



2022 Spring Core Committee Meeting
June 13-14, 2022
Crowne Plaza Hotel, Dulles Airport
Approved by Core: August 9, 2022

INTRODUCTION

A summary of action items precedes the minutes. The minutes provide more details and highlights of discussion. Unless otherwise noted, approvals are based on the POD Network Levels of Consensus Scale (see Appendix). Items 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 Monday, June 13, 2022

Consensus Vote E-Minutes:

Approve E-Minutes summarizing decisions made by the Executive Committee and Core Committee since the December 2021 Core meeting - APPROVED (1s and 2s) - See Appendix A.

Consensus Vote Communications Plan:

Approve updated Communications Plan as presented with understanding that three questions be included in next revision within three months – APPROVED (1s and 2s)

Consensus Vote Written Style Guide:

Approve new draft of the Written Style Guide regarding inclusive language - APPROVED (1s and 2s)

Consensus Vote Administrative Assistant Position - Employee Status:

Approve the “employee” status for the half-time Administrative Assistant position - APPROVED (1s and 2s)

Consensus Vote Administrative Assistant Position - Cost of Living Increase:

Approve cost-of-living allowance (COLA) increase of 5.9% for Administrative Assistant - APPROVED (1s and 2s)

Consensus Vote Administrative Assistant Position - Merit Increase Increase:

Approve merit increase of 4.1% for Administrative Assistant - APPROVED (1s and 2s)

Majority Vote - Restructure of *To Improve the Academy* publication:

Approve the proposed restructure of the *To Improve the Academy* publication, removing it as a sub-committee of the Scholarship Committee and assume a "side-by-side" relationship with POD leadership - APPROVED (17 yes, 1 no)

Majority Vote - Governance Manual changes related to *To Improve the Academy* - APPROVED (unanimous)

IV.A.3 Office of the President

Approve addition of a role of the POD President as it relates to the publication *To Improve the Academy*

IV.B.4.5 External Partnerships and Outreach Committee (EPOC) (as it relates to *To Improve the Academy*)

Approve the replacement of "TIA" with "Academe" as an example of a publication of the Scholarship Committee

IV.B.4.8 Scholarship Committee (as it relates to *To Improve the Academy*)

Approve clarifying the language to reflect a change in position of TIA within the organization and removing *To Improve the Academy* from the POD Network sponsored publications

IV. D *To Improve the Academy* (Add New Section)

Approve the addition of this new section that outlines the responsibilities of each group to the other and outlines key lines of communication

Consensus Vote - Budget Request for *To Improve the Academy*:

Approve \$7,896 for publication of two issues of *To Improve the Academy* - APPROVED (1s and 2s)

Consensus Vote - Office Staffing Ad-hoc Committee:

Approve the creation of an "Office Staffing Ad-hoc Committee - APPROVED (1s and 2s)

Consensus Vote - Financial Assistance to Annual Conference Ad-Hoc Committee:

Approve the creation of an "Financial Assistance to Annual Conference Ad-Hoc Committee: - APPROVED (1s and 2s)

Consensus Vote - Awards Committee Budget Request:

Approve the Awards Committee budget request for \$2,250 - APPROVED (1s and 2s)

Consensus Vote - Change Advisory Team (CAT) ad hoc Budget Request:

Approve \$50,000 to support the DEI ongoing work (implementing recommendations from DEI consultant and completing other DEI projects as they emerge - APPROVED (1s and 2s)

Consensus Vote - Diversity, Equity, & Inclusion (DEI) Committee Budget Request:
Approve \$72,500 to support the DEI Committee grants and travel fellowships -
APPROVED (1s and 2s)

Consensus Vote - Professional Development Committee (PDC) Budget Request:
Approve (\$6,000 to provide "seed money" for INED and \$7,000 for
reimbursement of conference related expenses (registration fee, travel and hotel
accommodations) for panelists and presenters to attend the conference (Director
as Catalysts Workshop and Career Moves session) - TOTAL \$13,000 -
APPROVED (1s and 2s)

Consensus Vote - Scholarship Committee Budget Request:
Approve \$14,000 for research grants - APPROVED (1s and 2s)

Consensus Vote - Adjunct/Part-Time Faculty SIG Budget Request:
Approve \$7,500 for conference expenses (registration, membership, travel,
accommodations, etc.) for up to five (5) first-time conference attendees who
support adjunct/part-time faculty - APPROVED (1s and 2s)

Consensus Vote - Co-Creation Through Partnerships SIG Budget Request:
Approve \$3,000 for conference expenses (travel, accommodations, etc.) for two
student partners to present and contribute their diverse student perspectives
during sessions and discussions - APPROVED (1s and 2s)
NOTE: This does NOT include conference registration and membership fee.

Approve \$1,120 for web development (14 hours web developer WTW Design) -
NOT APPROVED (one 4 and many 7s)

Comment: This proposed directory sounds similar to other proposals. Can this
idea be integrated to honor the numerous, existing directory proposals?
German Vargas-Ramos (Core Representative and Chair of the Digital Resources
and Innovation (DRI) Committee will discuss with the DRI Committee.

