



## **Board of Directors Meeting**

October 15, 2018, 2:00pm ET

### **Minutes**

Draft: October 15, 2018

Accepted: November 19, 2018

### **Attendees**

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

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### **Regrets**

[@Aline G](#)

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### **Reference Material**

- September 2018 minutes: [Link](#)
  - Problems with current issue of CELT 2018: [Link](#)
  - Approval process for 2019 STLHE operating budget: [Link](#)
  - Student Advocacy submissions: [Link](#)
  - STLHE 2020: [Folder Link](#)
  - TLN discussion in Basecamp: [Link](#)
  - Article 6 revisions: [Link](#)
  - Policy 6 revisions: [Link](#)
  - Policy 9 revisions: [Link](#)
  - Signed UA / STLHE agreement: [Link](#)
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# Notes

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## Agenda

### 1. Call to order and welcome

Leader: D. Stockley

### 2. Approval of the agenda

Time: 1 min

Purpose: make a decision

Leader: [@Denise S](#)

Preparation: Review agenda

- Agenda approved by consensus

### 3. Approval of minutes of September 2018

Time: 5 minutes

Purpose: make a decision

Leader: [@Denise S](#)

Preparation: Review September minutes

- Minutes approved by consensus

### 4. Chair's report

Time: 5 minutes

Purpose: share information

Leader: [@Denise S](#)

Preparation: none.

- Denise notes that the E21 meeting occurring next Monday in Ottawa; she is attending
- Denise is attending a full-day meeting related to academic materials on the following day

### 5. CSEC update

Time: 5 minutes

Purpose: share information

Leader: [@Denise S](#)

Preparation: none.

- This is an information update.
- A reminder that no STLHE member came forward to be elected as chair.
- There is no current chair.
- Without a chair and without approved bylaws, the board will be in the position to dissolve CSEC in December.
- Valerie notes that she has canvassed potential parties for chair without any interest.
- Christine notes that AQPC is interested in collaborating with STLHE

## 6. Report: Bilingualism

Time: 15 minutes

Purpose: Share information

Leader: [@Christine G](#)

Preparation: None noted

- Christine notes willingness of STLHE 2019 organizing committee to support bilingualism.
- Has been in touch with Heritage Canada for securing conference support; still working on this and may need Denise to step in to assist.
- Thinking about a bilingual STLHE 2019 pre-conference; topic could be blended learning.
- Considering using money related to bilingualism strategy for the pre-conference
  - Denise noted that the money for the bilingual strategy still needs to be earmarked for specific projects; to be discussed in the December board meeting.

Floor opened to questions

- Jeanette notes that a sponsorship letter in French is planned for STLHE 2018

## 7. Report: Publications

Time: 15 minutes

Purpose: Share information

Leader: [@Dianne B](#)

Preparation: (update, October 15) Review “Problems with current issue of CELT 2018” document

- Dianne reports that CSoTL is on-track.
- Dianne introduces some challenges with current issue of CELT and looking for guidance on how to proceed with providing feedback to current editorial board.
- Dianne will follow-up with current CELT editorial board with feedback.
- Update provided on Green Guides.

## 8. 2019 Operating Budget Instructions

Time: 10 minutes

Purpose: Share information

Leader: [@Elana C](#)

Preparation: Review “Approval process for 2019 STLHE operating budget” document

- We will meet in December to approve the budget
- It is the responsibility of the full board to create and approve the budget (not the Treasurer)
- Elana will be reaching out to people identified in the operating budget document for 2019 updates
- Budgets required from board members ASAP

## 9. Report: Awards

Time: 15 minutes

Purpose: Share information

Leader: [@Valerie L](#)

Preparation: None noted.

