POD NETWORK

Fall 2019 Core Committee Minutes
November 13 & 14
Pittsburgh, PA

A summary of actions taken precedes the minutes. Parking Lot items follow the minutes. Parking Lot items may be unresolved and may need to be discussed further.

SUMMARY OF ACTIONS TAKEN

Wednesday, November 13
E-minutes (summary of actions taken by Core and/or Exec since March 2019 were APPROVED (all 1s)

Proposal to hire a diversity, equity, and inclusion (DEI) consultant in order to conduct a needs assessment; address organizational questions; increase organizational capacity for long-term, sustained work on DEI including permanent, long-term structural change which might include new staff, paid role(s), and/or new structures for leadership and participation with the understanding that the exact scope, budget, and RFP are to be determined, and with the expectation for broad member input was APPROVED (all 1s).

Proposal to create an ad hoc to review the conference proposal review process and recommend improvements in time for 2020 was APPROVED (1s and 2s).

Proposal to hold up to three Core Committee meetings on Zoom between in-person meetings (time & dates TBD) was APPROVED (1s and 2s).

Thursday, November 14
Proposal to create a new standing committee for Strategic Plan implementation was APPROVED (1s and two 2s).

Proposal to move ahead with planning to provide some level of financial support for committee/SIG chairs (specifically, for travel to the POD conference) was APPROVED (1s and 2s).

Proposed Governance Manual changes:
Scholarship Committee language: UNANIMOUS APPROVAL (formal vote)

Learning Analytics SIG language: UNANIMOUS APPROVAL (formal vote)

Format changes: APPROVED (all 1s)
Bylaws: UNANIMOUS APPROVAL (formal vote)
Sections ll and lll: UNANIMOUS APPROVAL (formal vote)
Guidelines:
- o Typos and insignificant changes - approved by majority vote
- o Substantive changes
    - o III.A.1 - approved by majority vote
    - o IV.A.1.2 - approved by majority vote
        - • friendly amendment to first sentence: "include, but not limited to:"
    - o IV.A.2.1 and IV.A.3 - approved by majority vote
    - o III.A.3 - approved by majority vote
        - • friendly amendment to 2nd sentence of III.A.3.2: "prohibiting states" to "prohibited states"
        - • Notes to be placed on the website - alerting members to policy; inviting members to contact POD office if they learn of a new or revised travel restrictions; disclaimer regarding signed contracts for future conferences
    - o IV.B.4.9 - approved by majority vote
    - o Article B - approved by majority vote

Section I.D.1 - people would like to discuss at a later date the sentence "regardless of race, color, national origin, ancestry, ethnicity, culture, religion or creed, sex, disability, age, sexual orientation, mental health, military status, gender identity and expression, or any other unlawful criterion or circumstance." In particular the word "unlawful" is confusing and people would like to discuss at a future time

Insubstantial changes - APPROVED by majority vote

MINUTES
Wednesday, November 13
Present: Angela Linse, President; Donna Ellis, President Elect, Cassandra Horii, Past President; Greg Siering, Chair of Finance; Hoag Holmgren, Executive Director; Carl Moore, Dorothe Bach, Gabriele Bauer, Jonathan Iuzzini, Kathryn Linder, Christine Rener, Sandra Sgoutas-Emch, Robin Pappas, Lynn Eaton, Steve Hansen, Chas Hershock, Toni Weiss, Laura Pipe

Welcoming & Centering Exercise
Ice-breaker
Overview & Meeting Process

E-minutes (summary of actions taken by Core and/or Exec since March 2019: APPROVED (all 1s)

Executive Director Report
Discussion: should we consider limiting and/or being more intentional about the number of vendor and partner sessions for 2020? Need for continued investigation (with Membership Committee) to understand why so many new people attend the conference but not as many members renew, giving us only a slight net increase in members each year, i.e., why has the conference grown more than the net membership?

Diversity, Equity, Inclusion Discussion and Group Core Committee Work
Proposal to hire a diversity, equity, and inclusion (DEI) consultant in order to conduct a needs assessment; address organizational questions; increase organizational capacity for long-term, sustained work on DEI including permanent, long-term structural change which might include new staff, paid role(s), and/or new structures for leadership and participation with the understanding that the exact scope, budget, and RFP are to be determined, and with the expectation for broad member input was APPROVED (all 1s).

Conference Team Report/Visit
Discussion: Need for thorough overhaul/review of proposal review system was acknowledged. See proposal for Conference Proposal Review Ad Hoc below.

Reports Requiring or Requesting Discussion or Vote

<u>Presidential Election Process Ad Hoc</u>
Discussion: DEI reflective piece should be part of presidential materials; for such an important position, the current written materials don't seem enough; what else might we consider requiring: Zoom interviews?; what are the central roles of president beyond chairing Core and Exec meeting? board chair of Core?; How to do the governance of governance?; What does it mean to be ready to be president? How do we share power?