Consensus Vote - Graduate, Professional Student, & Postdoctoral Scholar
Development (GPPD) SIG Budget Request:
Approve \$21,950 which includes \$12,450 for up to 30 Career Development
Grants (travel, accommodations, etc.), \$8,500 for GPPD Network Lunch, and
\$500 for books for discussion group - APPROVED (1s and 2s)

Consensus Vote - Science, Technology, Electronics, and Mathematics (STEM) SIG
Budget Request:
Approve \$450 to reimburse up to two people to attend the Conference -
APPROVED (1s, 2s, and 3s)

SUMMARY OF ACTIONS TAKEN Tuesday, June 14, 2022

Governance Manual Changes

Majority Vote - I.B.5. Regularly Scheduled Meetings

Approve change to clarify that the spring and fall meetings will be referred to as business meetings - APPROVED (unanimous)

Majority Vote - I.B.10. Removal of a Core Member

Approve change to clarify conditions under which a Core member may be removed as a member - APPROVED (unanimous)

Majority Vote - I.C.5, IV.C.1.1, and IV.B.4.6. Executive Director

Updating list of committees on which the Executive Director serves to assist:
Approve changes Section I.C.5 (updating list), and

Approve changes to Section IV.C.1.1, and

Approve changes to IV.B.4.6 - APPROVED (unanimous)

Majority Vote - I.G Loans

Approve the removal of text after the first sentence because it outlines a process if a loan were given; the first sentence stipulates that no loans shall be made - APPROVED (unanimous)

Majority Vote - III.C.1.2 , et. al. Conflict of Interest Policy

Approve the removal of the Conflict of Interest Policy (III.C.1.2 and III.C.2.3) from the Guidelines section back to the Policies section (III.A.2.), and

Approve the addition of a sentence to III.C.1.2 to exempt payment via Roles & Compensation from the disclosure requirements; and

Approve the addition of new examples to expand activities where conflicts of interest can emerge and provide explicit guidance on how to minimize/eliminate such situations

- APPROVED (unanimous)

Majority Vote - III.D.1.4 Membership Meeting

Approve the change in wording to remove the requirement of an in-person annual meeting and include the provision of updates to membership via electronic communications - APPROVED (unanimous)

Majority Vote - IV.A.1.1 General Duties and Expectations of Core Committee Members

Approve a clarification of expectations regarding attendance at Core Committee meetings; and

Approve clarification of expectations regarding the communication responsibilities as Core Representatives to committees and SIGs - APPROVED (unanimous)

Majority Vote - IV.A.2.2 Election of the President-Elect

Approve a change to the Election of the President-Elect process to allow for a contingency (expanding the nominee pool) when no eligible candidate who self-nominates receives a majority vote of the Core by "reaching out to Core Committee members who are six and seven years out from when they completed their term on the Core Committee" – APPROVED (unanimous)

Majority Vote - IV.A.2 Governance Committee Elections

Approve a change in wording to clarify the role of the Governance Committee to reflect current practice, including that the Governance Committee does not manage the Core Committee elections - APPROVED (unanimous)

Majority Vote - IV.B.3.2 - Governance Committee

Approve multiple changes to reflect current practice and to match revised IV.A.2 section - APPROVED (unanimous)

Majority Vote - IV.B.34.2 -Conference Committee

Approve the addition of two online Co-Chairs as permanent positions on the Conference Committee as long as the online expression of the conference continues; and

Approve the removal of the phrase "blind peer reviewers" from the document as it is ableist language, and replace it with "anonymous peer reviewers; and Approve the revision to the list of sessions that need coordinators - APPROVED (unanimous)

Majority Vote - IV.B.4.4. Digital Resources and Innovation Committee

Approve a change in leadership structure to a co-chair model - APPROVED (unanimous)

Majority Vote - IV.B.4.6 Membership Committee Charge

Approve the change in wording of the charge of the Membership Committee to reflect a focus of engaging with POD's membership through the projects of the Committee - APPROVED (unanimous)

Majority Vote - IV.B.4.6 Membership Committee Leadership Structure and Responsibilities

Approve the removal of the language referencing the Executive Board as the Membership Committee is no longer using this structure - APPROVED (unanimous)

Majority Vote -IV.B.4.8 Scholarship Committee

Approve the removal of the language referencing an Online Directory to be maintained by the Subcommittee on Scholarship Application as the directory has been inactive for several years - APPROVED (unanimous)

Majority Vote -IV.B.4.8, Section E, Scholarship Committee Research Grants

Approve the clarification of the language describing the Research Grants overseen by the Scholarship Committee - APPROVED (unanimous)

Majority Vote - IV.B.4.8, Section E, Scholarship Committee Leadership Structure and Responsibilities

Approve addition of the a "leadership structure and responsibilities" section - APPROVED (unanimous)

Majority Vote - IV.B.5.4 Graduate Student, Professional Student, & Postdoctoral Scholar Development (GPPD) SIG

Approve changing the name of "Diversity & Outreach" working group to "Equity & Outreach" working group - APPROVED (unanimous)

Majority Vote -_All unsubstantial and clarifying points

Approve all changes as recommended by the Governance Committee or the Executive Committee that are clarifying points and unsubstantial - APPROVED (unanimous)

Fiscal Year 2022-2023 Budget

Majority Vote - APPROVED

Approve all committee and SIG requests with the exception of the \$1,120 for the interactive search tool from the Co-Creation through Partnerships SIG - APPROVED (unanimous)

MINUTES, MONDAY, JUNE 13, 2022

Present In Person: Fran Glazer, Carol Hurney, Stacy Grooters, Toni Weiss, Donna Ellis, Riley Caldwell-O'Keefe, Kathleen Landy, Gloria Niles, Natalie Parker, Chris Price, German Vargas Ramos, Cheryl Richardson, Danny Mann, Kristi Rudenga, Adriana Streifer, Steve Hansen, Lynn Eaton, Laura Pipe

Present Virtual: Chad Hershock, Carol Subiño Sullivan, Preston Cumming, Katie Kearns, Danny Mann

Absent: Kem Saichaie

Welcome and Centering - Fran Glazer and Hoag Holmgren
Icebreaker Exercise - Carol Hurney and Stacy Grooters

President Fran Glazer reviewed processes, ground rules & norms ([Core Handbook](#)); solicited volunteers for note-takers and timekeepers; and provided an overview of the day.

