



Board of Directors Meeting

Monday June 18th, 8:30am-4:30pm

Room 100, McGreer Building, Bishops University

Minutes

Draft: June 18, 2018

Accepted: September 17, 2018

Attendees

[@Denise S](#), [@Laura K](#), [@Bob S](#), [@Gavan W](#), [@Erika Kustra k](#), [@Brett M](#), [@Aline G](#), [@Tim L](#),
[@Christine G](#), [@Jeanette M](#), [@Dianne B](#), [@Valerie L](#), [@Tim H](#)

Regrets

None noted.

Reference Material

- May 2018 minutes
- EDC report
- Bilingualism report
- Student advocacy report
- SoTL Canada report
- CSEC report
- Alan Blizzard Award description and criteria
- Pat Rogers Poster Award description and criteria
- Award report
- STLHE AGM Slidedeck
- STLHE AGM agenda
- Draft Conference Multi-year Sponsorship MOU
- Revised Policy 7, clean version
- Revised Policy 7, track changes version
- New STLHE SIG, SciTL

Notes

Agenda

1. Call to order and welcome

Leader: D. Stockley

- Meeting called to order 8:45am ET

2. Approval of the agenda

Time: 1 min

Purpose: make a decision

Leader: D. Stockley

Preparation: Review agenda

Motion to approve the agenda (Moved by Jeanette McDonald, seconded by Aline Germain-Rutherford).

Approved by consensus.

3. Approval of minutes of May 2018

Time: 5 minutes

Purpose: make a decision

Leader: D. Stockley

Preparation: Review May 2018 minutes

Motion to approve May meeting minutes (Moved by Bob Sproule, seconded by Jeanette McDonald).

Approved by consensus.

4. Chair's report

Time: 5 minutes

Purpose: share information

Leader: D. Stockley

Preparation: none.

- A thank-you to Bob for his work on the Board as this is his final board meeting.
- Erika and Denise attended the ICED conference and ICED council earlier this month in Atlanta, GA.
- Denise notes that ICED is at a transition point, moving to more formal processes as it grows in size and complexity.
- Six-week online International Educational Developer course was launched, in part by EDC members, last year will be re-offered for 2018. Now includes a needs assessment to help screen participants. ICED interested in offering internationally.

5. Values / Actions / Budget

Time: 60 minutes

Purpose: make decisions

Leader: D. Stockley

Preparation: none.

- Denise shared an executive summary of proposed activities / expenditures.
- Proposal included:
 - Communication strategy, membership engagement
 - Enacting a bilingualism strategy
 - STLHE co-branded regional events
 - Outreach and advocacy funding
 - Funding to facilitate work done by SIGs or Communities of Practice
 - Sponsoring Alan Blizzard Award
 - Sponsor STLHE volunteer award
 - One additional CJSOtl edition per year
- Based on past actives (membership needs assessment, board work) these are eight activities proposed that have direct budget implications.
- Intent is to commit a portion of the STLHE surplus to these activities for the next three years.
- With decisions made, there is a need to communicate to the membership how the Society has added value.
- After the introduction of proposals, board members reviewed proposal as small groups.
- Floor opened to questions or comments.
- After discussion, the proposed budget was updated:
 - Membership engagement and communication strategy increased to \$20,500.
 - Bilingualism strategy increased to \$10,000.
 - STLHE volunteer award decreased to \$0.
 - CJSOtl additional edition decreased to \$0 (with this money moved to bilingualism strategy to pay for French copy-editing).
 - This makes a proposed \$70,000 per year commitment, or \$210,000 cost over the proposed three years.
 - Bob suggests earmarking \$210,000 in FY2019 from unrestricted funds for these initiatives.

MOTION (Moved by Denise Stockley, Seconded by Erika Kustra): The board moves to establish an advocacy and outreach restricted fund of \$210,000 based on the STLHE proposed activities & expenditures, June 2018 document.

Y: 12, N:0, A:0

Motion approved unanimously.

MOTION (Moved by Robert Sproule, Seconded by Aline Germain-Rutherford): I move that the conference surplus is moved into the advocacy and outreach fund on an annual basis.

- Aline asks if this could restrict the kinds of advocacy undertaken; this is not meant to restrict the kinds advocacy or outreach.

Y:12, N:0, A:0

Motion approved unanimously.

