



Board of Directors Meeting

Monday January 21, 2019, 2:00-3:30pm ET

Minutes

Draft: January 21, 2019

Accepted: February 11, 2019

Attendees

[@Denise S](#), [@Laura K](#), [@Elana C](#), [@Gavan W](#), [@Aline G](#), [@Erika Kustra k](#), [@Brett M](#),
[@Jeanette M](#), [@Valerie L](#), [@Brandon S](#), [@Christine G](#),

Regrets

[@Tim H](#), [@Dianne B](#)

Reference Material

- December 2-3 minutes: [Link](#)
- SoTL Canada report: [Link](#)
- SoTL Canada bylaws: [Link](#)
- STLHE 2019 Draft Operating Budget: [Link](#)
- 2020 Conference Draft Budget: [Link](#)
- Example of commercial messages posted to STLHE ListServ: [Example 1](#), [Example 2](#), [Example 3](#)
- Teaching Stream Faculty TLN application: [Link](#)

Notes

Agenda

1. Call to order and welcome

Leader: D. Stockley

- Meeting called to order at 2:00pm ET

2. Approval of the agenda

Time: 1 min

Purpose: make a decision

Leader: D. Stockley

Preparation: Review agenda

- Agenda approved by consensus

3. Approval of minutes of December 2-3

Time: 5 minutes

Purpose: make a decision

Leader: D. Stockley

Preparation: Review December 2-3 minutes

- Minutes approved by consensus

4. Chair's report

Time: 5 minutes

Purpose: share information

Leader: D. Stockley

Preparation: none.

- Denise noted that she received good feedback as a result of STLHE members reaching out to her after the January STLHEgram was sent.

5. Report: SoTL Canada

Time: 10 minutes

Purpose: Share information

Leader: [@Brett M](#)

Preparation: Review submitted report.

- Brett reviewed the submitted SoTL Canada report

Floor opened to questions

- Denise asked if Brett has SoTL Canada information appropriate to share, to please distribute to the rest of the STLHE board.

6. SoTL Canada Bylaws

Time: 5 minutes

Purpose: share information

Leader: [@Brett M](#)

Preparation: Review SoTL Canada Bylaws (November 2018)

- The SoTL Canada executive has approved revised by-laws dated November 2018.

- In his capacity as Society secretary, G. Watson reviewed the by-laws before they were approved to ensure they align with the By-law and Policies of the Society and notes no concerns.
- The November 2018 by-laws are being shared with the STLHE board for your information; the board does not vote on these by-laws.
- The by-laws will need to be brought to the SoTL Canada general membership for approval at a general members meeting.
- G. Watson would like to thank the work of the SoTL Canada executive to update these by-laws.
- Brett will bring feedback to the SoTL Canada executive regarding the feedback the board had to consider a percentage versus an absolute number for a special meeting quorum.

7. Approval of the 2019 Operating Budget

Time: 30 Minutes

Purpose: Make a decision

Leader: [@Elana C](#)

Preparation: Review STLHE 2019 Draft Operating Budget

Floor opened to question:

- Denise notes the increase in travel costs and flagging that as price increase this will require closer scrutiny.

MOTION (Moved by E. Cooperberg, Seconded by C. Gaucher): I move that the 2019 operating budget is approved.

Motion passes: Yes: 11, No: 0, Abstain: 0

8. STLHE 2020

Time: 30 minutes

Purpose: Make a decision

Leader: [@Laura K](#)

Preparation: Review 2020 Conference Draft Budget

Updates

- Carleton is interested in supporting the 2020 conference planning process
- 4 Ottawa institutions are also interested in supporting: 2 local Universities and 2 local colleges

Floor opened to questions

- Gavan asked what are the expected responsibilities of the local institutions?
 - Agreements will be developed between STLHE and local institutions regarding their responsibilities
- STLHE will be going forward as the host; we are not approving final budget or venue.
- Board today is giving permission to go forward as a STLHE-organized event.

- Denise suggests that creating a program structure or program template at the board level for STLHE 2020 should be an action item.
- Christine asks if there is an understanding of the need to collect the appropriate data in order to evaluate the new model.
- Brett asks how we do not lose the “institutional memory” of the VP—should there be a “past-VP” position on the board?
- Brett also identifies a risk to this model if the VP leaves their role mid-term.
- Denise notes that there are other board members whose responsibilities also include the conference, which lessens the risk.
- Erika notes that having the EDC chair, or EDC conference vice-chair, should be considered as part of a STLHE conference steering committee.

