



## **Board of Directors Meeting**

November 19, 2:00pm ET

### **Minutes**

Draft: November 19, 2018

Accepted: December 2, 2018

### **Attendees**

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

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### **Regrets**

[@Christine G](#),

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### **Reference Material**

- October 2018 minutes: [Link](#)
- 3M Council Report: [Link](#) (updated November 19)
- Final 2018 Conference Budget: [Link](#)
- 2018 Conference Final Report: [Link](#)
- STLHE Conference Manual (March 2016 update): [Link](#)
- 2019 Conference Budget: [Link](#)
- Notes to accompany 2019 Conference Budget: [Link](#)
- 2020 Conference Draft Budget: [Link](#)

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### **Notes**

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# Agenda

## 1. Call to order and welcome

Leader: [@Denise S](#)

- Meeting called to order 2:01 PM ET
- Denise welcomed Brandon to the board — welcome Brandon!

## 2. Approval of the agenda

Time: 1 min

Purpose: make a decision

Leader: [@Denise S](#)

Preparation: Review agenda

- Agenda updated and approved by consensus

## 3. Approval of minutes of October 2018

Time: 5 minutes

Purpose: make a decision

Leader: [@Denise S](#)

Preparation: Review October 2018 minutes

- Minutes approved by consensus

## 4. Chair's report

Time: 5 minutes

Purpose: share information

Leader: [@Denise S](#)

Preparation: none.

- Erika and Denise attending the POD conference within the past month
  - Looking for new way of collaborating across Canada-US
  - Donna Ellis (U Waterloo) the President-elect of POD
- Denise attended 3M National Retreat in the past month
- Discussion of “resurrecting” the book *Taking Stock* with Joy Mighty and Julia Christensen Hughes
- Look for a proposal for memberships to E21, coming to regular December BoD meeting
- Edan Prize launching regional conferences, Denise is asking if it will be coming to Canada

## 5. Report: 3M Council

Time: 15 minutes

Purpose: share information

Leader: [@Aline G](#)

Preparation: review 3M council report

- Aline reviewed the submitted 3M council report
  - the report represents a summary of work undertaken June, 2018 - today

Floor opened to questions

- Gavan asked if the budgeted funds for STLHE website maintenance could be used to support the update of the 3M website.
- Denise asked if 3M is coordinating with the 2018 conference organizers regarding the 3M fellows pre-conference workshop.

## **6. Report: EDC**

Time: 15 minutes

Purpose: share information

Leader: [@Erika Kustra k](#)

Preparation: none.

Erika provided an oral report:

### **Outreach**

- International: With Denise, shared and promoted EDC and STLHE at POD and ICED, Celia shared at SEDA, ISSOTL
- Local - Also EDC Executive shared locally at COED, EDNA, BC groups

### **New EDC Action Groups**

- Early Career Action Group and Curriculum Mapping, one exploring models for connecting with local ED groups recommended by a college and university representative together
- Communities of Practice submissions now available

### **ED Guides**

- Centre Reviews: Strategies for Success: shared at POD, new call coming soon

### **Call for Reviewers for EDC Resource Review**

- Now open

### **EDC Program Accreditation**

- New programs confirmed

### **EDC Grants**

- Fall call application deadline of October 31, review underway
- Two grants in spring review:
  - Cultivating an institutional culture that values teaching: Collecting and collating promising practices
    - Jill Grose, Lori Goff, Ken N. Meadows, Debra Dawson, Donna Ellis, Paola Borin, Joseph Beer, Lynn Taylor, & Peter Wolf
  - Research on Teaching and Learning in Higher Education: Upgrade of Annotated Literature Website
    - Nicola Simmons

### **Educational Developers Grants for Exchanges (EDGEs) Initiative**

- Underway

### **EDC Award nominations**

- Awardees just finalized, announcements coming out soon
  - Jill Grose – Distinguished Career Award
  - Natasha Kenny – Distinguished Career Award

- Kris Knorr – Leadership Award

### **EDC Institute 2019**

April 24-26 The Great Educational Developers Seminar, Guelph Ontario

### **EDC Institute 2018:**

- Not Just Another Webinar - completed October 10-19 used as trial for upcoming conference, using Big Blue Button – about 70 or so people registered, about 20-30 people at most sessions

### **Upcoming EDC Online Conference call for proposals**

- Due Nov 30, [more here](#).
- Theme: Positive Resilience and the Future of ED(C), keynote on Resilience and positive inquiry

Floor opened to questions

- No questions.