Executive Director report

Consensus Vote E-Minutes:

Approve E-Minutes summarizing decisions made by the Executive Committee and Core Committee since the December 2021 Core meeting
- APPROVED (1s and 2s) - See Appendix A

Consensus Vote Communications Plan:

Approve updated Communications Plan as presented with understanding that three suggestions below be included in next revision within three months – APPROVED (1s and 2s)

1. Regarding the Visual Style and Writing Style guides, incorporate language and visual accessibility requirements
2. Specify channels for committees and SIGs to connect with the Media Manager to amplify their work, in addition to the channels included in the templates for the Committee/SIG reports to Core
3. Specify methods for communicating practical needs from committees and SIGs (e.g., website updates or positions on committees)

A suggestion was made to include an assessment process to determine usefulness of the communications efforts.

Consensus Vote POD Network Written Style Guide:

Approve new draft of the Written Style Guide regarding inclusive language - APPROVED (1s and 2s)

Follow-up on disagreements about reference to specific communities versus general “person-first language” communication

Consensus Vote Administrative Assistant Position - Employee Status:

Approve the “employee” status for the half-time Administrative Assistant position - APPROVED (1s and 2s)

Incumbent has served as a contract for more than six years and is essential to the operation of the organization. Guidance from the IRS suggests that the duties and responsibilities are those of an employee.

Consensus Vote Administrative Assistant Position - Cost of Living Increase:
Approve cost-of-living allowance (COLA) increase of 5.9% for
Administrative Assistant - APPROVED (1s and 2s)

Consensus Vote Administrative Assistant Position - Merit Increase Increase:
Approve merit increase of 4.1% for Administrative Assistant - APPROVED
(1s and 2s)

Governance Committee Updates – Donna Ellis, Chair

Governance Manual -Donna provided an overview of how the discussion of the governance manual changes will be discussed during the afternoon session. She also created a Google Doc summarizing the proposed changes. Core will discuss the Governance Manual Style Guide after discussion of the proposed changes. The Committee/SIG chairs will be invited to provide feedback. Implementation will be as soon as feasible through the fiscal year.

Budget Overview - Toni Weiss, Chair of Finance Committee

Toni created a video which provides highlights of the budgeting process for the new fiscal year (2022-2023) and the contents of the proposed budget, which is a Google Sheet in the Finance Committee Core Report folder. The second tab of the sheet provides trends for conference registration and membership numbers, as well as formulas to assist in determining registration and membership fees for the new fiscal year. All budget requests from the committees and SIGs are in the budget and Core will be asked to approve based on their evaluation based on the rubrics approved at the fall Core Meeting.

Executive Committee - Fran Glazer, Chair

To Improve the Academy

The Executive Committee is proposing, with the support of the Scholarship Committee, to remove the *To Improve the Academy* publication as a sub-committee of the Scholarship Committee and create a "side-by-side" relationship with POD leadership. The co-editors – Lindsay Wheeler and Michael Palmer – have developed a transitional editorial board to define the new structure and develop policies and guidelines. At least one editor will attend the Core business meetings as an ex-officio, non-voting member of Core as outlined in the governing documents.

Majority Vote - Restructure of *To Improve the Academy* publication :
Approve the proposed restructure of the *To Improve the Academy* publication, removing it as a sub-committee of the Scholarship Committee and assume a "side-by-side" relationship with POD leadership - APPROVED (17 yes, 1 no)

Majority Vote - Governance Manual changes related to *To Improve the Academy* - APPROVED (unanimous)

IV.A.3 Office of the President

Approve addition of a role of the POD President as it relates to the publication *To Improve the Academy*)

New Wording

- Serves as the primary point of contact with *To Improve the Academy* and ensures requests from TIA are acted upon (see IV.D.1.2).

IV.B.4.5 External Partnerships and Outreach Committee (EPOC) (as it relates to *To Improve the Academy*)

Approve the replacement of "TIA" with "Academe" as an example of a publication of the Scholarship Committee

New Wording

Approved partnerships will require a formal, written exchange of terms, conditions, renewal options, respective responsibilities, financial agreements, stakeholders, maintenance, or other related items before taking effect. These agreements will specify the organizational or role-based stakeholders, e.g., an agreement is made with "the editor of *Academe*" or with "the chair of the X Committee," not with an individual who will rotate out of that position. These guidelines and principles will be made available to the public and the POD Network membership through publication on the POD Network website. Any changes to these policies and procedures will be reported on the POD Network website or another vehicle distributed to all members.

IV.B.4.8 Scholarship Committee (as it relates to *To Improve the Academy*)

Approve clarifying the language to reflect a change in

position of TIA within the organization and removing *To Improve the Academy*) from the POD Network sponsored publications

IV. D *To Improve the Academy* (Add New Section)

Approve the addition of this new section that outlines the responsibilities of each group to the other and outlines key lines of communication

Consensus Vote - Budget Request:

Approve \$7,896 for publication of two issues of *To Improve the Academy* - APPROVED (1s and 2s)

Office Staffing Considerations Ad-Hoc Committee

The Executive Committee recommends the creation of an ad-hoc committee to propose new roles, structures, requirements, etc. in anticipation of further growth of the organization.

