



**2023 Spring Core Committee Meeting
June 12-13, 2023
Embassy Suites, Downtown Denver, Colorado**

INTRODUCTION

Unless otherwise noted, approvals are based on the POD Network Levels of Consensus Scale. Items that require a formal vote (in favor/opposed) are indicated by vote results of APPROVED or NOT APPROVED.

MINUTES, Monday, June 12, 2023

Members Present:

Riley Caldwell-O’Keefe, Fran Glazer, Stacy Grooters, Chad Hershock, Carol Hurney, Katie Kearns, Danny Mann, Gloria Niles, Chris Price, German Vargas Ramos, Christine Rener, Cheryl Richardson, Kristi Rudenga, Kem Saichaie, Adriana Striefer, Carol Subiño-Sullivan

Incoming Members Present:

Teresa Focarile, Patricia Guillen, Cait Kirby, Tom Laughner, Tammy McCoy, Bonnie Mullinix, and Jennifer Yates

POD Staff in Person:

Gaye Webb, Administrative Manager

Consensus Vote E-Minutes:

Approve E-Minutes summarizing decisions made by the Executive Committee and Core Committee since the Fall 2022 Core meeting
APPROVED (1s and 2s) - See Appendix A

Report on Search for Executive Director

Search Committee Chair Fran Glazer provided a brief summary and answered questions about the recent search for POD’s new Executive Director, which culminated in the employment of Danielle Gabriel. [See the Search Committee report to Core here.](#)

Aligning the Work of POD with Organizational Values

Members of Core worked in small groups to review the work of TIA, committees, and Special Interest Groups, as it aligns with POD’s Organizational values. The goals for this exercise were to provide an overview of the work of POD, to engage with other Core members about the work of POD, and to provide context for the work of Core Committee.

Consensus Vote: 2023 POD Conference Covid Policy

A poll was presented to the Core members with a request to indicate the level of mask-wearing for the 2023 POD Conference.

APPROVED: Highly encourage mask wearing

Vote to Set Cap for Committee/SIG Requests Approval.

Via an iterative “straw poll” process to allocate funds available, Core approved setting the cap at \$80,000.

MINUTES, Tuesday, June 13, 2023

Members Present:

Riley Caldwell-O’Keefe, Fran Glazer, Stacy Grooters, Chad Hershock, Carol Hurney, Katie Kearns, Danny Mann, Gloria Niles, Chris Price, German Vargas Ramos, Christine Rener, Cheryl Richardson, Kristi Rudenga, Kem Saichaie, Adriana Striefer, Carol Subiño-Sullivan

Incoming Members Present:

Teresa Focarile, Patricia Guillen, Cait Kirby, Tom Laughner, Tammy McCoy, Bonnie Mullinix, and Jennifer Yates

POD Staff in Person:

Gaye Webb, Administrative Manager

Motions on Budget Requests from TIA, Committees, and SIGs

To Improve the Academy: \$4,750 for a new Academic Scholars Writing Group

Committees:

Awards Committee: \$1,750

Diversity, Equity, and Inclusion: \$27,525 for Wulff Fellows travel grants to the 2023 POD Conference

Scholarship Committee: \$13,000 for research grants

Scholarship Committee: \$1,000 for DOI publishing of POD Speaks

APPROVED

Special Interest Groups

Adjunct/Part-Time Faculty SIG: \$7,638, conference grants

Co-Creation through Partnerships: \$4,480, conference grants

Earth-Centered Pedagogy SIG: \$400

Equity & Education SIG: \$525

Graduate, Professional, Post-doctoral Student SIG: \$16,374

APPROVED

Total Approved Budget Requests for Committees/SIGs/TIA: \$77,442

Total Income:	\$1,161,071
Total Expenses:	<u>\$1,160,376</u>
Net Revenue (Loss):	\$ 686

Note: Budget requests from the following Committee/SIGs were NOT APPROVED:

Diversity, Equity, and Inclusion Committee: \$35,000 (for mini- and collaborative grants)

Education and Equity SIG: \$1,550 (conference social hour)

*Learning Analytics Community SIG: \$2,955 (conference financial assistance)

*Scholarship of Teaching and Learning SIG: \$5,030 (conference financial assistance)

*Science, Technology, Engineering, and Mathematics (STEM) SIG: \$990 (conference financial assistance)

*Denied due to funding of \$25,000 for the new pilot of funding needs-based conference financial assistance at the organizational level)

Changes to the Governance Manual

The Core Committee discussed and made decisions on the following changes to the Governance Manual:

I.C: Officers and Executive Director

- Replace "Executive Director" in the title of this section with "Personnel."
- I.C.5. Remove reference to Section IV.C.1 because detailed list of responsibilities is proposed to no longer be housed in the Governance Manual.