## **7. 2018 / 2019 / 2020 Conference Updates**

Time: 40 minutes

Purpose:

Leader: [@Laura K](#)

Preparation: see below

### **a. STLHE 2018 Final Conference Report, Budget, and Conference Manual Revisions**

Prepare by reviewing:

- Final 2018 Conference Budget
- 2018 Conference Final Report
- STLHE Conference Manual (March 2016 update)

After providing a summary, the floor was opened to questions.

- Brett asks which of the recommendations (item 9 in 2018 final report) would be adopted? Laura reviewed the recommendations with a specific focus on the following items:
  - Third full day (versus 1/2 day). A third full day would mean an increase in cost to the conference and needs to be considered fully before being adopted.
  - Agrees that that Canadian speakers should be prioritized for plenary speakers.
- Aline notes on p. 2 that 13% of proposals were in French, even when the conference was in Québec.
  - Asks should STLHE always include money in conference budget to have plenaries translated simultaneously?
- Gavan asked how the final budget reflected the projected budget
  - Is it acceptable to have such a difference between the projected and final budget?
  - Gavan notes that the on-going surplus will be a concern that we will need to address with the general membership.
  - Aline notes how uncomfortable she is with the surplus generated.

- Brett notes in p.5, table 4 that 35% of registrations were non-members
  - Asks if this is a trend across years, or a one-time item
  - Tim notes that the cost differential should be great to encourage non-members to become members.
- Tim notes that bursaries seem to be missing from the final budget.

### **b. STLHE 2019 Revised Budget**

Prepare by reviewing:

- 2019 Conference Budget
- Notes to accompany 2019 Conference Budget
- Brett notes that early-bird registration is more expensive than in past years.
- Brandon notes that there appears to be a disproportionate increase (in relation to other registration fees) to student registrations fees.
  - If the student fees increase, will the number of students be the same as projected? Brandon notes that the student bursary will only cover so much of the fees.
  - Denise states that they have provided feedback to organizing committee to reduce the student fee, and this reduction would not impact the conference bottom line.
  - Laura will follow-up with organizing committee regarding this question of reducing cost of the student fee.
- Elana notes that the pre-conference workshop will be more expensive than in past years.
  - The board is concerned with the high cost of the pre-conference fee and could operate at a loss.
  - This concern had been raised with conference hosts.
  - Denise asks if there can be amendment to the conference agreement noting that the Board does not approve of the increased fee of the pre-conference.

MOTION (Moved by L. Kinderman, Seconded by B. McCollum): I move that the STLHE Board approve the STLHE 2019 conference budget, with the amendments of:

- our agreement regarding the host assuming financial responsibility of pre-conference cost if it operates at a loss;
- and a reduction of the student registration fees by \$100 (Early bird \$250, Reg. \$300).

Motion passes. Y: 8, N: 0, A: 1

## **8. Planning December F2F Board Meeting**

Time: 10 minutes

Purpose: share information, seek feedback

Leader: [@Denise S](#)

Preparation: none

- Hotel rooms have been reserved for board members for Sunday, December 2nd.
- To control costs, Sunday night will include an informal dinner ordered in.

- This is not a regular monthly board meeting, nor is it a regular in-person board meeting.
- Purpose: implementation of plan — it's a "let's do it" meeting
  - We haven't yet made explicit how we are going to do what we've budgeted to do; this meeting will make that plan explicit (calls, processes, etc.)

## 9. Other business

### 9a. University Affairs Agreement

Leader: [@Jeanette M](#)

- Talked with UA, they are supporting in continuing as Media Sponsor for STLHE awards and conference.
- An updated agreement will be brought forward to the board for review.
- Once agreement is looking good, a motion will be brought forward to the board for approval.

Meeting adjourned at 3:33 ET

### Next board meetings

#### Special meeting:

December 2nd & 3rd, Toronto. [Logistical details posted to Basecamp.](#)

#### Regular meeting:

December 17th, 2:00-3:30pm Eastern

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## Decisions

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### Action items

- @doc to provide feedback to Laura on 2018 conference budget or conference report via a conversation on Basecamp
- [@Laura K](#) will follow-up with organizing committee regarding this question of reducing cost of the student fee.
- To investigate the difference between the projected budget and actuals, [@Laura K](#) will have a conversation with the 2018 organizing committee to see what, if anything, being "over-cautious" in the budget planning process means for the final budget. The aim here would be to have a projected and final budget closer to each other.

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### Items for next meeting

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