STLHE ❧ SAPES

Board of Directors Meeting
Monday March 11, 2019, 2:00-3:30pm ET

Draft: Saturday March 16, 2019
Accepted: Monday, April 29, 2019

Attendees
@Denise S, @Laura K, @Bob S, @Erika Kustra k, @Valerie L, @Christine G, @Brandon S, @Tim H, @Aline G, @Dianne B (Elana Cooperberg)

Regrets
@Gavan W, @Jeanette M, @Brett M,

Reference Material
- February 11, 2019 minutes: Link
- Partnerships Report: Link
- Green Guides Sales Report: Link
- Green Guides MOU: Link
- Short report on EDC conference: Link

Notes

Agenda

1. Call to order and welcome
Leader: D. Stockley

2. Approval of the agenda

Time: 1 min
Purpose: make a decision
Leader: D. Stockley
Preparation: Review agenda

- Approved unanimously

3. Approval of minutes of February 11, 2019

Time: 5 minutes
Purpose: make a decision
Leader: D. Stockley
Preparation: Review February 11 minutes

- Approved unanimously

4. Chair's report

Time: 5 minutes
Purpose: share information
Leader: D. Stockley
Preparation: none.

- RFP for Communications: Looking for board members' feedback, please post your comments to Basecamp (if no comments, please indicate that on Basecamp).
- Funding for Outreach: designated up to $2000 to support roles; posted to Basecamp, but will required a board member to complete a Google Form; applications will be adjudicated by STLHE Executive.
- Regional Conference information will be posted.

5. Report: Awards portfolio

Time: 15 minutes
Purpose:
Leader: @Valerie L
Preparation: None

- Update on awards:
  - 3MNTF Awards - announced winners for this year, longer term concern that numbers nominated have been dropping over the past three years
  - 3M Student Fellowships - expect to know recipients in the next week, to announce by the end of the month. Concern that decrease in number of applicants this year (approximately 117 applications last year 69 submitted this year), change in criteria to return to undergraduate and diploma applications only, but larger decrease than expected as a result of only including undergraduate and diploma applications, adding greater clarification for programs that are cross undergraduate and graduate
  - D2L - slight decrease in applications this year, but increase in international applications: four international submissions this year

- o Alan Blizzard Award - (team award) had 24 applications this year, much more than the number submitted when the award was previously offered.
- o STLHE Volunteer Award - modification to title of award, will send a message to everyone on the Board to encourage people to nominate someone who would be a good candidate, did have one submission already that will be considered, submissions will be reviewed by a small committee (everyone considered).
  - Planning to review the entire Awards Program - review criteria to ensure they are relevant for the current context, ensure that the criteria relevant for both university and college (Valerie and Jeanette)
  - Exploring how celebrate and recognize Award recipients
    - Examined possibility for standardized program for conference - suggestion to include in Opening Keynote when have most people present - Laura examining as part of Conference Portfolio
    - Recommendation alternative is to weave through the morning.
    - Previously award recognition was part of the banquet, as a celebration and eating together; this has become too expensive for everyone to attend, but if there is a way to have a less expensive way that everyone could join this may be a future consideration
    - Want to include recognition as part of program, not under the radar, but as celebration, critical to ongoing energy and recognition of awards
    - Ask that everyone take a look at the award criteria (everyone)
    - Add Award Portfolio to the June face-to-face meeting agenda (Gavan add to agenda, Valerie take point on leading discussion)

6. Report: Partnerships portfolio

Time: 5 minutes
Purpose: Share information
Leader: @Jeanette M
Preparation: Review Partnerships report

- Report shared, requesting some website changes
- Send questions directly to Jeanette

7. Report: Bilingualism

Time: 10 min
Purpose: Share information
Leader: @Christine G
Preparation: None

- Unfortunately, Heritage Canada only provides grants for translation every two years.
  - o Worked with Aline to try to submit request for funds, but were not able to.
- Need to have people think together for larger project for a bilingual project - if possible may be helpful to send some information in advance (Christine will circulate Heritage Canada forms that could be considered, everyone consider possibilities)

- Christine could bring criteria to examine larger grants - after June can request another $5000, and need to also aim for a larger grant
- Bilingual pre-conference on blended learning planned for Tuesday of STLHE Conference, representing different portfolios including faculty, students, educational developers
  - At the moment, the advertising makes it appear French, rather than bilingual, and would like to work with Laura to find a way to clearly advertise that it is bilingual (Christine and Laura)
- Collaborated with SoTL Canada - working with Brett to improve the francophone participation in the SoTL Poster Award
- Christine's mandate will finish in June, and she would be willing to join the person who takes the position in June to help with continuity and movement forward, grant writing, connecting people with common research interests from French and English, etc.
- The person who enters the role does need to work with all the other portfolios - Bilingualism is completely transversal - if possible it would be good to have someone bilingual contributing to each portfolio, who can join together to support the Bilingual Report, possible Bilingual Standing Committee.
- $2000 portfolio enhancement could be used for bilingualism language lessons or support to enhance capacity.
- Work on explaining bilingualism may include passive bilingualism, ability to understand even if not fully proficient - may help if we can have a graphic way to capture this concept. Aline in Ottawa is exploring icons, that may be helpful for STLHE as well.
- As we move to 2020 conference hosting, can also reconceptualize role of bilingualism.

