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

Regrets
@Christine G,

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

Notes
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
  o Asks if this is a trend across years, or a one-time item
  o 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.
  o 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.
  o 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.
  o 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.
  o The board is concerned with the high cost of the pre-conference fee and could operate at a loss.
  o This concern had been raised with conference hosts.
  o 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
  o 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 adjoined a 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

Decisions

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.

Items for next meeting