

Fall 2020 Core Committee Minutes December 3 and 4, 2020 (Via Zoom)

A summary of action items precedes the minutes. The minutes provide more details and highlights of discussion. Unless otherwise noted, approvals are 1 or 2 on the POD Network Levels of Consensus Scale (see Appendix at bottom of minutes). Items such as financial requests that require a formal vote (in favor/opposed) are indicated. Parking Lot items (items postponed to the end of the meeting) follow the minutes.

SUMMARY OF ACTIONS TAKEN

Thursday, December 3, 2020

Support implementation of a new Communications Plan – APPROVED (1s, 2s, and 3)

Support the Finance Committee’s recommendation to spend up to \$100,000 from the budget surplus (due to the 2020 POD Conference revenue) – APPROVED UNANIMOUSLY

Support a rubric approach for use by the Finance Committee to use when assessing committee and SIG budget requests – APPROVED (1s, 2s)

Approve the removal of the Executive Director’s job description from the Governance Manual and the amendment to Bylaw I.C.5 – APPROVED (1s, 2s)

Support the revised job description for the Executive Director – APPROVED (1s, 2s)

Support moving the Start-Up Grants from the Grants Committee to the Membership Committee – APPROVED (1s, 2s)

Support moving the two (2) research grants from the Grants Committee to the Scholarship Committee – APPROVED (1s, 2s) [Note: This action dissolves the Grants Committee.]

Support revising the number of complimentary memberships to ten (10) for new members who are residents of “developing countries” – APPROVED (1s, 2s)

Support the removal of External Partnerships and Outreach Committee (EPOC) ambassadors’ language from the Governance Manual – APPROVED (1s, 2s)

Support the removal of the EPOC partnership process section from the Governance Manual – APPROVED (1s, 2s)

Support the removal of “advocacy” in relation to EPOC in the Governance Manual – APPROVED (1s, 2s, 3s)

Support moving the *POD Speaks* publication from EPOC to the Scholarship Committee – APPROVED (1s, 2s)

Friday, December 4, 2020

Approve the E-minutes (summary of actions taken by Core and/or Exec since June 2020) as reflected in the Fall 2020 Core Meeting Dropbox folder -- APPROVED (1s and 2s)

Support renaming the Small Colleges SIG to Small Colleges & Small Centers SIG – APPROVED (1s, 2s)

Support the proposed allocations of surplus funds (as shown below) – APPROVED UNANIMOUSLY

- \$10,000 for research grants during FY21 (current fiscal year to June 2021)
- \$30,000 for committee and SIG budget requests for FY22 (July 1, 2021 to June 20, 2022)
- \$30,000 for Diversity, Equity, and Inclusion (DEI) for FY21
- \$30,000 for Diversity, Equity, and Inclusion (DEI) for FY22

Support the following off-cycle budget requests:

Awards Committee - \$800 for purchase and shipment of awards for those recognized at the Fall 2020 Conference (1 Innovation Award and 2 Menges awards) – APPROVED unanimously

Scholarship Committee - requested \$200 for print advertising for *To Improve the Academy* for use at conferences -- denied

MINUTES, THURSDAY, DECEMBER 3, 2020

Present: Isis Artze-Vega, Riley Caldwell-O’Keefe, Lynn Eaton, Donna Ellis (President), Fran Glazer (President-Elect), Steve Hansen, Chad Hershock, Hoag Holmgren (Executive Director), Katherine Kearns, Angela Linse (Past President), Robin Pappas, Laura Pipe, Chris Price, Christine Rener, Kristi Rudenga, Sandra Sgoutas-Emch, Greg Siering, Carol Subiño-Sullivan, Toni Weiss (Finance Chair)

Welcoming and Centering Exercise

Ice Breaker

Process & Norms

Executive Director

Discussion: Communications Team Members: Donna Ellis (President), Fran Glazer (President-Elect), Hoag Holmgren (Executive Director), Keeghan Sinanan (Digital Marketing and Communications Manager), Gaye Webb (Administrative Assistant), and Ken Wilson (Website Manager)

The Communications Team has developed a Communications Plan (included in Dropbox Executive Director Folder) in response to the increasing complexity of POD's communications landscape. It strives to ensure consistency across all platforms as well as alignment with POD's Strategic Plan. It includes publicizing news about/from the committees and SIGs. It is an "organic" document and will be routinely assessed and possibly revised at least once a year. The Communications Team will refer to it on a regular basis and enhance it as the process becomes clearer. Coordination with the committees/SIGs should be intentional and coordinated.

