



## Board of Directors Meeting

September 2018, 2:00-3:30pm ET

### Minutes

Draft: September 17, 2018

Accepted: October 15, 2018

### Attendees

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

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### Regrets

[@Valerie L](#),

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### Reference Material

- June 2018 minutes: [Link](#)
- Alan Blizzard Award Revised Criteria: [Link](#)
- Policy 1, September 2018 track changes version: [Link](#)
- Policy 10, September 2018 track changes version: [Link](#)
- New group affiliate status, background document and application form: [Link](#)
- Article 6, September 2018 version: [Link](#)
- Policy 6, September 2018 version: [Link](#)
- Policy 9, September 2018 version: [Link](#)

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### Notes

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# Agenda

## 1. Call to order and welcome

Leader: D. Stockley

- Called to order: 2:03pm ET
- Denise officially welcomed all new and re-elected board members: Elana, Valerie & Laura

## 2. Approval of the agenda

Time: 1 min

Purpose: make a decision

Leader: D. Stockley

Preparation: Review agenda

- Agenda approved

## 3. Approval of minutes of June 2018

Time: 5 minutes

Purpose: make a decision

Leader: D. Stockley

Preparation: Review June 2018 minutes

- June 2019 minutes approved by consensus

## 4. Chair's report

Time: 5 minutes

Purpose: share information

Leader: D. Stockley

Preparation: none.

- Denise attended HERDSA in July
- STLHE executive retreat held in August
- Denise notes that the board now needs to engage with the work of enacting the newly-approved expenditures.
- With no F2F EDC conference in February, there is possibility to meet in November
  - Doodle poll will be sent to board to consider if meeting in November for a full-day can be scheduled
- E21 having first symposium on artificial intelligence in Ottawa; Aline will send an email with additional information to the board.

## ~~5. Report: Awards Portfolio~~

~~Time: 10 minutes~~

~~Purpose: Share information~~

~~Leader: @Valerie L-~~

~~Preparation: No preparation~~

## 6. Report: Partnerships Portfolio

Time: 10 minutes

Purpose: Share information

Leader: [@Jeanette M](#)

Preparation: No preparation

### SIGs

- In June board approved Science Teaching and Learning SIG group; they are awaiting for information about teaching and learning networks (TLN) as proposed for this meeting before proceeding; they could decide to become a TLN rather than a SIG
- After June conference, a STLHE member reached out to Jeanette about forming a part-time instructor SIG
- Current SIGs have been informed about slate of board meetings and STLHE-grams publication schedule for the coming year.

### 3M

- Current agreement comes to an end this year, work needs to be done on reviewing and continuing the agreement.

### Work with awards portfolio

- Would like to develop letters of agreement with Valerie to outline responsibilities for new, incoming award coordinators.

### Multi-year conference sponsorship

- Looking to secure 2-3 year agreements from sponsors
- Expectation for sponsors outside conference

## 7. Alan Bilizzard Award

Time: 15 minutes

Purpose: Provide feedback, make a decision

Leader: [@Valerie L](#)- [@Jeanette M](#)

Preparation: Review revised award criteria

Jeanette brought this item forward on Valerie's behalf

- Valerie has revised the wording of award to:
  - include all forms of higher education in Canada
  - broaden what is considered as collaboration
- Added more clarification for the application package
- Criteria have been omitted from the award description; the criteria would be revised in time for the adjudication of the award.
- Jeanette notes that the announcement of the award might need to be made earlier (currently listed as December) if submission deadline is in January
- [@Denise S](#) asks [@Elana C](#) to confirm that the \$2000 is in the budget—it might have been increased to \$5000?
  - There needs to be confirmation on the total amount; how much has been put aside for admin side / award winner travel.
- Jeanette noted that the board considered approaching Steelcase as a sponsor of this award; this could happen after the award description is revised

## **8. Policy 1 - revised to simplify membership fee details**

Time: 10 minutes

Purpose: Make a decision

Leader: [@Gavan W](#)

Preparation: Review September 2018 track changes version of Policy 1

- n.b.: any revisions to Policy 1 need to be approved by the general membership at an AGM; we can approve these revisions, which makes them a “working version” until our next AGM in 2019.

MOTION (Moved by: G. Watson, Seconded by E. Kustra) I move that revisions to Policy 1 - Membership proposed in the September 2018 board meeting be approved.

Motion Passes: 10 Yes, 0 No, 0 Abstain

## **9. Policy 10 - revised to add details on communication type and length of elapsed time in process**

Time: 10 minutes

Purpose: Make a decision

Leader: [@Gavan W](#)

Preparation: Review September 2018 track changes version of Policy 10

MOTION (Moved by: G. Watson, Seconded by A. Germain-Rutherford) I move that the board approve the adoption of the proposed revisions of Policy 10 - Civility as proposed in the September 2018 board meeting.

Motion Passes: 10 Yes, 0 No, 0 Abstain

## **10. Affiliated Status: New Group Option**

Time: 30 minutes

Purpose: Approve concept of new group and application form

Leader: [@Jeanette M](#)

Preparation: Review: Background Document; revised Articles and Policies and; Motions.