APPROVED

IV.B.4.1 Awards Committee

SPOD Award: The subcommittee will have at least six members, beyond the subcommittee Chair. Membership consists of recent past award recipients who are willing to serve and up to three other POD Network members who have an overall knowledge of the POD Network and its membership as a result of having served on the Core Committee or through committee membership or other service.

APPROVED

IV.B.5. Special Interest Groups (SIGs)

Addition of two new Special Interest Groups to the list: Accessibility and Disability SIG and Arts and Humanities SIG

APPROVED

IV.B.5.4. Graduate Student, Professional Student, and Postdoctoral Scholar Development (GPPD) Special Interest Group:

Under the header "Leadership Structure and Responsibilities" change the bullet "Diversity and Outreach Working Group" to "Equity and Outreach Working Group."

Under "Equity and Outreach Working Group" change the bullet "Oversees the GPPD Career Development Travel Award" to "Oversees the GPPD Career Development Grant".

Under "Signature Work of the SIG", change the bullet about the grant to reflect the correct grant name (GPPD Career Development Grant) as shown above.

APPROVED

IV.B.1.4 Membership and Terms of Service

The Executive Committee proposed a change that would provide a process in which new SIGs would be created and supported in a two-stage process: 1) the SIG's charge and initial leadership structure is considered and voted on; 2) if the creation of the SIG is approved, the second step would include mentoring by its Core Representative as the SIG develops longer term structures and plans. The goal of this two-phase approach is to give new SIGs time to develop their structures and processes before they develop their complete GM entry.

TABLED

IV.B.5.4. Graduate Student, Professional Student, and Postdoctoral Scholar Development (GPPD) Special Interest Group

Add a new bullet in the Signature Work of the SIG section stating the following: The GPPD SIG annually offers a conference workshop and/or series of webinars external to the conference focusing on potential career trajectories for educational developers and conducting job searches with the field.

NOT APPROVED but SIG is encouraged to continue working on this work the Professional Develop Committee and to resubmit to Core if applicable.

IV.B.4.7. Professional Development Committee

Delete the bullet in the "Presence of POD Network Conference listing the Career Move session.

NOT APPROVED but the PDC is encouraged to continue working on this work the GPPD SIG and to resubmit to Core if applicable.

IV.C.1.2 Responsibilities (of Executive Director)

Remove entire section and replace with the following: The POD Network Executive Director has three main areas of responsibility: organizational leadership, administration, and management/supervision. A detailed list of current responsibilities is maintained by the POD Network office and by the President; it is available upon request.

APPROVED

I.C.6 Additional Personnel

Add new paragraph stating that “Individuals in the position of Manager or above may serve as *ex officio*, non-voting members of administrative and selected operational committees, determined based on their specific job descriptions and the organization’s needs. These roles are affirmed by the Core Committee at its annual budget meeting.”

APPROVED

New Section in Article IV.B.5 – Arts & Humanities Special Interest Group

Add the following for the recently approved new Special Interest Group:

SIG Mission/Focus: To create community among educational developers who are trained in arts and humanities fields, including art-making fields. We seek to advance conversations about the arts, humanities, and teaching and learning in three interrelated ways:

- By staging conversations about how humanistic ways of thinking contribute to educational development, including the scholarship of teaching and learning;
- By sharing resources on new or innovative approaches to the teaching of the arts and humanities on our campuses; and
- By nuancing or complicating the narrative of the “crisis” of the humanities within the university.

Within the broader POD community, we seek to generate conversation about diverse disciplinary approaches to SoTL and raise awareness of advances in arts and humanities pedagogy.

Leadership Structure and Responsibilities: The SIG is led by two co-chairs for its inaugural year (AY 2023-24), with a third chair to join after the first year. After the SIG’s second year, it will be led by two co-chairs. Co-chair terms will be two years.

SIG Structure: For its first year, the SIG will define areas of interest and agendas for working groups. We anticipate working groups to be formed during the 2023-24 academic year, with rotation cycles to be determined.

Membership (brief description): We encourage POD members who have research and teaching backgrounds in the arts and humanities, experience with arts and humanities instruction, or significant experience supporting pedagogy in this area to join this SIG.

The inaugural co-chairs will issue a call for members at large in Summer 2023 and convene the first SIG meeting at the 2023 POD Network Conference.