The recommended proposed charge:

- Conduct benchmarking with other higher ed non-profit organizations – what are the organizational structures? How many paid employees / consultants do they have, and how many members? Is there a paid president, and if so, how do their responsibilities differ from that of the volunteer president and the executive director? What are their membership and conference (and other) fees? Etc.
- Review the recommendations from Think Again (DEI consultant)
- Assess the needs of committee and SIG chairs and of the Presidential team
- Revisit the structure and roles of employees and consultants, and propose ways to modify and/or expand so that:
 - Volunteer leadership is well-supported;
 - Workloads of both volunteers and paid staff are manageable;
 - Portfolios are curated and coherent.
- Propose new role(s)/positions/office structure
- Develop criteria for prioritizing changes and growth

Membership composition would include 1-2 members from each of the following areas: Executive Committee, Core Committee, Executive Director, Change Advisory Team, Conference Committee, Professional Development Committee and DEI consultants

Consensus Vote - Office Staffing Ad-hoc Committee:

Approve the creation of an "Office Staffing Ad-hoc Committee - APPROVED (1s and 2s)

Financial Assistance to Annual Conference Ad-Hoc Committee

The Executive Committee recommends the creation of an ad-hoc committee to create an overarching strategy for financial assistance to the annual conference.

The recommended proposed charge:

- Compile a list of mechanisms currently available to provide financial assistance to individuals to attend the annual conference and review processes, publicity, timelines, and funding amounts
- Propose ways we might modify existing awards to minimize both gaps and redundancy, and help individuals determine the "best fit" for their situations
- Consider how a unified approach to financial assistance might ease the work on individual committees and SIGs while still achieving the objectives of each
- Develop an overarching strategy for making financial assistance more accessible and equitable, and propose additional mechanisms, including a more universal approach, if needed
- Recommend ways we might make the availability of these awards "front and center," starting with the call for proposals

Membership composition would include 1-2 current members of the Core Committee, 1 member of the Finance Committee, representatives from the committees and SIGs that offer travel awards (Adjunct/Part-time Faculty SIG; Co-Creation through Partnerships SIG; Diversity, Equity, and Inclusion Committee; Graduate, Postdoctoral, and Professional Student Development SIG, and the Professional Development Committee), and 1-2 members of the Change Advisory Team.

Other considerations might also include:

- Creation of a web page listing all sources of funding, including information about "calls" for application
- Consideration of the "Roles and Compensation Practices" document
- Process for "booking" the costs of financial assistance in the budget
- Consideration of moving toward a goal of sliding scale fees, matching fees with what people can afford
- Creation of a rubric and other standardized processes

Consensus Vote - Financial Assistance to Annual Conference Ad-Hoc Committee:

Approve the creation of an "Financial Assistance to Annual Conference Ad-Hoc Committee: - APPROVED (1s and 2s)

Discussion:

- Standardize funding for conference scholarships throughout organization in collaboration with the Finance Committee
- Consider if the move toward standardization applies equally to grants (need based or affiliation) and awards (accomplishment based)
- Determine what expenses are covered via funding; e.g. conference registration, travel, and/or other expenses, membership dues.

Committee/SIG Reports Requiring Discussion or Vote

Affinity Groups Ad Hoc

The work of this ad hoc is complete.

Future considerations:

- Determine the place of "affinity groups" within the organization structure (e.g., POD Office, a standing committee [which one – Membership, Professional Development, DEI?])
- In consultation with current convenors, develop and implement operational processes
 - Support for the groups - calendaring, Zoom room, email accounts, etc.
 - Formation of new groups and recruiting convenors
 - Role of convenors
 - Disbanding of existing groups
 - Publicity, marketing

Awards Committee

New leadership is needed to replace the current chair, Stacy Grooters, who is serving as President-Elect.

Consensus Vote - Budget Request:

Approve the Awards Committee budget request for \$2,250 - APPROVED (1s and 2s)

The purpose of the funding is to purchase the various awards presented on behalf of the POD Network: Spirit of POD, Innovation, Menges, and Stanley.

Change Advisory Team (CAT) ad hoc

Discussion: The ad hoc has completed its work. However, perhaps we can use the expertise of its members in other ways in the future.

Consensus Vote - Budget Request:

Approve \$50,000 to support the DEI ongoing work (implementing recommendations from DEI consultant and completing other DEI projects as they emerge - APPROVED (1s and 2s)

Data Governance ad hoc Committee

Discussion: The members of the ad hoc reported that they have been grappling with the large, philosophical questions and have developed a 4-task process to carry out and complete the work. They requested reaffirmation of the priority of the work in light of the scarcity of resources to gather the information (i.e., the administrative assistant's workload).
Core.

No votes were taken or decisions made; the Core members feel they need more clarity about the request(s) from the ad hoc.

Diversity, Equity, & Inclusion (DEI) Committee

The DEI Committee offers mini-grants and collaborative grants for DEI and announces "call for proposals" each year. . In addition, they offer travel fellowships and are requesting an increase in funds to cover higher expenses for registration, membership, and travel.

Consensus Vote - Budget Request:

Approve \$72,500 to support the DEI Committee grants and travel fellowships - APPROVED (1s and 2s)

Professional Development Committee (PDC)

The PDC provided an update to their report to Core by announcing the site for the 2023 Institute for New Educational Developers will be hosted by Nevada State University.

The committee requested that Core consider moving the oversight for the Organizational Development Institute to another committee. No decision was made.

The Institute for New Educational Developers is coordinated by members via their institutions (through a Call for Proposal process). The POD Network historically has provided "seed money" via loan, which is then paid from the proceeds of the Institute. The PDC is asking for INED to be a regular budget line item, and not a loan. No decision was made.

