poor turnout; some conference attendees actively avoiding?
- Awards have low caché in National press as a news story.

Item discussion:

- Is there an opportunity for awards that recognize groups or units?
- Visibility and press coverage important to raising the profile of the awards outside the Society.
- How successful have we been in attracting media to the award ceremony?
- Advocacy, communications and scope of awards are components that require further attention.
- Social Media identified as a possible way of increasing attention of STLHE awards.
- Can the STLHE conference banquet be refocused as a way to celebrate all STLHE award winners?
- What is the membership needs for these awards?
- How do we reconnect the membership with these awards and how do we excite members about awards?
- It was noted that in other societies, award recipients are also members of the society (prior to winning the award).

#### Volunteer award

Should it be an externally coordinated award when the board could nominate someone?

#### Innovation award

Should it be focusing on transformation / transformative learning versus innovation?

It is noted that past awardees don't seem to be interested in becoming STLHE members.

Should this be the award that is only open to STLHE members?

### **5. CSEC, SIGs and TLNs**

Conversation led by Jeanette McDonald

- What do we want to do with Special Interest Groups (SIGs) and Teaching and Learning Networks (TLNs)?

- How do we envision these going forward?
- How do we “market” TLNs
  - Do we make funding available (up to \$500? Maybe slightly less?)
    - We should consider different levels of funding between SIGs and TLNs to differentiate them more clearly?
  - Can we offer ways that TLNs can connect with portfolios on STLHE Board in a more formalized way?
  - Do we provide the opportunity for TLNs to meet in a given time-slot during STLHE conference?
  - Consider a TLN logo that can be adapted by each TLN to help create identity
  - Do we offer opportunity to put out call (for members) through STLHE in more formalized way?
  - Do we offer space on website for resources?
- We will need to find ways to differential between SIGs and TLNs:
  - SIGs: have defined leadership
  - It is easier to start a TLN
  - TLNs a way to build capacity, or to have a more focused discussion on a specific topic
  - SIGs: more money (up to \$500) / TLNs: less money (up to \$300)
  - SIGs: get a conference plenary
- Should there be TLNs (and not SIGs)?
  - For SIGs: What is the value of creating by-laws?
- As a Board do we need to make a decision to grandfather TAGSA as our only SIG and adopt TLNs as a sole organizational group structure?

Jeanette:

- The TLNs have the opportunity to grow
- TLNs have a more flexible entry-point than SIGs or affiliate groups
- Possibility for TLN promotion in January

Brett:

- Likes the idea of a 1-hour time-slot for TLNs meeting at STLHE conferences; ideally STLHE members are all a member of a TLN
- It will be important for STLHE members to understand the difference between the time scheduled at conference for constituency groups, SIGs and TLNs

Gavan:

- Do we have top-down TLNs? For example, Instructional Designers could be a TLN. Do we create it?
- Erika suggests EDC board will tap people on the shoulder and ask if they would form an Action Group.

Aline:

- Would research, and presenting on research and time in conference be attractive to STLHE members to form a SIG or TLN?

## 6. Thinking about STLHE publications

Asking: are our current Publications meeting our needs?

What is currently in this portfolio?

- CJSOTL (3x / year)
- CELT (1x / year)
- Green Guides (not on a schedule)

Are these publications complimentary to each other?

Do we know who is reading all the STLHE publications?

STLHE-gram is not in the publications portfolio.

- Discussion that STLHE-gram falls into the communications strategy as it would be a way to communicate with stakeholders about the things STLHE & affiliate groups are doing.
- A STLHE newsletter was dropped “three boards ago.”
  - The newsletter was a lot of work.
  - Newsletter intention: share information, reports on STLHE items, short pieces related to teaching and learning.
  - STLHE-gram doesn't meet the “short piece” scope of the former STLHE newsletter.
- This “middle-level” level publication of shorter pieces is missing from the STLHE publications portfolio.

### Green Guides

- The publishing schedule of Green Guides can be difficult to predict; development of new Green Guides stalled.
- Board questions: Can the Green Guides be free? How does the agreement with Western impact our ability to do this?
- SoTL Canada notes that any resource they would create would be freely available.
- Decision was made that we will go forward with seeking new Green Guides (even if they are not called this anymore due to agreement to Western).

### What's next for publications?

- Can “guides” be freely available, licensed under the creative commons?
- Suggestion would be to have multiple guides in “the hopper” in order to have a publications schedule and deal with unexpected delays in any one Green Guide.
- Opportunity for “short briefs” written for broad teaching and learning audience.
- One publication “scope” that is missing: transitioning teaching and learning research into impact.
- Might be interesting to have a publication that focuses on impact: e.g.: how research has been applied into three cases.

### Reasons for a new STLHE publication

1. original intent for suite of publications was to scaffold opportunities to publish
2. to communicate about the impact of STLHE
3. to increase the visibility of STLHE
4. opportunity to advocate
5. source of practical resources a faculty member can use
6. “clearing house” for teaching related ideas and research
7. meet STLHE’s goal of a bilingual Society

### CELT

- Can the journal be published in December of the same year of the conference?
- Ideal if CELT was published before the next year’s STLHE conference?
- No consensus came forward on a revised publishing schedule.