<u>Executive Committee</u>
Discussion: the need for Core meetings via Zoom between live meetings at the conference and in March, beginning in January; perhaps add more time to the spring meeting; would help facilitate changes re: DEI development; how to make the work of Core more transparent

Proposal to hold up to three Core Committee meetings on Zoom between in-person meetings (time & dates TBD) was APPROVED (1s and 2s).

Proposal to create an ad hoc to review the conference proposal review process and recommend and implement improvements for 2020 was APPROVED (1s and 2s).

<u>Finance Committee</u>
Discussion: examining more financially advantageous ways of investing our annual surpluses, as well as working on financial projections that will let us make sound decisions about staffing and roles/compensation, including new expenses related to DEI initiatives.

<u>TIA Report and Editor Visit</u>
Discussion: New platform with Michigan should be up soon (December/January) and TIA should be included in upcoming and ongoing DEI work.

<u>Thursday, November 14</u>
<u>Present</u>: Angela Linse, President; Donna Ellis, President Elect, Cassandra Horii, Past President; Greg Siering, Chair of Finance; Hoag Holmgren, Executive Director; Carl Moore, Dorothe Bach, Gabriele Bauer, Jonathan Iuzzini, Kathryn Linder, Christine Rener, Sandra Sgoutas-Emch, Robin Pappas, Lynn Eaton, Steve Hansen, Chas Hershock, Toni Weiss, Laura Pipe

Strategic Planning Ad Hoc

Discussion: How will communication get from the committee back to the membership? Will be bringing a complete proposal, including new GM language, to Spring Core meeting. Assessment subgroup developed question-based matrix that will continue to be worked on in conjunction with the committee/SIG chairs and/or assessment reps."

Proposal to create a new standing committee for Strategic Plan implementation was APPROVED (1s and two 2s).

Roles, Support & Compensation Ad hoc Report

Proposal to move ahead with planning to provide financial support for committee/SIG chairs (specifically, for travel to the POD conference) was APPROVED (1s and 2s).

Diversity Committee

Discussion: memo from Diversity Committee(9/24/19); affinity group; next steps for organizational development & DEI; do we need to do needs-assessment sooner rather than later (waiting for a DEI consultant)?

Digital Resources & Innovation Committee

Discussion: official conference hashtag will, until further notice, be #PODYR (#POD19 in 2019, etc.); Are we underutilizing Zoom?; POD YouTube Channel - another avenue for relaying information/training. But then we would also need to think about the curation of such content. Should also think about what video content should be a member benefit versus what could be public-facing.

External Partnerships & Outreach Committee

Discussion: Working on communications: sometimes challenging to know/decide who is the steward of the partnership.

Scholarship Committee

Addition of Scholarship Committee language to Governance Manual: UNANIMOUS APPROVAL (formal vote)

Membership Committee

Discussion: member survey draft also being written by Scholarship Committee; Because of turnover in the membership, how can we be sure the survey is

consistent and that there is longitudinal tracking of the data and data analysis? It is a huge amount of work and the Membership Committee may not have the expertise; Would like to ask at some point for some compensation for the person doing the work and/or bring in more people from Core; There should be at least one person on the Strategic Plan Ad Hoc on this team; All data gathering should be centralized; The survey is conducted on a five-year cycle. Can new social media coordinator take on some of the EngagePOD work?

<u>Learning Analytics SIG</u>
Discussion: Need Core representative (Chad H volunteered)

Addition of Learning Analytics SIG language: UNANIMOUS APPROVAL (formal vote)

Presidential Election

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Insubstantial changes - approved by majority vote

Reports with No Requested Vote or Discussion
Discussion: Health Care SIG is not feeling very supported. They are having difficulty, as a new SIG, navigating the processes. A list of concerns will be typed up and sent to the Exec committee. SIGs are fairly new to POD, and this is a good critique and good for Core to get this kind of input.

Core liaisons should feel empowered to mentor/orient committee/SIG chairs, particularly new ones. Additionally, new Core members need to be given some guidance as to what their roles and responsibilities are vis-a-vis the committee or SIG for which they are the Core liaison. It might be helpful for Core members to have access to the new chairs training.

Synthesis and Parking Lot Items
Reminder: Submit POD Core Meeting Expenses form to podoffice@podnetwork.org - even if you are not requesting reimbursement.

Ad hoc compositions and charges (from flip chart)
- Follow up with DC - Laura, Dorothe, Chad, Lynn, and Cassandra
- Help with broader apology to membership - Dorothe and Laura
- Help with DEI consultant RFP - Carl, Laura
- Proposal review process ad hoc (2 Core co-chairs) - Lynn, Steve, Chad, Hoag
- Strategic plan implementation (ad hoc continues for now) - Jon
- LAC Sig Core rep - Chad
- Roles & Compensation ad hoc (continuing) - Toni
- PEP ad hoc (continuing) - Gabriele

Core meeting process reflection

Final reflection / Adjourn

Parking Lot:

- Conference sponsor/vendor/partner sessions:
    - #'s
    - Label/designation
    - (clarity), review/quality?