8. Report: Publications

Time: 10 min
Purpose: Share Information
Leader: @Dianne B
Preparation: Report

- CJSoTL - published three issues, including a special issue on e-portfolios, where 7 of 12 articles were French
- Working on selecting articles and getting them translated into other language for CJSoTL and for CELT
- CELT - have made corrections that were asked for, few journal articles were submitted last year, hope that this was unusual, and more will be submitted this year.
- Topical publications - have not had time to consider, but hope to explore more in June meeting (Dianne will bring samples, and share, Gavan to add to Agenda).
- Green Guides (see item 9)
.

9. Green Guide discussion with Western University

Time: 10 min
Purpose: Share information
Leader: @Dianne B
Preparation: Review Green Guides Sales Report and MOU (linked above)

- Green Guides - Had conversations with Western, who have 1344 physical copies in stock.
    - Original agreement included agreement to pay for books left in stock (which would be approximately $13,000) - could make an offer that was for a portion of the cost.
    - Original Guides would always print 300 copies, fewer copies printed of recent versions.
    - Would not have to close down the electronic versions—are currently available for $12.
    - Discussed possibility of having e-versions available to institutional members for free.
    - Will meet in person and explore further.
    - Reduce physical stock, move them in a meaningful way e.g. may send Green Guides to regional conferences.
    - Would like to eventually have the Guides freely available online.
    - Current agreement that was circulated has expired—so need to either find a more recent agreement, or need to negotiate a new agreement (follow up with Jeanette and Dianne to confirm if there is a more recent contract)

10. ICED conference

Time:
Purpose: Make a decision
Leader: @Denise S
Preparation: Review background, below.

Background

The International Consortium for Educational Development (ICED) was created in 1993 and STLHE was a founding a member. On ICED, the STLHE President represents the society as a voting member and active contributor to the ICED community. This group is a network of societies and there are no individual memberships. There are currently 26-member organizations and the Council meets annually and a biannual conference occurs.

STLHE as a founding member provides $5000 per year support (although the invoice comes in much lower). Previous Boards have voted to provide the increased amount as the funding is used to support those societies that are within economically developing nations to participate in ICED. The President's travel to ICED is paid for through STLHE.

In addition, we typically have a co-editor of their journal from our STLHE membership, the [International Journal for Academic Development](#). Some of our members attend the bi-annual ICED conference, and we have an agreement that the ICED conference, which is typically in June, does not overlap with STLHE.

During the current Presidency, the EDC Chair has been invited to attend the ICED Council meetings as an Observer by the STLHE President (a category within ICED). The Observer is a non-voting participant at the ICED Council. This invitation is based on current STLHE relationships and the purpose of the motion is to formalize this invitation, especially as ICED does not send emails directly to Observers and the intent is to ensure future Boards formalize this understanding. STLHE does not pay the travel costs for their attendance but provides the opportunity.

MOTION (Moved by D. Stockley, Seconded by Aline): I move that the invitation to attend ICED Council be extended to the EDC Chair as an observer and this travel is not base-funded by the Society. In the event that the STLHE President cannot attend the ICED Council, the EDC Chair will have right of first refusal to be the STLHE representative.

- Add ICED information to STLHE website (Denise and Erika drafted, Tim to post on the website)
- Will bring reports back to STLHE, and will help to ensure that continues
- ICED 2020 will be the week after the STLHE 2020 Conference
- Vote: Unanimous approval

11. EDC online conference
Time: 5-10 minutes
Purpose: Share information
Leader: [@Erika Kustra k](#)
Preparation: Review Short report on EDC conference, linked above.

- Congratulations on behalf of the STLHE Board to EDC for their initiative in hosting a completely online conference, a first in the educational development field.
- Question raised regarding the cost and whether that was a barrier, in relation to open access. It was noted that the EDC provides Not Just Another Webinar as a free event and other webinars in partnership with SHED.
- Erika thanked the conference organizers—especially Lisa Endersby and Jessie Richards—as the organization of the conference took a significant amount of time.
- Perhaps having an online streamed session or theme could be embedded in the EDC or STLHE conference. Might increase participation for those who cannot afford time or money to attend full conference - different engagement opportunities.

12. Other business

Next board meeting
Monday April 29th, 2:30-4:00pm Eastern

Decisions

1. Add Award Portfolio to the June face-to-face meeting agenda (@Gavan W add to agenda, @Valerie L take point on leading discussion).
2. Topical publications - have not had time to consider, but hope to explore more as agenda item on June board meeting (@Dianne B will bring samples, and share, @Gavan W to add to Agenda).

Action items

- At the moment, the advertising of STLHE pre-conference makes it appear French, rather than bilingual, and @Christine G would like to work with @Laura K to find a way to clearly advertise that it is bilingual.
- @Jeanette M and @Dianne B to confirm if there is a more recent Green Guide contract than the one distributed at the March meeting; the agreement circulated had expired.
- @Tim H to add ICED information to STLHE website that @Denise S and @Erika Kustra k drafted

---

Items for next meeting