

**Fall 2016 Core Committee Minutes  
November 9 & 10 | Louisville, KY**

approved by the Core Committee on 12/7/2016

A summary of action items precedes the minutes. Parking Lot items (unresolved issues) are listed at the end of the summary.

**SUMMARY OF ACTIONS TAKEN**

Executive Director Report

E-minutes were **APPROVED** (decisions made electronically by Core and the Executive Committee since the Spring 2016 meeting.)

**Committee Reports**

Scholarship Committee

Proposal to give the editor of *To Improve the Academy: A Journal of Educational Development* a permanent *ex officio* position on the Core Committee:

**NO (6s & 5s majority)**

Proposal to add POD Speaks and POD Talks to GM: **NOT APPROVED**

Finance Committee

Proposal to make Exec Director an employee: **APPROVED**

Provisional Budget Guide for 2017 POD Network Conference: **APPROVED**

Membership Committee

Proposal to add more nuanced fields in membership form to improve member data tracking, pending budget implications: **APPROVED**

ECRC

Proposal to add a member of the ECRC to the conference team: Hoag and Jake will confer after the conference and figure out a way for ECRC and the conference team to better organize the use of technology and information flow for the conference (**no approval needed**).

Awards Committee

Proposal to change GM language to indicate that typically up to 3 Menges awards are given each year: **APPROVED (unanimously, by vote)**

Proposal to change GM language to indicate that the chair of Awards, who serves a 3-year term, should be a current Core member when they start their term as chair: **APPROVED (unanimously, by vote)**

### Governance Committee

Recommended corrections and changes to the GM: **APPROVED (unanimously, by vote)**

Proposal to create an ad hoc to create a recusal policy to include with the conflict of interest policy and cross-reference to it from each committee section and the Chairs handbook (Fran Glazer and Debie Lohe): **APPROVED**

Proposal for questions in Appendix C (Governance Manual Revision, Stage 2, to be completed by Spring 2017) to be reviewed by attorney: **APPROVED**

### Fees and Benefits Ad Hoc

Question of having the member ID/login other than an email address will be brought to Ken (by Hoag): **APPROVED**

### Organizational Structure Ad Hoc

Proposal to re-organize committees and SIGs under the three areas of Administrative, Operational, and Special Interest: **APPROVED**

### History Committee

There was no report from the History Committee. Exec Committee proposal to meet with the two most recent chairs to determine the best way forward for this committee: **APPROVED**

Presidential Election Discussion & Vote: Cassandra Horii elected

## **MINUTES**

Wednesday, November 9, 2016

Present: Kevin Barry, President; Deandra Little, Past President; Mary Wright, President Elect; Todd Zakrajsek, Chair of Finance; Hoag Holmgren, Executive Director; Lindsay Bernhagen; Victoria Bhavsar; Allison Boye; Donna Ellis; Francine Glazer; Jake Glover; Stacy Grooters; Carol Hurney; Debie Lohe; David Sacks; Mei-Yau Shih, Richard Swan; Roben Torosyan

Absent: Erica Bastress-Dukehart

### **Ice-breaker/Intro Exercise – “Pathways to the Profession”**

Articulate pathways for faculty seeking to enter Ed Dev

We're better at addition than subtraction in terms of sticking to our mission (mission creep)

Expand Buddy Program to all members (note: PDC is discussing mentoring)

Can our banquet dinner be less exclusive & more inclusive of new members?

Create "guiding" resources?

How can people find each other?  
Resourcemeat.com pilot?  
DECIDE: aggregate resources  
Bring committees into all phases of strategic planning  
CREATE: a core curriculum with expanded sponsored sessions?  
DECIDE: what to stop doing  
Follow-up on ramifications to budget for making the ED an employee

### **Overview of Day: decision making process, Ground rules**

**Unresolved parking lot issue:** any Core members attending WASC 2017 in April, in San Diego? Check with Cassandra...

#### Executive Director Report

E-minutes were **APPROVED** (decisions made electronically by Core and the Executive Committee since the Spring 2016 meeting.)

### **3-Corners Exercise**

- 1.) How do we continue to grow? Pipeline to Ed Development careers: POD as Incubator
  - Target questions: What should POD be doing in this area? About which ideas do we want to get input from members?
- 2.) For what? Strategic plan update & future items
  - Target question: What outstanding items should be addressed by 2018?
- 3.) For Whom? Membership Report (pp. 11-14)
  - Target question: What do these data suggest are working well for the POD Network and what refinements/new initiatives would you suggest to help enhance the organization?

#### **3-Corners Exercise Summary:**

##### **1.) How do we continue to grow? Pipeline to Ed Development careers: POD as Incubator**

Can we be more purposeful in identifying discernable pathways? Can we ID multiple pathways people take and make them more visible? Should we support the creation of doctoral programs in this field? If so, POD could help create the curriculum. What about postdoc support? Can POD free money to support postdocs? Clarify role of instructional designers. POD can help curate resources (how to support/nurture/nourish pathways. We need better resource management. What are the challenges for clarifying industry standards/competencies. POD could help draft job descriptions (expectations & qualifications) which could help with salary negotiation. How to make it easier to discover Ed Dev (outreach to grads at conferences and centers)? Partner with AACU? Recognize divided goals of GPSD.