VOTE: Support implementation of a new Communications Plan – APPROVED (1s, 2s, & 3)

Finance Committee

Discussion: Given the success of the 2020 POD Network conference (net profit of \$230,000), we have funds available for disbursements this fiscal year and for setting aside funds for next fiscal year. Therefore, the Finance Committee recommends:

- 1. Approval to allocate \$100,000 from current budget surplus for the remainder of this fiscal year and next fiscal year, and*
- 2. Approval of this allocation as follows:*
 - (a) \$10,000 for research grants during this fiscal year*
 - (b) \$30,000 set aside for Committee and SIG budget requests in the 2021/2022 budget*
 - (c) \$30,000 for DEI during this fiscal year*
 - (d) \$30,000 set aside for DEI in the 2021/2022 budget*

VOTE: Support the Finance Committee's recommendation to spend up to \$100,000 from the budget surplus (due to the 2020 POD Conference revenue) – APPROVED

UNANIMOUSLY

NOTE: A vote on item #2 was taken on the second day of the meeting

Discussion: In order to provide greater transparency and consistency across Committee and SIG budget requests, the Finance Committee has created a draft rubric by which all such requests will be assessed. They invite input from Core before it is finalized and used

by Finance and Executive committees in their assessment of the requests for FY22 which will be considered at the Core 2021 Spring meeting.

VOTE: Support a rubric approach for use by the Finance Committee when assessing committee and SIG budget requests – APPROVED (1s, 2s)

Governance Committee

Discussion: Several Committees and SIG requests for changes to the Governance Manual will be voted on via consensus voting throughout this meeting. A final vote on the revised Governance Manual will occur electronically after this Core meeting. The Governance Committee will incorporate the approved changes from this meeting for the electronic Core vote, and will subsequently perform a full review of the Governance Manual (as required every 5 years) to present at the Spring Core meeting.

Executive Committee

The Executive Committee presented two proposals for consideration by Core:

1. Remove the job description for the Executive Director from the [Governance Manual](#) (see pages 111-114, Article C, IV.C.1.2)
2. Approve a revised job description for the Executive Director position (Executive Committee Google Team Drive)

Discussion of proposal (1) – Removal of job description from the Governance Manual: The Executive Committee recommends that the detailed description of the job description for the Executive Director be removed from the Governance Manual and that section “I.C.5 Executive Director” of the bylaws be revised to reflect that the job description will be maintained in the Executive Committee’s Google Team Drive and will be used in the annual evaluation of the Executive Director.

The revised I.C.5 Executive Director section of the bylaws is as follows (changes are in bold):

*I.C.5. Executive Director. The Core Committee shall hire the Executive Director. The Executive Director is responsible for those duties written and approved by the Core Committee. **The job description should be maintained in the Executive Committee’s Team Drive.** The title of Executive Director refers to the role and functions associated with the position. The duties and responsibilities of the Executive Director may be shared by two or more individuals; in this situation, one person will be designated as having primary responsibility. The Executive Director shall serve as an ex-officio non-voting member of the Core Committee, the Executive Committee, the Finance Committee, and the External Partnerships and Outreach Committee. The Executive Director shall be paid by the POD*

*Network and shall report to the President. An annual evaluation of the Executive Director's performance shall be carried out by the President, in collaboration with the Past President, the President-Elect, and the Core Committee; **a copy of the job description will be included with this evaluation for content.** Increases in salary and/or benefits will be considered annually by the Core Committee in collaboration with the Finance Committee.*

VOTE: Approve the removal of the Executive Director's job description from the Governance Manual and the amendment to Bylaw I.C.5 – APPROVED (1s, 2s)

Discussion of proposal (2) – Approval of Revised job description

The Executive Director's job description had not been reviewed for several years. With the hiring of an administrative assistant and a digital marketing and communications manager, and after a year of coaching, the duties of the Executive Director have shifted from "doing" to organizational leadership, administration, and management/supervision. In collaboration with the POD President, the Executive Director sets, reviews, and assesses annual goals. Annually, the ED completes a self-evaluation and Executive Committee members lead an evaluation of the ED's performance.

