

**Fall 2012 Core Committee Minutes  
October 24 & 25  
Seattle, WA**

A summary of actions taken precedes the minutes.

**SUMMARY OF ACTIONS TAKEN**

—E-minutes approved

**Adjunct/Part-Time Subcommittee**

—The request to become a full committee was tabled for further discussion, pending clarification of process by which POD committees are established.

**Conference Committee**

—The request to create an ad hoc committee to redefine TIGs was approved.

**ECRC**

—The request to use the POD Google Apps account to create a YouTube channel to store and host videos for POD was approved.

**History Committee**

—The request to establish a process for selecting materials to be sent from the POD office to the archives will be developed by the chair and the Executive Director.

**Professional Development Committee**

—The request for the LDI and INFD not to be hosted by more than two consecutive times by a single institution was returned to the committee for clarification.

—The request for the next Call for Proposals for the LDI to list \$6000 as an advance loan option (pre-spring Core Committee) was approved.

**Publication Committee**

—The request to establish an ad hoc committee to work on transitioning TIA from book to journal was approved.

## **MINUTES**

### **October 24**

Present: Michele DiPietro, *President*; Phyllis Dawkins, *Past President*; Kathryn Plank, *President Elect*; Angela Linse, 2010-2013, *Chair of Finance*; Hoag Holmgren, *Executive Director*; Derek Bruff; Dakin Burdick; Eli Collins-Brown; Hugh Crumley; De Gallow; Chantal Levesque-Bristol; Deandra Little; Shaun Longstreet; Harriette Richard; Martin Springborg; Suzanne Tapp; Jim Therrell; Mary Wright  
Missing: Kevin Johnston

—E-minutes approved

### **Executive Director Report**

—ED will establish ad hoc committee to consider several aspects of the conference including fees, follow-up with attendees; marketing; retaining first-timers

### **Adjunct Subcommittee**

—Request to become a committee which would allow the seeking of funds and proposing POD-Sponsored sessions. Discussion: what's the functional difference between sub- and full committees? Should they be a TIG? There can't be a subcommittee for every sub-group or interest group. We need a clear process for how we nurture, develop, and value committees and TIGs.

Visit by Paul Decker: increase in number of adjuncts and development issues with adjuncts; not sure if this should be a committee but how do we meet the needs adjuncts and those who support them? Discussion: maybe this is enough as this subcommittee is doing a great job with outreach, POD-sponsored session, dialogue. Perhaps a keynote in the future could address this topic.

—The request to become a full committee was tabled for further discussion, pending clarification of process by which POD committees are established.

### **Innovation Award Subcommittee**

—Process/evaluation improved and very clearly outlined.

### **Menges Subcommittee**

—Updated rubric and process of evaluation and revised CFP.

### **Spirit of POD Award Subcommittee**

—Created a more diverse committee, will clarify who is eligible.

### **Diversity Committee**

—Will share summary of survey during the fall conference DC meeting; diversity to be included in the next CFP for To Improve the Academy; looking forward to keeping website updated.

## **ECRC**

—20% increase in presenters uploading materials to wikiPODia. Will seek feedback regarding GuideBook e-pub version of program versus printed program. Need to clarify who is responsible for posting items on Twitter and YouTube. New website will utilize WordPress which will allow end-user update. Will eventually migrate listserv to new website, and likely change format.

—The request to use the POD Google Apps account to create a YouTube channel to store and host videos for POD was approved.

## **Finance Committee**

—Investments summary and overview, including gifting. New strategy for emergency funds, mutual funds: moving toward a steady return strategy. Will update GM to clarify investment strategies.

## **History Committee**

—POD Digital Commons: initial downloads were very high @ 3000 per month. How will decisions be made about which materials to archive?

—The request to establish a process for selecting materials to be sent from the POD office to the archives will be developed by the chair and the Executive Director.

## **Membership Committee**

—Considering fee structure, recruitment, retainment, tying membership to conference; looking at other organizational models.

Discussion: How to get a more diverse membership? Revisit data gathering on membership. Considerations of professional identity and professional community. Some institutions don't pay for membership, perhaps we should roll fees into conference fee. What are the consequences? MLA example: what should go in the members-only section? Is ours an "every year" conference for members or not? Some say no because the field doesn't change quickly enough.

## **Conference Committee**

Introduction of committee chairs, overview of 2012 program, proposed theme for 2013: Freedom to Learn.

—The request to create an ad hoc committee to redefine TIGs was approved.

## **Professional Development Committee**

MSU Institute very well received; we have three sessions at upcoming 2012 POD/AACU OD Institute.

Discussion about reimbursing ODI presenters: is there a conflict of interest in paying ourselves? We should consider covering at least travel and lodging.

—The request for the LDI and INFD not to be hosted by more than two consecutive times by a single institution was returned to the committee for clarification.

—The request for the next Call for Proposals for the LDI to list \$6000 as an advance loan option (pre-spring Core Committee) was approved.

### **Publications Committee**

Moving TIA from book to journal format would cost approximately \$120K. Committee is looking at their options. Considering editorial and funding implications.