Signature Work/Activities of the SIG: In its first year, the SIG will call for members, institute working groups, and create a library of materials to support inquiry in these areas:

- Exploration of the fit and pertinence of humanities research and practices to POD;
- Identification of models of teaching the arts and humanities; and
- Identification of ways that arts and humanities instruction overlap and diverge.

SIG-Related Policies and Guidelines: Participation in the SIG's membership at large is not limited in numbers.

APPROVED

Respectfully submitted,

Gaye Webb, Administrative Manager

Appendix A

E-Minutes

(The record of all decisions made by the Core Committee and/or the Executive Committee since the Fall 2022 Core meeting)

December 6, 2022

- APPROVED by Executive Committee to create an IDEA Fund working group.

December 20, 2022

- APPROVED by Executive Committee to delay the hiring of an Event Coordinator which was approved by the Core Committee in June 2022.
- APPROVED by Executive Committee to proceed with recruitment and hiring of a half-time Administrative Assistant
- APPROVED by Executive Committee to increase the weekly hours of Administrative Assistant to no more than 40 hours a week.

January 2023

- APPROVED by Executive and Core committees the minutes of the November 2022 Core Committee
- APPROVED by Executive Committee the appointment of Gloria Niles as Chair-Elect of the Finance Committee, first year of a two-year term to begin after the Spring Core meeting in 2024
- APPROVED by Executive and Core committees the enter into a contract with Sage Search Partners to search for a new Executive Director at a cost of \$40,000 to be paid from cash reserves.
- APPROVED signatories for all bank and investment accounts due to the recent resignation of the Executive Director
- APPROVED by Executive Committee the composition of Executive Director Search Committee: Fran Glazer (chair as Past-President), Tazin Daniels (Affinity group convenor and Past Chair of the Professional Development Committee), Teresa Focarlie (Chair of the Professional Development Committee), Stacy Grooters (President-Elect), Gloria Niles (Core member and Chair Elect of the Finance Committee), Cheryl Richardson (Core member), Adriana Striefer (Core member), German Ramos (Core member)
- APPROVED by Executive Committee the composition of the IDEA Fund working group: Riley Caldwell-O'Keefe, Katie Kearns, Chris Price, Carol Subino-Sullivan

February 2023

- APPROVED by Executive and Core committees the formation of an Arts and Humanities Special Interest Group (SIG)
- APPROVED by Executive Committee to forego a financial review this year.
- Accessibility SIG?

March 2023

- APPROVED by Executive Committee the reclassification of the half-time (hourly) Administrative Assistant (currently held by Gaye Webb) to a full-time salaried exempt position effective April 1, 2023, with an annual salary of \$63,000.
- APPROVED by Executive Committee the payment of \$10,000 each to the Conference Chairs (Kristin English and Heeyoung Kim) to perform conference-related tasks previously assigned to the Executive Director
- APPROVED by Executive Committee the payment of \$8,750 each to Antonia Levy and Jose Muniz to continue the performance of the conference-related responsibilities of previous years, plus the additional responsibilities of planning the excursions to be offered at the conference and recruitment of 2023 conference sponsors.
- APPROVED by Executive Committee the payment of \$6,000 to Pamela Roy to continue serving as the DEI consultant to the Conference Committee
- APPROVED by Executive Committee purchase of the cancellation insurance policy for the 2023 conference.
- APPROVED by Executive Committee the employment of Karen Johnson as the half-time Administrative Assistant for the POD Network at \$20/hour.

April 2023

- APPROVED by Executive Committee, the appointment of Bonnie Mullinix to Core due to the resignation of a Core member (Bonnie received the next highest number of votes during the most recent Core election.)
- APPROVED by Executive to provide financial support for Donna Ellis (former president and POD's representative to the International Consortium of Educational Developers) to attend the ICED Council Meeting. This cost is included in the Executive Committee budget.

May 2023

- APPROVED by Executive Committee establishment of sponsorship rates for the 2023 conference, as recommended by the chair of the Finance Committee based on the increase in conference fees.

- APPROVED by Executive and Core committees a balanced partial budget for fiscal year 2023-2024 reflecting an increase of \$15 in membership fee (to \$130) and \$40 increase in conference fees across all categories. This partial budget does NOT include budget requests from committees and SIGs. The final budget will be presented at the Spring Core meeting for approval.
- APPROVED by Executive Committee the selection of Chicago Hyatt Regency McCormick Place for the location of the 2024 conference.
- APPROVED by Executive Committee the discontinuance of the contract position of Manager of Digital Communications and Marketing, effective July 1, 2023

June 2023

- APPROVED by Executive Committee the hiring of Danielle Gabriel as the POD Network's Executive Director, effective August 1, 2023