VOTE: Approve the revised Executive Director's job description – APPROVED (1s, 2s)

Presidential Election Report

Traditionally, the president-elect is chosen during the Fall Core meeting. However, Past-President Angela Linse reported that no one self-nominated for president-elect by the published deadline. As a reminder, the GM states that nominees must have served on Core during the previous five years. Angela reached out to eligible nominees asking them to reconsider. The deadline has been extended and another Core meeting will be scheduled in January to consider nominees and elect a president-elect.

Discussion: Reasons why members may not wish to self-nominate include increased workloads related to the pandemic, the time commitment required, and that some individuals did not feel they were the best fit at this time, as we address historic inequities and a lack of diversity.

Ideas generated regarding possible future organizational structures:

- *Lengthen the term of the president; there seems to be a steep learning curve*
 - *The current commitment is 3.5 years; adding another year may not be feasible*

- *Consider vice president positions for various foci, DEI for example, that would share some presidential duties; smaller role and shorter commitment.*
 - *Would this impact the current structure of president, president-elect, and past president? If so, how?*
 - *This could serve as an alternative pathway to leadership that would meet the reason for requiring presidents to have served on Core, knowledge of how POD works.*
- *Add another member to the Executive Committee (similar to the relationship of the Finance Chair to Exec) to provide DEI expertise -- reminder that the Finance Chair is an elected Core member. Need to consider whether elections limit or benefit some POD members.*
- *Open eligibility for presidential roles to include existing Core members, not just those whose terms have expired*
- *Increase number of Core members to increase the pool for potential president-elect*
- *Rotate Core members to serve on Executive Committee, providing opportunity to learn more about the presidential roles*

Core members were encouraged to send other ideas to Past President Linse.

Grants Committee

President Ellis reminded the Core members that POD offers three types of grants -- budget amounts were those approved in fiscal year 2019-2020:

- Early Researcher (\$500 - \$2,000) with an annual budget of \$4,000 (managed by Grants Committee)
- Research (\$4,000 each) with an annual budget of \$12,000 (managed by Grants Committee)
- Start-up (\$300 each) with an annual budget of \$1,500 (managed by the Executive Director in collaboration with two POD members, one of which is on the Core Committee)

Carol Subiño-Sullivan, Core representative to the Grants Committee, provided the following summary:

- Currently there are no members on the Grants Committee beyond a Chair
- The Chair collaborated with Carol and Donna to discuss options for administering the grant programs, including moving the grants to other standing committees that have more members and infrastructure

President Ellis reported that both the Grants and Scholarship Committees have discussed the possibility of the Scholarship Committee absorbing the administration of the Early Researcher and Research grants and is recommending that the Core Committee approve the transfer of responsibility. This move would also allow for a smoother shift between getting research grants and preparing and submitting

publications if all parts were within one committee (Scholarship). In addition, the Membership Committee has agreed that it could absorb the responsibilities related to the Start-up Grants. The availability of start-up grants is a recruiting tool and a membership benefit. This move would enable the Membership Committee to connect with these possible new members and learn about the specific needs of those who seek to establish a new teaching and learning center.

VOTE: Support moving the Start-up Grants from the Grants Committee to the Membership Committee (original results: (1s, 2s, 3, and 4)

Riley indicated that the addition of the Start-up Grants by Membership might be adding too much to their workload and reduce the time devoted to membership analysis and meeting needs of the membership.

Hoag explained that the time for review and approval of the applications is minimal and straightforward.

Second vote (1s, 2s, and 3s) - APPROVED

VOTE: Support moving the Early Researcher and Research Grants from the Grants Committee to the Scholarship Committee (1s, 2s)

Outcome: Dissolution of the Grants Committee

Follow-up Tasks:

- Scholarship and Membership Committees will work out the details for moving forward
- Update the related sections of the Governance Manual
- Current chair of Grants Committee (Atwell) will join the Scholarship Committee to help with the transition

Membership Committee

The Membership Committee recommends changing the language found on page 102 of the Governance Manual related to the International Development Assistance Program as a means to increase our international recruitment, provide greater opportunities for support to our international colleagues, and connect the membership to a broader audience.