MOTION (Moved by L. Kinderman, Seconded by G. Watson): I move that STLHE moves forward with planning Ottawa 2020 as an STLHE-led conference.

Motion passes. Yes: 11, No: 0, Abstention: 0

9. Alan Blizzard Award Coordinator

Time: 5 minutes

Purpose: make a decision

Leader: [@Valerie L](#)

Preparation: None.

- We only have received one “application” for the coordinator for the Alan Blizzard Award, but it is an excellent one.

MOTION (Moved by V. Lopes, Seconded by A. Germain-Rutherford): I move that Jovan Groen be appointed as the Coordinator of the Alan Blizzard Award, effective immediately.

Motion passes. Yes: 11, No: 0, Abstention: 0

10. STLHE ListServ & “commercial” messages: what do we want to do?

Time: 10 minutes

Purpose: Make a decision

Leader: [@Gavan W](#)

Preparation: Review examples of three recent commercial messages posted to STLHE ListServ.

- Gavan shared three recent examples of messages selling a product or service on the STLHE ListServ
- Jeanette notes that there aren’t any guidelines listed on the STLHE website regarding ListServ use (e.g. commercial messages)
- Valerie suggests that there should be guidelines around STLHE use
- Erika likes seeing the opportunities for symposiums and workshops posted to the STLHE ListServ
- Denise would like to see a policy for fair use; that we adopt a policy that outlines the kind of messages that should be posted to the ListServ
- Would a discussion on ListServ guidelines be useful?

- Do we communicate that the ListServ is not “owned” by STLHE?
- Gavan will post potential wording in regards to the commercial messages on the STLHE ListServ for feedback.

11. SciT&L – switch from SIG to TLN status

Time: 5 minutes

Purpose: make a decision

Leader: [@Jeanette M](#)

Preparation: review strategy for attracting members (see below – additional requirement for application already received/approved). Recall the Science Teaching and Learning SIG was approved in June as a SIG, but still needed to come back with bylaws or a decision to move to a TLN which was under discussion but not approved at the time of their application.

MOTION (Moved by J. McDonald, Seconded by G. Watson): I move that the status of the SciT&L special interest group be changed to that of a teaching and learning network.

Motion Passes. Yes: 10, No: 0, Abstention: 0

How we plan to attract members / have attracted members (#1):

1. We put out one call for members in the July STLHE newsletter, and plan on a second call in the next month or so through the newsletter format. This call netted 24 members, so we have a good start.
2. Of these 24 members, a few have indicated that they are passing on the information to others who they believe would be interested - "word of mouth" recruitment
3. We will create a short description for the Affiliations page on the STLHE website, information those interested, how to become a member.
4. We are in the process of creating a forum through Google groups, to support members' sharing of ideas, networking, etc., and will include regular calls for members through this avenue.
5. We hope also to put out a call at both the STLHE conference (June 2019) and the Western Conference on Science Education (July 2019).

12. New TLN – Teaching Stream Faculty

Time: 10 minutes

Purpose: Make a decision, vote on motion

Leader: [@Jeanette M](#)

Preparation: Review Teaching Stream Faculty TLN application

- Brett notes the geographically-broad community
- Erika suggests that the TLN could help them learn & connect across institution
- Does STLHE 2019 have space for TLNs to meet
- Policy 9 will need to be updated to reflect changes in accessing specific STLHE resources (e.g. Dropbox should be available to constituency groups, but not for TLNs)

MOTION (Moved by J. McDonald, Seconded by B. Sabourin): I move that the Board accept the application for a new Teaching and Learning Network called Teaching-Stream Faculty.

Motion passes. Yes: 10, No: 0, Abstention: 0

13. Other Business

Meeting adjourned at 3:31pm ET

Next board meeting

February 11, 2:00-3:30pm ET

Decisions

Action items

- . [@Brett M](#) will bring feedback to the SoTL Canada executive regarding the feedback the board had to consider a percentage versus an absolute number for a special meeting quorum.
 - . [@Laura K](#) will work with other board members to creating a program structure or program template for STLHE 2020
 - . [@Gavan W](#) will post potential wording in regards to the commercial messages on the STLHE ListServ for Board feedback.
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Items for next meeting