Consensus Vote - Budget Request:

Approve (\$6,000 to provide “seed money” for INED and \$7,000 for reimbursement of conference related expenses (registration fee, travel and hotel accommodations) for panelists and presenters to attend the conference (Director as Catalysts Workshop and Career Moves session) - TOTAL \$13,000 - APPROVED (1s and 2s)

Scholarship Committee

Consensus Vote - Budget Request:

Approve \$14,000 for research grants - APPROVED (1s and 2s)

Strategic Plan Committee

The Strategic Plan Committee collaborated with the committees and SIGs to assess their work as it aligns (or doesn't align) with POD's strategic plan and created a list of initiatives related to the SP and a set of metrics for assessment of those initiatives.

The current SP expires in 2023. A new one should be completed no later than 2024. Opportunities for content include:

- Aligning strategic action work around the recommendations from DEI consulting firm (Think Again Training and Consulting)
- Continuing the identification of gaps by the committees and SIGs (What do we want Committees and SIGs to do with the strategic plan?)
- Collecting a set of instruments currently being used by committees and SIGs.
- Strategically brainstorming on one element of the strategic plan at a time: what does it mean to us? How would we know we were doing it? What is the next step? (Outcomes, metrics, specific types of committee work that can be requested)

One challenge is finding volunteers to be in leadership roles of the committees. The Strategic Plan Committee is only a couple of years old—great progress in a short time!

Adjunct/Part-Time Faculty SIG

Consensus Vote - Budget Request:

Approve \$7,500 for conference expenses (registration, membership, travel, accommodations, etc.) for up to five (5) first-time conference attendees who support adjunct/part-time faculty - APPROVED (1s and 2s)

Co-Creation Through Partnerships SIG

Consensus Vote - Budget Request:

Approve \$3,000 for conference expenses (travel, accommodations, etc.) for two student partners to present and contribute their diverse student perspectives during sessions and discussions - APPROVED (1s and 2s)

NOTE: This does NOT include conference registration and membership fee.

Consensus Vote - Budget Request:

Approve \$1,120 for web development (14 hours web developer WTW Design) - NOT APPROVED (one 4 and many 7s)

Comment: This proposed directory sounds similar to other proposals. Can this idea be integrated to honor the numerous, existing directory proposals? German Vargas-Ramos (Core Representative and Chair of the Digital Resources and Innovation (DRI) Committee will discuss with the DRI Committee.

Graduate, Professional Student, & Postdoctoral Scholar Development (GPPD) SIG

The SIG is requesting a Governance Manual to change the name of the Diversity & Outreach subcommittee to Equity & Outreach subcommittee, indicating that the word "Equity" better captures SIG's goal of a commitment to action in increasing equity and access both in relation to their grants, and in GPPD SIG itself, and the POD Network more broadly.

Consensus Vote - Budget Request:

Approve \$21,950 which includes \$12,450 for up to 30 Career Development Grants (travel, accommodations, etc.), \$8,500 for GPPD Network Lunch, and \$500 for books for discussion group - APPROVED (1s and 2s)

Science, Technology, Engineering, and Mathematics (STEM) SIG

Consensus Vote - Budget Request:

Approve \$450 to reimburse up to two people to attend the Conference - APPROVED (1s, 2s, and 3s)

Conference Committee

A general discussion was held regarding the importance of the work of this committee, its integration with the organization's strategic plan, its responsibilities and communication with organizational leadership, its request for additional support (i.e., event coordinator), and its leadership model. No decisions were made and no votes were taken. Further discussion will occur.

Committee/SIG Reports Not Requiring Discussion or Vote

- Digital Resources & Innovation Committee
- Membership Committee
- Earth-Centered SIG
- Healthcare Educational Development (HED) SIG
- Learning Analytics Community SIG
- Mindfulness & Contemplative Pedagogy SIG
- Small Colleges & Small Centers SIG
- Scholarship of Teaching & Learning SIG
- Teaching with Technology SIG

MINUTES, TUESDAY, JUNE 14, 2022

Present In Person: Fran Glazer, Carol Hurney, Stacy Grooters, Toni Weiss, Donna Ellis, Riley Caldwell-O'Keefe, Kathleen Landy, Gloria Niles, Natalie Parker, Chris Price, German Vargas Ramos, Cheryl Richardson, Danny Mann, Kristi Rudenga, Adriana Streifer, Steve Hansen, Lynn Eaton, Laura Pipe

Present Virtual: Carol Subiño Sullivan, Preston Cumming, Katie Kearns, Danny Mann

Absent: Chad Hershock, Kem Saichaie

Executive Director Evaluation
Discussion.

External Partnerships and Outreach Committee (EPOC): Reimagining Partnerships

The Core Committee members participated in a [brain-storming exercise](#) to reimagine PODs current and potential external partners relationships. How might partnerships with external organizations advance POD's strategic objectives? What are the reciprocal benefits? How do partnerships help POD carry out our mission and vision? No decisions were made and no votes were taken. Further discussion will occur.

To Improve the Academy (TIA) - Q&A with Editors Michael Palmer and Lindsay Wheeler

The Core Committee and editors discussed the various recommendations of the editors, including topics such as the frequency of issues, the types of articles, the leadership structure for the journal, the workload of the journal editorial term, the support needed and made available, reviewers for the submissions, resources for the TIA website, the relationship between the journal and the POD organization, etc.

Governance Manual Changes

Governance Committee Chair Donna Ellis (Past-President) encouraged members of the Core Committee to reference the summary of proposed Governance Manual changes document in the team Drive. All votes are Yes/No with a majority vote, except for changes to the by-laws which require a two-thirds vote.