Current wording: *Annually up to **four** complimentary memberships may be extended to persons new to membership in the POD Network and resident in “developing countries.”*

Revised wording: *Annually up to **ten** complimentary memberships may be extended to persons new to membership in the POD Network and resident in “developing countries.”*

VOTE: Support revising the number of complimentary memberships to ten (10) for new members who are residents of “developing countries”. (1s,2s) - APPROVED

External Partnerships and Outreach Committee (EPOC)

This committee submitted several requests for changes to the Governance Manual

1. Remove EPOC Ambassadors language - APPROVED (1s, 2s)

Rationale: This request is being made to reflect current practice. EPOC does not have ambassadors and does not have plans to utilize ambassadors in the future since it currently does not have the capacity or the structure that would make something like this viable.

Discussion: Currently, the Executive Committee has assumed the responsibility of advocacy for the organization.

2. Remove the *POD Network Partnership Process* section (pp. 68-69) - APPROVED (1s, 2s)

Rationale: The governance manual should be reserved for policy and not have such detailed processes in it.

3. Remove the bolded wording struck through below from the Corporate Purpose Section; 1.A.4.(c), and all associated mention of advocacy in conjunction with EPOC - APPROVED (1s, 2s, 3)

(c) To fulfill an advocacy role. Here we define advocacy as: (1) Intentional efforts to have the POD Network be visible and represented at conversations and decisions related to educational development, here defined as “helping colleges and universities function effectively as teaching and learning communities” (Felten, Kalish, Pingree, & Plank, 2007, p. 93). This element of the POD Network’s advocacy is most squarely embedded in the charge and duties of the Executive Committee ~~and the External Partnerships and Outreach Committee.~~

4. Remove the following: - APPROVED (1s, 2s)

- a. *POD Speaks* section from pp. 61 and the sentence “EPOC will oversee the *POD Speaks* publication” and the description of *POD Speaks* that follows in the EPOC section (pp. 65-66).
- b. Move *POD Speaks* from the External Partnerships and Outreach Committee to the Scholarship Committee.

Rationale: Currently the *POD Speaks* publication is administered by EPOC. However, the publication, which seeks to further the work of

educational development within a broad higher education context and particularly with higher ed administrators through the dissemination of evidence-based white papers on educational development roles, is not well-aligned with EPOC's charge to focus on outreach on behalf of the POD Network as an organization, largely with other organizations. EPOC is also a relatively small committee, which has made it more challenging to build the infrastructure and personnel required to maintain a regular publication.

The Scholarship Committee, on the other hand, has existing infrastructure and procedures around publications. *POD Speaks* is itself a form of scholarship related to educational development and it also seeks to disseminate evidence-based educational development practices to an audience that may not be familiar with them (i.e., a broad higher education audience). As such it falls within the Scholarship Committee's mission of "fostering the development, application, and dissemination of research, scholarship, and creative works related to educational development and the membership of the POD Network" (GM, p. 80). The goal and parameters of the *POD Speaks* publication would remain the same in its new committee home.

Additional Discussion: Currently, the President serves as co-chair of EPOC. While it is important that the President be a member of this committee, the role of co-chair is too demanding. President Ellis will discuss this feedback with EPOC and bring any requests to clarify the President's role to Core at a future meeting.

Small Colleges SIG

Original Request: Approve a change in the name to "Small Colleges and Centers SIG"

Rationale: To reflect that many members of the SIG are connected to one-person centers in larger institutions; the commonality lies in the size, mission, and interests

Discussion: Some feel that the new name is confusing with a lack of a modifier right before "Centers". Perhaps "Small Colleges/Centers SIG" or "Small Colleges and Small Centers SIG" would be clearer.

Decision: The SIG Core Representative Lynn Eaton will reach out to the leadership of this SIG to share this recommendation and, hopefully, Core can vote on the name change on Friday (Day 2).