6. Report: EDC

Time: 15 minutes

Purpose: Share information

Leader: [@Erika Kustra k](#)

Preparation: Review EDC report.

- Erika reviewed submitted report.
- Erika noted that increasing inclusivity in educational development is a topic that EDC will address going forward.

7. Report: Bilingualism portfolio

Time: 20 minutes

Purpose: Share information

Leader: [@Christine G](#)

Preparation: Review Bilingualism report.

- Christine reviewed submitted slides.
- Notes an on-going focus on incorporating bilingualism with future STLHE conferences.
- Denise thanks Christine for her work in this area over her on-going term on the Board.

8. Report: SoTL Canada

Time: 20 minutes

Purpose: Share information; make decisions

Leader: [@Brett M](#)

Preparation: Review SoTL Canada report.

- Brett shared submitted report.

MOTION (Moved by B. McCollum, Seconded by Bob Sproule): I move that the Board approve the implementation of a voluntary annual membership fee for SoTL Canada, of up to \$20, subject to the approval by a majority vote at the SoTL Canada AGM at STLHE 2018.

- SoTL Canada membership fee survey results: 440 members, 164 cast a vote, 49% said yes to mandatory fee, 51% said no to mandatory fee.
- Robert asks how the passed motion which offers up to \$2,000/year would impact the need to collect membership fee.
- If motion approved, STLHE Policy 1 would need to be updated and approved at 2019 AGM so as not to conflict between current language and SoTL Canada collecting membership fees.
- Question withdrawn.

~~MOTION (Moved by B. McCollum): I move that the Board approve the SoTL Canada bylaws, subject to the approval by a majority vote at the SoTL Canada AGM at STLHE 2018.~~

- Robert asks if Brett would like to consult the most current version of EDC bylaws before bringing the SoTL Canada bylaws forward.
- Brett will review 2018 EDC bylaw & 2018 3M Council bylaw and update current version of the SoTL Canada bylaw.
- As a result, motion not put on the table.

9. Report: CSEC

Time: 30 minutes

Purpose: Make a decision on CSEC's affiliated group status

Leader: [@Tim L](#)

Preparation: Review submitted CSEC report.

- Tim reviewed submitted CSEC report.
- Notes that the level engagement of CSEC members has dropped.
- As a result, CSEC challenged to fulfill the constituency requirements for STLHE.
- Emails been sent to CSEC members, online discussion board set up on WildApricot to allow members to explore and make recommendations.
- 21 CSEC members responded to survey, with 86% responded to stay as a constituency group.
- Tim made an open call for nominations, no official nominations.
- Jeanette notes that given the wording of Policy 6, CSEC would be in the same place as current Policy 6 requires that a SIG create bylaws & elect executive, motion updated to offer a six-month window as a result.

MOTION (Moved by Laura Kinderman, Seconded by Dianne Bateman): As the College Sector Educators Community (CSEC) is unable to fulfill the rules and regulations of a constituency group as described in Policy 6.1., I move that, effective midnight June 18th, 2018, that CSEC is suspended as a constituency group for six month in order to fulfill the obligations of a STLHE constituency group.

Motion passes.

Y:11, N: 0, A:1

10. Visit from STLHE 2018 Organizing Committee

Time: 30 minutes

Purpose: share information

Guests: Corinne Haigh & Denis Bedard

- Corinne and Denis will be joining us for lunch
- Board members introduced themselves to Corinne & Denis.
- Co-chairs updated the board on the conference.
 - Approximately 20% of presentations in French; this is a high number
 - 105 participants list their home as QC

- 79 participants selected a student category
- 522 records (could be full conference, or 1 day registration) for the conference
- 40 AM, 70 PM pre-conference registrations
- Denis noted Guidebook cost high, Halifax noted 25% delegate use
- Valerie notes how promptly and graciously Corinne responded to board members' requests and thanks her.
- Denis noted that it would be helpful to have more than just the President and Vice President from the STLHE board attending the transition meeting between the two organizing committees.

11. Update on STLHE 2020 proposal process

Time: 20 minutes

Purpose: Share information

Leader: [@Laura K](#)

Preparation: none

- To-date, we have not received proposals to host STLHE 2020.
- The opportunity here is to organize the conference by STLHE itself, without institutional hosts.