- The addition of new group would impact Article 6, Policy 6 and Policy 9
- Approval of this proposed new affiliate will change how groups are organized
- Jeanette reviewed the background document

MOTION (Moved by: J. McDonald, Seconded by G. Watson) I move that we approve the new category of Affiliated group category “Teaching and Learning Networks” with changes agreed upon by the Board.

Motion Passes: 10 Yes, 0 No, 0 Abstain

- Floor opened to questions.

- Aline wonders if Jeanette has been approached by anyone interested in creating a group in this category.
  - Jeanette notes that at the time that when constituency groups were initially described by the board, this was a category that wasn't considered, but interest has emerged.
  - Acknowledges that this could be a way for more *ad hoc* groups to come together and dissolve with (relative) ease.
  - Denise notes that she was approached at EDC 2017.
- Brett recommends that under "Structure" to consider a minimum number of institutions represented rather than individuals—avoids 5 people from one institution creating a teaching and learning group.
  - Jeanette notes that the intent was to be as flexible as possible and adding institutional requirements might limit.
  - Brett asks if the threshold of 5 people is too low; is 8-10 a better number?
- Denise would like a line in the document that requires open membership — that a TLN is intended to reach a broader audience and needs to be open to accepting members.
- Denise asks if TLNs should re-apply every 3-5 years to maintain active status?
  - Jeanette suggests that 3 year time-frame would work.
- Language under TLNs in article 6 will be updated with information agreed upon by group, including:
  - increasing the group threshold to 8 or 10, from different institutions and / or regions
  - re-applying every 3 years to maintain active status
  - some language about being open to members to join or describe a process how members will be able to join the TLN
- Motions to approve revised Article 6, Policy 6 and Policy 9 will be posted to Basecamp for discussion and revision before October's Board meeting.

~~MOTION (Moved by: J. McDonald, Seconded by X) I move that we approved revised Article 6 as proposed accounting for any changes agreed upon by the Board.  
Motion X: X Yes, X No, X Abstain~~

~~MOTION (Moved by: J. McDonald, Seconded by X) I move that we approved revised Policy 6 as proposed accounting for any changes agreed upon by the Board.  
Motion X: X Yes, X No, X Abstain~~

~~MOTION (Moved by: J. McDonald, Seconded by X) I move that we approved revised Policy 9 as proposed accounting for any changes agreed upon by the Board.  
Motion X: X Yes, X No, X Abstain~~

## **11. Update on Student Advocacy Role appointment**

Time: 10 minutes

Purpose: Share information

Leader: [@Gavan W](#)

Preparation: Review notes below.

- There are two years remaining in SA board role
- The board can appoint for the remaining term
- Planned process:
  - Open call to STLHE listserv, with these details: two-year term, put name forward, 250 word submission, board will appoint role
  - Call goes out September, two-week turn-around, goal is to appoint in October
- We need to ensure that student understands workload
- Question to consider: noting “heaviness” Ontario and Quebec board members, how do we address this in who we appoint (if at all)?

Floor opened to questions

- Erika notes that sending out to Listserv will ensure wide dispersal of the announcement
- Gavan suggests that an email via WildApricot to be sent and announcement in STLHEgram in addition to ListServ to ensure all members receive notice
- Estimate of workload: required to attend 1 meeting a month, from September-June, two of which will be in person requiring travel; this commitment normally results in 8-15 hours of work a month.
- Dianne notes that it should be clear that the board will appoint in the announcement.

## 12. Reminder about Dropbox

Time: 10 minutes

Purpose: Share information

Leader: [@Gavan W](#)

Preparation: Review notes below.

Data security, privacy

- Tim Howard and Gavan Watson are Dropbox admins for STLHE
- As admins, we have the ability to assume board members’ identities and access their STLHE Dropbox account
- This is only used for data security and management (e.g. being able to un-delete shared files)

Access to Dropbox

- All board members have access to Dropbox
- In addition, as per Policy 6, affiliate groups can each have their own Dropbox account; if you are an affiliate group chair, please check to see the Dropbox account is being used
- Please ensure that you’re archiving all relevant STLHE-related materials in the Dropbox account

### **13. STLHE 2019 site visit update**

Leader: Laura

- Are on-site for the 2019 site visit, things are going well so far
- Staying at conference hotel, visited RBC convention centre
- Much more information to come as Denise and Laura complete the site visit
- Brett asks that to help ensure constituency groups to get a time for their meeting, that these meetings don't overlap with other constituency groups
  - Noting limits of space and time that the organizing committee faces, Denise and Laura will communicate this
- Laura and Denise to also investigate what is the extra cost of hosting "extra meetings" if being hosted at a conference centre—noting that there is an extra charge for booking room space at conference centres

### **14. STLHE 2020**

Leader: Laura

- Looking to the Ottawa area to begin for hosting the 2020
- Laura will work with Elana to prepare a proposal to bring to board for 2020 proposal
- Decision to be made in October

### **15. Other business**

- Dianne asks all board members to please review CELT publication and provide feedback on Volume 11; will be an agenda item in October.

Meeting adjourned at 3:27pm ET

### **Next board meeting**

October 15, 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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