MINUTES, FRIDAY, DECEMBER 4, 2020

Present: Isis Artze-Vega, Riley Caldwell-O'Keefe, Lynn Eaton, Donna Ellis (President), Fran Glazer (President-Elect), Steve Hansen, Chad Hershock, Hoag Holmgren (Executive Director), Katherine Kearns, Angela Linse (Past President), Robin Pappas, Laura Pipe, Chris Price, Christine Rener, Kristi Rudenga, Sandra Sgoutas-Emch, Greg Siering, Carol Subiño-Sullivan, Toni Weiss (Finance Chair)

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Discussion: As a follow-up to Thursday's discussion, Lynn reached out to the SIG leadership and they change their request to the following:

Approve a change name to Small Colleges and Small Centers SIG - APPROVED (1s, 2s)

Finance Committee

Support the following allocation of the current budget surplus -- APPROVED
Unanimously

Approval of this allocation as follows:

(a) \$10,000 for research grants during this fiscal year

(b) \$30,000 set aside for Committee and SIG budget requests in the 2021/2022 budget

(c) \$30,000 for DEI during this fiscal year

(d) \$30,000 set aside for DEI in the 2021/2022 budget

E-Minutes

Approve the E-Minutes as provided in the Fall 2020 Core Meeting Dropbox folder - APPROVED Unanimously

Awards Committee

Approve the allocation of \$800 (as an off-cycle budget request) to the Awards Committee for the purchase and shipment of for those recognized at the Fall 2020 POD conference: 1 for the Innovation Award, 2 for the Menges Award - APPROVED Unanimously.

Digital Resource and Innovation Committee

Core had a brief discussion about DRI's current priorities, particularly POD's database

and information management software since there is an increased need to have more complete and reliable demographic data about our members to enable analyses connected to DEI initiatives.

Healthcare Educational Development SIG

The Healthcare Educational Development SIG has experienced repeated challenges with getting conference sessions accepted that have been submitted on behalf of the SIG. Sandra conveyed that POD needs programming that speaks to the unique needs of this SIG's members. Discussion included possibly adding training/resources to assist committees/SIGs in writing their proposals and the Executive Director connecting with the Conference Committee to seek insights to pass on to this SIG's leadership.

DEI Initiatives

There was a robust discussion related to the various DEI Initiatives that were developed at the Spring 2020 Core Committee meeting and launched shortly thereafter. A summary is available on the Core Committee Team Drive.

Other Items

Items were also submitted by the Professional Development Committee (about the selection process of committee chairs and whether there could be consistency across committees regarding leadership selection and structure) and the Graduate student, Professional student, & Postdoctoral Scholar Development SIG (about continuing to discuss reduced conference fees for graduate students and postdocs). With no further meeting time left, President Ellis requested that Core members take discussion of these items online via emails to the Core Committee list, with the Core reps for this committee and SIG to initiate the email exchanges.

President Ellis asked for a volunteer to be the Core representative to the newly approved Earth Centered SIG. Carol Subiño-Sullivan volunteered.

President Ellis announced that Greg Siering has resigned as chair of the new Strategic Plan Committee and asked if any Core members would be willing to serve in this role. No volunteers came forward. President Ellis indicated she could try reaching out to one or more Past Presidents to see they would be willing to help by serving in this role.

The Spring Core meeting will be held June 7 and June 10 for three hours on each day. President Ellis will request feedback about the Fall Core meeting to assist Exec in planning for the Spring meeting.

Request for self-nominations for Core member elections will be sent to the POD membership around the first of the new year.

Note -- The following committees/SIGs submitted reports (in the Fall 2020 Dropbox folder) but made no requests for approval by Core:

Conference Committee
Digital Resources and Innovation Committee
Diversity Committee
Professional Development Committee
Strategic Plan Committee
Adjunct/Part-Time Faculty SIG
Graduate Student, Professional Student, and Postdoctoral Scholar Development SIG
Healthcare Educational Development SIG
Learning Analytics Community SIG
Mindfulness & Contemplative Pedagogy SIG
Scholarship of Teaching and Learning SIG
Science, Technology, Engineering, and Mathematics SIG
Teaching with Technology SIG

APPENDIX: POD Network Levels of Consensus Scale (used for Consensus Voting)

1= I can say an unqualified “yes” to the decision. I am satisfied with the decision as an expression of the wisdom of the group.

2=I find the decision perfectly acceptable.

3=I can live with the decision. I’m not especially enthusiastic about it.

4=I do not fully agree with the decision and need to register my view about why. However, I do not choose to block the decision. I am willing to support the decision because I trust the wisdom of the Core.

5=I do not agree or disagree with the decision but need more time to think or discuss the issue.

6=I do not agree with the decision and feel the need to stand in the way of this decision being accepted.

7=I feel that the Core has no clear sense of unity in the group decision. We need to do more work before consensus can be reached