Majority Vote - I.B.5. Regularly Scheduled Meetings

Approve change to clarify that the spring and fall meetings will be referred to as business meetings - APPROVED (unanimous)

New wording:

The Core Committee shall hold at least two business meetings per year. The first meeting is typically held in the late spring/early summer (March - June). The second meeting typically coincides with the annual conference. These meetings are intended to be in person but may be conducted virtually if necessary. Efforts will be made to enable individual members who are unable to attend in person to participate from a distance, as determined and accepted by the Core Committee.

Majority Vote - I.B.10. Removal of a Core Member

Approve change to clarify conditions under which a Core member may be removed as a member - APPROVED (unanimous)

New Wording:

Core Committee members who miss two regularly scheduled Core Committee business meetings must petition the Core Committee in writing before being able to continue as a Core member.

A Core Committee member may be removed from the Core Committee for cause. If such an action is being brought before the Core Committee, the member and the Core Committee (as a whole) shall receive written notification of cause from the president and/or executive director at least seven days prior to the meeting during which removal is on the agenda. That meeting may be either a special meeting or may occur at a regularly scheduled Core meeting. A 2/3 majority vote of the Core membership is required for removal.

Majority Vote - I.C.5, IV.C.1.1, and IV.B.4.6. Executive Director

Updating list of committees on which the Executive Director serves to assist:

Approve changes Section I.C.5 (updating list), and

Approve changes to Section IV.C.1.1, and

Approve changes to IV.B.4.6 - APPROVED (unanimous)

New Wording

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 (see Section IV.C.1). 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, the Conference Committee, the External Partnerships and Outreach Committee, and the Governance Committee.

IV.C.1.1 General

Governance: The Executive Director shall be an ex officio, non-voting member of the Core Committee, the Executive Committee, the Finance Committee, the Conference Committee, and the External Partnerships and Outreach Committee, and the Governance Committee, and shall attend all committee meetings. Attendance at meetings of other committees and SIGs is on an as-needed basis. The POD Network will be insured to protect its assets from misappropriation by the Executive Director and all employees.

IV.B.4.6 Committee Leadership Structure and Responsibilities

Whenever possible, the Chair shall be a member of the Core Committee. If the Chair is not on the Core Committee, a Core Committee member will be appointed to serve as Core Representative.

Majority Vote - I.G Loans

Approve the removal of text after the first sentence because it outlines a process if a loan were given; the first sentence stipulates that no loans shall be made - APPROVED (unanimous)

New Wording

I.G Loans

No personal loans shall be made by the POD Network to its directors or officers.

Majority Vote - III.C.1.2 , et. al. Conflict of Interest Policy

Approve the removal of the Conflict of Interest Policy (III.C.1.2 and III.C.2.3) from the Guidelines section back to the Policies section (III.A.2.), and;

Approve the addition of a sentence to III.C.1.2 to exempt payment via Roles & Compensation from the disclosure requirements; and
Approve the addition of new examples to expand activities where conflicts of interest can emerge and provide explicit guidance on how to minimize/eliminate such situations

- APPROVED (unanimous)

Majority Vote - III.D.1.4 Membership Meeting

Approve the change in wording to remove the requirement of an in-person annual meeting and include the provision of updates to membership via electronic communications - APPROVED (unanimous)

New Wording:

As per the Bylaws of the POD Network, it shall be the policy of the organization to share highlights and information about the state of the organization with the membership at least once per calendar year. Topics to be covered may include financial status as well as any of the following, when needed: committee and task force progress reports.

The POD Network President shall preside over the general membership meeting.

The Core Committee or the Executive Committee may convene an open meeting of members to review matters of policy and program priorities in the POD Network. Such meetings will normally occur at the annual conference but may be scheduled at other times. The POD Network membership will be notified 30 days prior to the meeting via electronic communications. If provided a written request from 25 or more members, the President must convene a meeting of the membership at the annual conference or at another venue that is acceptable to the requesting members. The request to the President must be received at least 45 days prior to the beginning of the conference. The request should clearly indicate the intended purpose of the requested meeting.

Majority Vote - IV.A.1.1 General Duties and Expectations of Core Committee Members

Approve a clarification of expectations regarding attendance at Core Committee meetings; and

Approve clarification of expectations regarding the communication responsibilities as Core Representatives to committees and SIGs - APPROVED (unanimous)

New Wording of impacted sections:

- Attend the entirety of spring and fall Core business meetings and remain present the entire time unless prevented by unanticipated circumstances.
- Serve in leadership role(s) on standing committee(s) or SIG(s), as a chair and/or Core Representative.
 - Engage in regular communications with those committee(s) and/or SIG(s) that they represent.
 - Represent those committee(s) and/or SIG(s) by presenting their key proposals and concerns and answering questions on behalf of those committee(s) and/or SIG(s) during Core Committee meetings.
 - Proactively communicate with those committee(s) and/or SIG(s) on behalf of the Core Committee, including discussions, questions, and decisions resulting from Core Committee meetings that are both specific to committee(s)/SIG(s) and broadly relevant to all POD Network members.
 - Engage in shaping, carrying out, and assessing POD Network strategic plans, broadly and with respect to those committee(s) and/or SIG(s) that the Core Committee member serves on or chairs.

Majority Vote - IV.A.2.2 Election of the President-Elect

Approve a change to the Election of the President-Elect process to allow for a contingency (expanding the nominee pool) when no eligible candidate who self-nominates receives a majority vote of the Core by “reaching out to Core Committee members who are six and seven years out from when they completed their term on the Core Committee” – APPROVED (unanimous)

New Wording:

If no candidates self-nominate, the Past President will make the request again to all eligible past Core Committee members with an indication that no one has self-nominated and an extension of the submission deadline. If no candidates from the eligible pool self-nominate by the extended deadline, the pool will be increased by reaching out to Core Committee members who are six and seven years out from when they completed their term on the Core Committee.