Impact of interdisciplinary world? POD could encourage high standards for seeking out diverse pools & institutional commitments to those standards. Work with new directors on leadership development. POD could help with more visibility for the field in general. From members: how to raise visibility? Examples of titles / descriptions / competencies / processes. What are the different skill sets based on path of entry? We could strategically cultivate different pathways to bring in that diversity of strength. Can we create more need-based grants to conference? Can we offer free online meetings for CTL management of resources & measuring impact? A pipeline needs a staircase, i.e., multiple asynchronous open opportunities to enable access to POD community without requiring travel funds. Areas that require attention: leadership, changing culture of institution, developing ed dev skills, ed dev as indispensable for accreditation. Be transparent about the need to shift identity depending on background: melded identities. Help people clarify questions they may want to ask (heuristics, frameworks). Increase the visibility of the profession via partnerships, including disciplinary associations.

## **2.) For what? Strategic plan update & future items**

Who is doing this kind of work? How do people know about it? How do we know if we're being successful? Can we move beyond the binary of yes/no? Are we losing focus with the solution/problem tension? What about website challenges (integration & focus; can wikiPODia be tweaked; a searchable repository for the answers to the questions we ask; where's the diversity survey?)? How to best disseminate evidence-based practices? How do people know to go to the website? Who is updating/maintaining it? How to aggregate data from across CTLs (ex: TILT Project)? Can we broaden/collaborate for national conversation and access to that scholarship? How to make it more accessible? Open source? Revisit TIA re: pdf access to help make more visible. Repositories for guidelines / templates for admin assts that people could access: not just scholarship but day-to-day. ER practice for CTL (design & evaluate). How to share / make visible is KEY question. Who attends AACU's POD sessions? Who doesn't attend? How can we help members communicate? Clarify value of work & point of website. Do we need a new edition of a Guide to Faculty Development? If so, where to start? Committee communications are a good goal of the SP (internal: work to do with committees with members). We need to professionalize our communications. Listserv is so big that people feel intimidated; maybe a regional listserv? What are the skill sets most needed in each committee? Are we always connected to the diversity goal? How to increase involvement? Clarify different levels of engagement? Should we have a blog? Look at the diversity survey (& add to spring Core meeting). Tie diversity survey to membership survey? Consider outreach to under-represented organizations.

## **3.) For Whom? Membership Report (pp. 11-14)**

Would be nice to know who knows about informal mentoring. How to guide the process of mentoring; buddy program; address the leaking of membership issue; importance of the banquet (new members feel like it's a clique); retainment (how to keep POD relevant); What's working well: conference, TIA, listserv. Might we begin to refine the newsletter, wikiPODia, curated resources, integrated search of

conference, TIA, listserv, wikiPODia? POD as consultancy to centers. SGID on membership survey results. Core curriculum for new developers: budgets/leadership; difference between Ed Dev and IT; competencies for various positions; justify funding & value of Ed Dev't; avoid traps like mission creep; collaborations with other departments and units like IT. Clarify goals of awards banquet. Consider implications of female-majority membership. Committee job board?

## **Committee Reports**

### Scholarship Committee

From TIA Editor: TIA is exceptional, not just a repository: also a leader. Would like more dialogue with Core though Core shouldn't become or replace the new editorial board. Q: What's value of the editor being here live versus reading minutes? A: receives a more complex sense of nuance and direction, and can participate in this discussion, rather than seeing the minutes as mere directives. Sees organization as defining and advancing the field. Would like a more bi-directional relationship (editor helping Core understand trends; Core helping editor understand initiatives). Q: Curious about number of number of articles. A: TIA does have a "page budget" per year. It's fluid but there is a cap. Praise from Core member: appreciation of the review and comments. Possibility of having a "greatest hits" print volume (based on metrics)? Editor will check with Wiley, thinks it's a great idea. PDFs to print? If we want PDFs we have to pay more. *Revisit this when we renegotiate the contract.* Thoughts on data: not clear how to make sense of abstract versus full text. How to parse unique views versus repeat views. Trying to get more information about where the hits are coming from.

**After lunch discussion:** Are we sure the work of Core is really that relevant to the TIA editor? Is Core more about the organization? The editorial board's discussion does not touch upon the things we touch upon in Core. Maybe too early to make a decision. Core-creep: might other groups want to also be on Core? Too cozy a relationship between Core and TIA (or a perceived insiders club?). Would the TIA editor's participation allow us to reign her/him in if they go rogue? How will we determine if the relationship is working? How does this (or not) acknowledge the parallel importance of the conference team & TIA? Are they equal in impact? Can we hear about "this is how my participation with Core impacted my work" next year from the TIA editor?