Floor opened to questions or comments

- This would mean that STLHE assumes all liabilities in organizing the conference.
- Erika notes that a centrally-organized conference structure has been a discussion item at Board in prior years.
- Gavan notes the large amount of in-kind contribution that past organizing committees have provided; that this “hidden” cost would have to be considered when assessing the idea of organizing this ourselves. This could mean hiring staff.
- Dianne notes the experience of STLHE in Montréal and the benefits of hosting at a conference centre; also notes the hidden labour associate with organizing the program.
- Tim suggests that this approach could have us consider an expanded role: STLHE conference organizer & communications officer.
- Tim Howard notes the need for “local eyes” in the city.
- Laura to investigate the fiscally feasibility of a centrally-organized conference and share before September 2018 meeting.

12. Goals of STLHE award program

Time: 60 minutes

Purpose:

- a. Revise criteria of Alan Blizzard Award in order to propose suggestions for making the award more inclusive (the award currently states it is only available for University-based applications).
- b. Engage in a discussion about the 3MNSF as concerns have been raised about who is eligible to apply for the award, and whether there should be regional representation.
- c. Revise [Pat Rogers Poster award](#) criteria so that it focuses on SoTL posters.

- d. Renaming Christopher Knapper Volunteer Award. There is some confusion over having two Awards with the same name. Questions about why this is so. We are proposing that we rename the Christopher Knapper Volunteer Award.

Leader: [@Valerie L](#)

Preparation:

- a. Review the award criteria for the Alan Blizzard award.
- b. Review Pat Rogers Poster award description and criteria.
- c. Think about suggestions about who the Lifetime Achievement Award might be named after and why.

3MNSF

- Concerns raised that professional / graduate students are NSF winners as the spirit of this award was to recognize undergraduate students.
- Aline notes that the discussion of ensuring undergraduate award winners has taken place at the level of the 3M executive council, and they agree with this principle.
- Denise asks if “undergraduate” is equally applicable or understood in the college-sector?

MOTION (Moved by A. Germain-Rutherford, Seconded by: Laura Kinderman): I move to change the first eligibility criteria for the 3MNSF award, currently worded as “be enrolled full time in a post-secondary Canadian institution” with the criteria “be enrolled full time in an undergraduate program (including, but not limited to, college diploma, undergraduate degree) of a post-secondary Canadian institution (i.e. CÉGEP, College, Polytechnic, University)” to ensure a fair access to this award to both college students and undergraduate university students.

Motion passes.

Y:11, N: 0, A: 0.

- Maureen Connolly is ending her term and Cynthia Korpan taking on these duties

3MNTF

- Shannon Murray is ending her term and Debra Dawson taking on these duties

D2L

- Policy 8: is alcohol an acceptable cost for a D2L awards dinner?
- Policy 8 suggests that alcohol is not a normal cost, but an awards celebration dinner could be considered “not normal” and as a result, reasonable alcohol costs can be considered acceptable.

Christopher Knapper Awards

- Two awards named the same causes undue confusion.
- Suggestion that the Christopher Knapper Volunteer award be renamed.
- Erika suggests naming after Joy Mighty; is consistent with Joy’s values.
- Denise notes that naming after a President should not be seen as a precedence.

MOTION (Moved by Valerie Lopes, Seconded by Bob Sproule): I move that the Chris Knapper Outstanding Volunteer award be renamed the STLHE Outstanding Volunteer Award, effective June 18, 2018.

Motion passes.

Y: 8, N:1, A:2

Pat Rogers Poster Award

MOTION (Moved by Valerie Lopes, Seconded by Brett McCollum) I move that the Pat Rogers Poster Award be renamed the Pat Rogers SoTL Poster Award, to be adjudicated under the leadership of SoTL Canada.

Motion passes.

Y:11, N:0, A:0

Alan Blizzard Award

- Valerie argues that the Alan Blizzard Award is an important award for STLHE to keep as it is the only team-based award.
- The notion of collaboration (as expressed in the award) is crucial to our STLHE values.
- Criteria asks for the submission of a project description paper to be published in CELT...noted by the board that this has not been happening.
- The board will return to the question of award criteria in the Fall, 2018, when draft criteria provided by Valerie for comment.

- Valerie thanks Jeanette for her on-going collaboration.

13. Report: Awards portfolio report

Time: 20 minutes

Purpose: Share information

Leader: [@Valerie L](#)

Preparation: Review Awards report.