Majority Vote - IV.A.2 Governance Committee Elections

Approve a change in wording to clarify the role of the Governance Committee to reflect current practice, including that the Governance Committee does not manage the Core Committee elections - APPROVED (unanimous)

New Wording:

The POD Network holds two main elections each year: one for Core Committee members and another for the incoming President-Elect.

Majority Vote - IV.B.3.2 - Governance Committee

Approve multiple changes to reflect current practice and to match revised IV.A.2 section - APPROVED (unanimous)

New Wording:

(See the Governance Manual as posted on the POD Network website).

Majority Vote - IV.B.34.2 -Conference Committee

Approve the addition of two online Co-Chairs as permanent positions on the Conference Committee as long as the online expression of the conference continues; and
Approve the removal of the phrase “blind peer reviewers” from the document as it is ableist language, and replace it with “anonymous peer reviewers; and
Approve the revision to the list of sessions that need coordinators - APPROVED (unanimous)

New Wording:

Committee Structure: The Conference Committee consists of up to seven members

- 2 Conference Co-Chairs
 - 2 Program Co-Chairs
 - 2 Online Co-Chairs (when online format is offered)
 - The POD Network Executive Director
- *Session Coordinators*, in conjunction with the Program Co-Chairs, oversee the proposal review processes for each respective session type. There are two Coordinators for each session type:
 - Pre-Conference Workshops Coordinators
 - Birds of a Feather
 - Interactive Sessions Coordinators
 - Research Sessions Coordinators
 - Roundtable Sessions Coordinators
 - Poster Sessions Coordinators
 - POD Talks
 - Workshop-in-a-Box
 - Recruiting anonymous peer reviewers
 - Anonymous peer reviewers are recruited through a general call to the POD Network membership through email and the Google Group.

Majority Vote - IV.B.4.4. Digital Resources and Innovation Committee
 Approve a change in leadership structure to a co-chair model -
 APPROVED (unanimous)

New Wording:

Committee Leadership Structure and Responsibilities

The Digital Resources and Innovation Committee is led by two Co-Chairs, who equally share the responsibility of overseeing the committee. In addition to general expectations for standing committee chairs as described in GM Section I.B.11.4. and IV.B.2., the co-chair(s) of the DRI Committee, and/or designated committee members, coordinate tasks with partners in other groups within POD and with any external vendors hired to complete a task in support of POD's mission. They also organize regular online meetings and the annual conference meeting of the DRI Committee and coordinate task assignments when specific projects are undertaken by the committee.

DRI Liaisons to other POD groups are selected from among DRI Committee members through a call for volunteers and designation as such by the Co-Chairs. This choice is communicated to the POD Executive Director and the Chair of the respective committee, which includes, but is not limited to:

- Strategic Plan Committee
- Diversity, Equity, & Inclusion Committee
- Conference Team

Process of electing new chair / chair rotation / term limits

- Co-Chairs can serve a maximum of three consecutive one-year terms. Elections are held each year to re-elect one or both incumbents or to elect one or two new Co-Chairs. If possible, Co-Chairs will coordinate so that only one Co-Chair position is open each year.

- Co-Chairs will be elected electronically prior to the annual conference. Incoming Co-Chairs will take up their responsibilities at the end of the annual conference, at which point outgoing Co-Chairs also end their terms.
- Prior to the election date, the incumbent Co-Chairs will issue a call to committee members for an election coordinator (who may not then be nominated for Co-Chair). The election coordinator will solicit nominations for open Co-Chair positions through the DRI Committee mailing list and then announce the final list of candidates through said list. Voting will be held via online survey.
- In the event that an incumbent Co-Chair reaches the term limit and another co-chair isn't willing to step forward, the committee will vote on one of the following options while candidates come forward:
 - Function with a single chair for an interim period lasting a maximum of six months.
 - Retain the outgoing Co-Chair (if willing) for an interim period lasting a maximum of six months.
 - Repeat the nomination and election process to ask new candidates to come forward.

Majority Vote - IV.B.4.6 Membership Committee Charge

Approve the change in wording of the charge of the Membership Committee to reflect a focus of engaging with POD's membership through the projects of the Committee - APPROVED (unanimous)

New Wording:

Committee Charge: The Membership Committee is charged with supporting the journey of POD members throughout their time in our organization, from recruitment to retention, through close collaboration with POD leadership and other POD committees.

Majority Vote - IV.B.4.6 Membership Committee Leadership Structure and Responsibilities

Approve the removal of the language referencing the Executive Board as the Membership Committee is no longer using this structure - APPROVED (unanimous)

Majority Vote - IV.B.4.8 Scholarship Committee

Approve the removal of the language referencing an Online Directory to be maintained by the Subcommittee on Scholarship Application as the directory has been inactive for several years - APPROVED (unanimous)

Majority Vote - IV.B.4.8, Section E, Scholarship Committee Research Grants

Approve the clarification of the language describing the Research Grants overseen by the Scholarship Committee - APPROVED (unanimous)

New Wording:

Research Grants: The Scholarship Application Subcommittee is also responsible for managing, leading, planning, and implementing all aspects of the Research Grants. Membership of the Application subcommittee will include two Research Grants Co-Coordinator (two-year, staggered terms).