Proposal to give the editor of *To Improve the Academy: A Journal of Educational Development* a permanent *ex officio* position on the Core Committee:

**NO (6s & 5s majority)**

Summary of POD Speaks & POD Talks. Worked on helping MC with survey data and started using the Tilt Project. Should PODSpeaks be part of the Chronicle? Carol and Hoag will work on this. Should Speaks and Talks mature more before making them permanent? At some point, they should be able to be part of the standing budget requests.

Proposal to add POD Speaks and POD Talks to GM: **NOT APPROVED**

#### Finance Committee

Proposal to make Exec Director an employee: **APPROVED**

Provisional Budget Guide for 2017 POD Network Conference: **APPROVED**

#### Membership Committee

Online database needs more functionality to extract useful data for membership. Buddy Program is off and running. Have DC be part of the creation of new data fields.

Proposal to add more nuanced fields in membership form to improve member data tracking, pending budget implications: **APPROVED**

#### ECRC

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#### Professional Development Committee

PDC created, at request of Executive Committee, guidelines on Civility and Professionalism. We would like Core to discuss the merits of adding the two main points of these guidelines as an amendment to the existing ethical guidelines of the POD Network. If Core supports this idea, PDC will create a formal proposal for the Spring 2017 Core meeting regarding faculty not advertising products/services at INFD and that faculty are collegial throughout the week.

PDC has recently vetted two different requests for collaboration: one with AALHE and another with the Gateway Conference. Need to clarify role of EPOC.

PDC is having a discussion about creating long-term reciprocal relationship w AAC&U. As AAC&U propagates best practices around country, they can really use help from skilled facilitators. Would be good if POD could reciprocate by inviting AAC&U leadership to offer session at POD and attend conference so they can learn better what we do. Try to get this on Conference Team radar so we can do this for 2017 conference. Talk to EPOC.

#### Branding Ad Hoc Committee

Some issues around sustainability of the work of the ad hoc since it is an ad hoc. Maybe have the Exec Director as point person who sends any branded items to (perhaps) a for-hire graphic designer who approves/creates? Have a standing office

expense for the regular expenses that come up in the area? Design of some sort of emblem or logo that says "I'm a POD member but not officially representing POD." Should we have a one-point access model? Unreasonable for the Exec Dir to be all-seeing point person? What happens when people put out stuff that's outside the style guide? Approve first/guidelines second? Ad hoc will continue until Spring meeting and have some financial proposals re: implications of for-hire designer/gate keeper.

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Thursday, November 10, 2016

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Proposal to create an ad hoc to create a recusal policy to include with the conflict of interest policy and cross-reference to it from each committee section and the Chairs handbook (Fran Glazer and Debie Lohe): **APPROVED**

Proposal for questions in Appendix C (Governance Manual Revision, Stage 2, to be completed by Spring 2017) to be reviewed by attorney: **APPROVED**

#### Fees and Benefits Ad Hoc

Need to revisit the question of institutional memberships; how does someone know if they qualify for an institutional rate? How do we know when they pay the institutional rate? Should be automated.

Question of having the member ID/login other than an email address will be brought to Ken (by Hoag): **APPROVED**

#### STEM SIG

Victoria volunteers to be Core representative.

#### Organizational Structure Ad Hoc

Proposal to re-organize committees and SIGs under the three areas of Administrative, Operational, and Special Interest: **APPROVED**

#### History Committee

There was no report from the History Committee. Exec Committee proposal to meet with the two most recent chairs to determine the best way forward for this committee: **APPROVED**

#### Sponsored Session Ad Hoc

Checking in with committees who are involved with these and seeing how they're going; assessing ongoing need of sessions; feedback forms moving forward and looking back? Might need a permanent owner of the timeline, like the interactive session coordinators.

Presidential Election Discussion & Vote: Cassandra Horii elected

#### **PARKING LOT**

##### **from "Pathways to the Profession" on Wednesday:**

Articulate pathways for faculty seeking to enter Ed Dev't (*Hoag will find volunteers to author piece for website*).

We're better at addition than subtraction in terms of sticking to our mission (mission creep)

Expand Buddy Program to all members (note: PDC is discussing mentoring)

Can our banquet dinner be less exclusive & more inclusive of new members? (*Conference, Award, and GPSD committees*)

Create "guiding" resources?

How can people find each other?

Resourcematch.com pilot?

DECIDE: aggregate resources

Bring committees into all phases of strategic planning

CREATE: a core curriculum with expanded sponsored sessions? (*POD Sponsored Ad Hoc / PDC*)



DECIDE: what to stop doing

Follow-up on ramifications to budget for making the ED an employee  
*(Todd and Hoag)*

Summarize all website improvements for March 2017 *(Fran, Hoag, David)*  
Chairs handbook: proposals involving more than one committee being jointly submitted. Who owns chair handbook and updates?

Ask committee chairs about timing of chair transition *(Gov Committee)*

Ad Hoc conflict of interest *(Debie/Fran)*

Individuals at other conferences (outreach)