Awards Ceremony

- Valerie notes that the award process at STLHE 2018 was effective
- Valerie worked closely with Jeanette to coordinate; will do this again
- Slides will be used again; translated into French

3MNTF

- Nominations closed
- Deb Dawson taking over coordination

3MNSF

- Cynthia Korpan has created a month-by-month outline for the award coordination
- Call to be sent out shortly

D2L Award

- Award application package will be due mid-January to allow appropriate amount of time for adjudication
- Should improve timing of award announcement

Knapper Lifetime Achievement Award

STLHE Outstanding Volunteer

- Coordinated by Valerie

SoTL Poster Award

- Denise is in communication with Pat Rogers to ensure she is aware of the name change (was called Pat Rogers Poster Award), but no updates yet

TAGSA award

- nothing to report

Alan Blizzard Award

- Website updated and translated with new criteria and description
- Call for award coordinator will be going out shortly (when criteria have been updated)
- Call for awards will also going out shortly
- If any board member knows of anyone interested in taking on role of coordinator, Valerie would be happy to speak with them

Floor opened to questions

- Brett asks about SoTL poster award; SoTL Canada has been developing an award rubric
  - SoTL Canada asks if there will be a small monetary award, supported by STLHE
- Valerie noted that this was discussed, and it was decided (at the time) that the award was to remain a certificate; open to future discussions on different kinds of recognition.

MOTION (Moved by V. Lopes, Seconded by J. McDonald): I move that STLHE commits to sponsoring the Alan Blizzard Award in the amount of \$5,000.00 for the next 3 years – 2019, 2020 and 2021.

Y: 10

N: 0

A: 0

- Motion passes unanimously.

## **10. Select Student Advocacy board member**

Time: 20 minutes

Purpose: Make a decision

Leader: [@Gavan W](#)

Preparation: Review two submissions for Student Advocacy role

MOTION (Moved by G. Watson, Seconded by J. McDonald): I move that the meeting move to an *in camera* discussion for agenda item number 10, selecting a student advocacy board member.

- Motion passes unanimously.

## **11. STLHE 2020**

Time: 15 minutes

Purpose: Make a decision

Leaders: [@Laura K](#) & [@Elana C](#)

Preparation: Review three documents: 1) Ottawa Bid - STLHE; 2) Proposal Shaw Centre and; 3) STLHE Conference 2020 SWOT

- Laura reviewed SWOT
- Elana noted the opportunity cost of organizing the conference high

Floor opened to questions

- Jeanette asked what conversation has taken place with Carleton University & U of Ottawa
- Erika notes that POD has a model of a committee organizing a conference with a local committee
- EDC in discussion of with U of Ottawa hosting 2021 EDC conference
- Gavan shared his discomfort with approving a motion to approve hosting the conference with the level of detail in the information provided
- Elena and Laura will go forward and bring a budget to the board for November

## **12. December Face-to-Face Board Meeting**

Time: 10 minutes

Purpose: Share information.

Leader: [@Denise S](#) & [@Gavan W](#)

Preparation: None.

- Not a regular meeting and no regular business will take place (November and December meeting still occurring)

- This day is turning approved money and resources into action
- Timing: Start on Sunday 3-4pm, done by Monday 4pm
- Denise will arrange a group booking
- STLHE will pay for a hotel meeting Sunday night
- Board members can go ahead and book flights

### **13. Approve changes to Article 6 and Policies 6 and 9 resulting from the addition of Teaching and Learning Networks**

Time: 15 minutes

Purpose: Make a decision

Leader: [@Jeanette M](#)

Preparation: [Read discussion in Basecamp](#); review revised article 6, policy 6 and 9 (in Dropbox, linked in Basecamp discussion and above)

MOTION (Moved by J. McDonald, Seconded by B. McCollum): I move that we approve updates to Article 6 with any further Board changes.

- Motion passes unanimously.

MOTION (Moved by J. McDonald, Seconded by V. Lopes): I move that we approve updates to Policy 6 with any further Board changes.

- Motion passes unanimously.

~~MOTION (Moved by J. McDonald, Seconded by X): I move that we approve updates to Policy 9 with any further Board changes.~~

### **14. Renewal of Letter of Agreement with University Affairs**

Time: 5 minutes

Purpose: remind board of our agreement, note that it is expiring at the end of 2018, and seek approval to continue the partnership and renew the letter of agreement.

Leader: [@Jeanette M](#)

Preparation: Review UA / STLHE agreement to familiarize self with its terms

- Item moved to November board meeting

~~MOTION (Moved by J. McDonald, seconded by X): I move that the Board approve a continued relationship and a renewed letter of agreement with University Affairs as one of the Society's media partners.~~

### **15. Other business**

Meeting adjourned at 3:47pm ET

### **Next board meeting**

Monday, November 19, 2:00-3:30pm Eastern

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**Decisions**

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**Action items**

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**Items for next meeting**

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