## **7. 2020 conference**

- Compared to other conferences, STLHE does not have a call for symposia; this could be a way of building more coherence into conference schedule.
- The conference is “core business” and where memberships start.
  - Key to the Society as a result. Any change to the conference is a threat to membership.
- Engaging topics or “hot” topics will bring people to the conference.
- Practice and research an important mix; keep a balance between the two at the conference.
- Submissions and accepted papers (workshops) require better tagging so attendees can (better) understand session topic.
- How do we balance the acceptance rate and the underlying assumption that people will only attend if they will present?
- There is a possible future where (potential) attendees will be able to virtually attend a STLHE conference; how does the conference address this change?
- If STLHE takes on the organization of the conference, there would be a need to send out a RFP for conference organizer.
  - The RFP for conference organizer would be for a multi-year contract to organize STLHE conference.
- Do we look at a conference chair as a new board position; suggested with a STLHE-organized conference, the VP should not coordinate the chairing of the conference.
- If organized by STLHE, who is going to look after the program (who will undertake the labour of putting the program together)?
- One possible structure for a STLHE-organized conference would be to strike a national conference organizing committee with three-year rolling commitment.
  - Program committee is one of 10 committees identified in the conference manual—who will make up those other committees?
- We should be taking two years (or more) to evaluate the STLHE-organized conference; likely the society would only see the benefits after more than one year.

- Do we consider including awards gala at banquet?

### **Monday December 3rd: Operationalizing our 3-year plan**

Attendees: Aline, Denise, Brett, Elana, Brandon, Erika, Gavan, Christine, Dianne, Laura, Jeanette

Regrets: Valerie

### **8. Communication strategy: mapping the RFP**

Item goal: Develop a full list of tasks and responsibilities so that the RFP can be released

- What does it mean to communicate to our membership?
  - What promotional material needs to be developed?
  - Does money for promotional material come from \$20,500 budgeted?

Communications officer

- What are the tasks that this person will be responsible for?

[Communication discussion document linked here.](#)

### **9. STLHE Bilingualism strategy**

Item goal: Develop specific strategies to promote and engage bilingualism across the Society.

[Bilingual discussion document linked here.](#)

### **10. STLHE co-branded events**

Item goal: Develop a policy which describes the process by which proposals for co-branded events will be solicited and adjudicated; develop a process to ensure funds are spent as planned.

- How will we adjudicate the events?
- What does it mean to be co-branded?
- What happens there aren't submissions received from all regions in a given year?
- When does the call go out?
- Whose portfolio does this live in?

[Co-branded discussion linked here.](#)

### **12. STLHE portfolio outreach and networking (“special projects”)**

Item goal: Develop a policy to inform the ability of STLHE board members to conduct outreach, network and/or research on behalf of the Board.

- What does outreach look like for STLHE?
- For the (up to) \$2000 earmarked for each board member:
  - How do board members request the funding?
  - How are requests adjudicated?
  - What kind of reporting is required?

[Portfolio outreach and network discussion linked here.](#)

### **11. SIGs and TLNs**

Item goal: Develop a simple policy to allow SIGs to access the (up to) \$500 to support their activities.

- What's the process for a SIG or TLN to ask for money?
- What needs to be submitted to meet reporting requirements?

[SIG/TLN Grant Program](#) (Jeanette's Document)

[SIG & TLN discussion linked here.](#)

## 12. Other business

### Next board meeting

December 16, 2:00-3:30pm Eastern

### Decisions

1. We will go forward with seeking new Green Guide-like publication in January 2019 (even if they are not called this anymore due the terms of the agreement with Western); Green Guides (in whatever form they take) will be more Open (less cost) and electronic (not primarily print). [@Dianne B](#)
2. We will promote TLNs in January 2019 (and not actively promote SIGs). [@Jeanette M](#)
3. To inform the bilingualism strategy in 2019:
  - a. CELT will publish French and English abstracts. [@Dianne B](#)
  - b. STLHE will fund up to two CJSOTL articles per year (one English, one French) to be translated into the other language; if there isn't a French article published in the past year, an article could be selected from the journal's entire archive. (approx. 6K for translation) [@Dianne B](#)
  - c. In new initiatives for communicating with members (e.g. 2 minute-reads) will be offered in French and English (approx. 1K for translation)
  - d. Encourage Francophone participation and visibility at STLHE 2019 (approx. 1K to propose something) [@Christine G](#)
  - e. Translation of STLHE website from English to French OR the development of resources for website to encourage Francophone engagement (approx. 2K to propose something) [@Christine G](#)

### Action items

- [@Jeanette M](#) will follow-up with Western in regards to the Green Guide agreement and how STLHE can end the current agreement.
- [@Gavan W](#) will add a discussion to June 2019 F2F board meeting on SIG and TLN structures (with [@Jeanette M](#) and others) and how they have been accepted
- @doc Review the Administrator / Administrative Centre RFP in relation to items listed in RFP: 1) if there are items you no longer need listed & 2) if there are items or support you need.

- . [@Valerie L](#) & [@Jeanette M](#) will bring an award matrix to February BoD meeting
  - . [@Denise S](#) will develop a submission form for the externally-funded events
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## **Items for next meeting**

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