—The request to establish an ad hoc committee to work on transitioning TIA from book to journal was approved.

### **Governance Committee**

Ad Hoc committee formed to look at GM issues regarding governance of committees and elections.

### **Grants Committee**

Quality of applications has increased due to improvement in vetting process.

### **ICED**

Continuing challenge regarding POD representation due to the POD presidential rotation cycle. Ideally, POD would send two reps each year, would need to increase POD presidential budget. Question: how important is it for POD to participate and have a presence on the international stage? What are our goals?

### **POD/NEA Collaboration**

POD proposal was funded (\$5000) for faculty developers working with K12 teachers in Michigan. Discussion: a good way for POD to expand.

### **CASE**

CASE is interested in collaborating with POD to promote visibility and improvement in prestigious award nomination: US Professor of the Year, CASE. Discussion: need to clarify what the mutual roles and expectations of POD and CASE would be. Could be a way for POD to increase exposure but we need to be careful not to appear to be involved in judging.

Review of President-elect candidates and process.

## **October 25**

Present: Michele DiPietro, *President*; Phyllis Dawkins, *Past President*; Kathryn Plank, *President Elect*; Angela Linse, 2010-2013, *Chair of Finance*; Hoag Holmgren, *Executive Director*; Derek Bruff; Dakin Burdick; Eli Collins-Brown; Hugh Crumley; De Gallow; Chantal Levesque-Bristol; Deandra Little; Shaun Longstreet; Harriette Richard; Martin Springborg; Suzanne Tapp; Jim Therrell; Mary Wright  
Missing: Kevin Johnston

### **Strategic Plan**

Discussion of the main areas: What do we offer our members? What makes POD unique? Who is our audience? Who do we want to see us more? How do committees address diversity? Should there be targets? Is this measurable? What is evidence-based, research-based? Closing of centers is often due to lack of evidence of their worth. How do we show evidence of our work?

### **Four Groups to Explore Four areas:**

#### **1.) Internal/Service to members**

Document and make accessible committee procedures and important dates.

Document and make accessible a process for committee chairs to address difficult situations through collaboration with the Board of Directors and Executive Committee

Produce and share resources for endangered centers with our members.

Share conference manual with members internally (or add it to the Handbook in the GM).

Define TIGs and committees and how they differ.

Consider standardizing communication to and among leaders.

Have post-conference follow-up (highlights, anchor issues, thank yous, invitations to continue conversations or join committees; inquiries on how our members followed up or used the material they learned).

Share the conference evaluation

Establishing communication protocols to and from members

Share committee reports on the website. AND share highlights (4 sentence summary) on Twitter or RSS feed or something.

#### **2.) Visibility/External Exposure**

Clarify partnership process.

Letter to local colleges introducing POD, perhaps via Membership Committee?

Launch new website with current, relevant message about POD (blogs/stories).

Decide on changing POD's name.

Identify goals of international outreach (members/organizations).

Recruit a POD "champion" to represent POD in CHE/IHE (Executive Committee).

Coordinate a liaison to disciplinary organizations (look at HETL).

### **3.) Diversity**

Conduct a DC survey of membership/listserv regarding POD constituencies and experiences about diversity and inclusive practices every five years.

Explore and use multiple venues to publicize the DC survey results to the membership.

Leverage results of the DC survey to inform the direction of POD Core and POD committees' policies, activities and decisions. Communicate these actions to POD constituents.

Maintain travel grants, internships, conference fee relief, to sustain and increase access to POD events.

Facilitate and explore expansion of financial opportunities from multiple sources (internal and external) to support underrepresented constituents' participation at POD events.

Institutionalize means for continual reflection on POD's relationships with both cognate faculty development organizations (e.g. HBCU, Tribal Colleges, HSI), and underrepresented Higher Ed professional development constituents who might not participate at POD events.

Appoint accessibility coordinator; develop means to make POD events accessible to all constituents regardless of physical and/or cognitive abilities.

### **4.) Evidence-Based Practice**

Target (Short-term)

- \* Sharing results of conference evaluation
- \* Inform programming based on results of conference evaluation

Target (Medium-term)

- \* Developing decision tree to guide assessment decisions
  - \* Individual Consultations

- \* Workshops
  - \* Course Transformation
  - \* Develop a research tool kit/How can you assess effectiveness
    - \* Individual Consultations
    - \* Workshops
    - \* Course Transformation
  - \* Link to assessment page developed by Research Committee
  - \* Position paper on professional activities and assessment tools/link between the things we do and how we know they are effective
- Provide a way to different research interest groups/and organize POD proposals based on these research interest groups
- \* Develop a template for SoTL research/best practices page
  - \* Enhancing research collaboration between POD members
  - \* Create International collaborative writing groups (idea taken from ISSOTL).

#### Targets (Long-term)

- \* Raising the awareness to be attuned to evidence based practices/Work with the program committee
- \* How do we know that these practices are effective?
- \* How do we inform the bridge between teaching practices and enhanced teaching?
- \* How do our practices affect student learning?