14. Coordinate & Plan 2018 AGM

Time: 15 minutes

Purpose: Finalize plans for facilitating 2018 AGM

Leader: [@Gavan W](#)

Preparation: Review 2018 AGM agenda, add 1 slide to 2018 AGM slidedeck

15. Multi-year Conference Sponsorship MOU (working template)

Time: 30 minutes

Purpose: Achieve consensus on working MOU template that can be used going forward.

Leader: [@Jeanette M](#)

Preparation: Review MOU.

- Board in agreement in creating multi-year agreements with sponsors for the STLHE conference.

MOTION (Moved by Jeanette McDonald, Seconded by Erika Kustra): I move that STLHE adopt a multi-year conference sponsorship framework as outlines in the Conference Sponsorship MOU.

Motion Passes.

Y:11, N:0, A:0

16. Approve Updates to Policy 7

Time: 30 minutes

Purpose: Approve revised policy based on feedback from March board meeting discussion.

Leader: [@Jeanette M](#)

Preparation: Review Revised Policy 7

MOTION (Moved by J. McDonald, seconded by D. Bateman): I move that the Board accept revisions to Policy 7: Sponsorships, Associations and Partnerships as presented at the June 18th, 2018 board meeting.

Motion passes.

Y: 11, N:0, A:0

17. Science Teaching and Learning SIG

Time: 20 minutes

Purpose: Introduce and approve a new STLHE SIG

Leader: [@Jeanette M](#)

Preparation: Review SciTL Proposal.

- We can approve as a SIG but can ask if the proposal signatories want to move to the new constituency group status.
 - Jeanette could follow-up with the SIG signatories to see if they want to become the third kind of constituency group, yet to be identified.
- Brett notes that none of the signatories are West of Ontario, ask that we are mindful how these communities are developed in conjunction with other constituency groups such as SoTL Canada
- Jeanette will communicate that the board will provide a six-month window for new SIG to elect executive and author bylaws.

MOTION (Moved by J. McDonald, seconded by G. Watson): I move that the STLHE Board approve the Science Teaching and Learning proposal to become a new SIG of STLHE.

Motion passes.

Y: 11, N: 0, A: 0

18. Other business

18a. Student advocacy role on the board

- The executive accepted Ute Fielder's letter of resignation from the Board.
- Intent is to ask for interested parties to self-nominate and the board will select a nominee to sit for the remainder of Ute's term
- Announcement for self-nominations would be sent out to student members via email.

18b. Request from CJSOtl editorial team for special edition coming out in Fall, 2018

MOTION (Moved D. Bateman, Seconded by C. Gaucher) I move that CJSOtl editorial team is provided a one-time payment \$1500 to pay for French copy-editing for the Fall, 2018 special edition.

Motion Passes

Y:11, N:0, A:0

Motion to adjourn passes, 4:35pm ET

Next board meeting

September, 2018

- Poll to decide standing date and time for 18-19 board meeting will be circulated in August, 2018.

Decisions

- Travel budget should be planned at the same time of the STLHE annual budgeting process (November).
- Noting that the annual amount to the new Advocacy & Expenditures will likely fluctuate, and every year a plan should be brought forward into the budget planning process. Who will bring the budget forward needs to be established.
- February 2019 meeting rescheduled for November 2018

Action items

- [@Gavan W](#) will need to update Policy 1 to remove fees and update the language around "The College Sector Educators Community and SoTL Canada affiliated members have no membership fees."—this policy needs to be written to be more generic.
- [@Laura K](#) will seek feedback from conference delegates about Guidebook use in this year's conference.
- [@Laura K](#) will investigate the fiscally feasibility of a centrally-organized conference and share with Board before September 2018 meeting.

- [@Jeanette M](#) will need to update Policy 6 to reflect an updated category of affiliate group; perhaps adding a new category of “nodes”.
- [@Jeanette M](#) with the update to the 3MNSF wording, we need to consider if 3M agreements need to be updated to reflect the change.
- [@Valerie L](#) will create a Alan Blizzard award criteria page for board member feedback.
- [@Jeanette M](#) will communicate that the board will provide a six-month window for new Science Teaching SIG to elect executive and author bylaws.
- [@Denise S](#) will bring a motion forward in the fall to hold a face-to-face board meeting in November.

Items for next meeting