- The Grants Co-Coordinator will use the announced criteria to conduct an anonymous review of the submissions. In case of capacity needs, the Grant Co-Coordinator may appoint additional POD members to assist them in these efforts. The Research Grants review process is anonymous to avoid conflicts of interest. Members of the committee from institutions or research teams submitting proposals are expected to recuse themselves in compliance with the Conflict of Interest policy.
- The Research Grants Co-Coordinator will make a recommendation for funding to the Core Committee (by the Core Budget Request deadline).
- Grant recipients and non-recipients will be notified through an official letter from the Research Grants Coordinators in May/June. Because the POD Network promotes formative processes, general feedback from the evaluating committee will be available upon request to non-recipients.
- Individuals submitting proposals for the POD Network Research Grants Program must be a POD Network member at the time of submission. Previous grant recipients are eligible to submit another proposal only after 3 years have passed since the submission date of the previous proposal; the exception is Early Researcher recipients, who may apply for a Research Grant without waiting 3 years. Dissertation research may not be funded through the POD Network Research Grant.
- Recipients submit a progress report to the Research Grants Co-Coordinator in February and a final report in September. The Research Grants Co-Coordinator maintain a spreadsheet of grant recipients, the proposals, and reports in the Scholarship Committee Google folder.
- Recipients also disseminate their research project to appropriate venues such as the POD Network conference and/or *To Improve the Academy* and cite POD Network Research Grant funding in all presentations and publications. They agree to serve as a reviewer for POD Network Research Grants in the coming year(s)

Majority Vote - IV.B.4.8, Section E, Scholarship Committee Leadership Structure and Responsibilities

Approve addition of the a "leadership structure and responsibilities" section - APPROVED (unanimous)

New Wording:

Committee Leadership Structure and Responsibilities

Duties/responsibilities

In addition to general expectations for standing committee chairs as described in I.B.11.4. and IV.B.2. The chair(s) of the Scholarship Committee serve a four-year term

as Chair-Elect, Chair (2 years) and Past-Chair. The chair or past chair serves as the liaison to the Core Committee, facilitates the yearly elections for subcommittee chairs, and oversees meetings of the Scholarship Committee's executive committee (which consists of Chair-Elect, Chair, Past Chair, and the subcommittee chairs). At the fall meeting, all members in attendance elect a Chair-Elect and subcommittee chair positions. Co-chairs of Application and Dissemination subcommittees take office immediately at the fall meeting that coincides with the annual conference. Co-chairs of the Development subcommittee assume office during the Summer to coincide with the academic year and POD Scholarly Reads. The Scholarship executive committee is also responsible for communicating and coordinating the work of the Scholarship Committee with other POD Network committees, especially the Membership Committee.

Process of electing new chair/chair rotation/term limits:

- The chair serves a four-year term as Chair-Elect (1 year), Chair (2 years), and Past-Chair (1 year).
- The Chair-Elect is elected every two years. Nominations are solicited by the Past-Chair prior to the fall conference and voted upon by all members present at the committee meeting that coincides with POD's annual conference.
- The chair and past-chair encourage past and previous subcommittee co-chairs to consider eventually leading the committee to help build leadership capacity.

Committee Structure

The Scholarship Committee has three standing subcommittees.

- *Subcommittee on Scholarship Development*
- *Subcommittee on Scholarship Application*
- *Subcommittee on Scholarship Dissemination*

Majority Vote - IV.B.5.4 Graduate Student, Professional Student, & Postdoctoral Scholar Development (GPPD) SIG

Approve changing the name of "Diversity & Outreach" working group to "Equity & Outreach" working group - APPROVED (unanimous)

Majority Vote - All unsubstantial and clarifying points

Approve all changes as recommended by the Governance Committee or the Executive Committee that are clarifying points and unsubstantial - APPROVED (unanimous)

New Wording:

(See the [Governance Manual](#) as posted on the POD Network website).

Governance Manual Style Guide

The Governance Committee has created a Governance Manual Style Guide which is designed to provide consistency in formatting and content, as well as to improve clarity and transparency, for leadership of committees and SIGs. In addition, a style guide will assist in ensuring that the Governance Manual is accessible and can be read by screen readers. This new style guide will be

shared with the committee/SIG chairs for their feedback. Once finalized, it will be included in the Chairs Handbook and implemented throughout the organization.

2022-2023 Budget

Majority Vote - Approve the budget for fiscal year 2022-2023 as presented to Core by the Executive and Finance committees - APPROVED (unanimous) with the EXCEPTION of \$1,120 requested by the Co-Creations through Partnerships SIG for an interactive search tool, which was NOT Approved.

Appendix A - E-Minutes

E-Minutes | Spring 2022

(The record of all decisions made by the Executive Committee and/or the Core Committee since the Fall 2021 Core meeting)

January 5, 2022

- SELECTED members of the Change Advisory Team to work with Think Again Training and Consulting
- APPROVED our attorney to proceed with trademarking "POD Network"

January 26, 2022

- APPROVED December 2021 Core Meeting minutes (Executive and Core Committees).
- APPROVED dates and location for Spring 2022 Core meeting -June 12-14, Crowne Plaza Hotel, Dulles Airport (Washington, D.C.)

February 9, 2022

- DECLINED invitation to join Stylus Publishing in an edited series of thematic volumes
- DECLINED invitation from QEDEX to collaborate on research project involving POD members

February 23, 2022

- APPROVED dates for Core and Chairs meetings through June 2023
- APPROVED electing six (not five) Core members due to resignation of May Imads (as recommended by the Governance Committee)

March 9, 2022

- APPROVED an early FY 2022-2023 budget request from the Conference Committee of no more than \$12,000 for the conference plenary speaker, \$10,000 honorarium plus \$1-2000 for travel. (Executive and Core Committees)
- APPROVED to write a letter of support for Donna Ellis' nomination for the ICED President position.

March 14, 2022

- Core APPROVED inviting the sixth candidate from the 2022 Core Member election to serve as Core member to backfill one vacant seat.

- Core APPROVED revising the Governance Manual section I.B.2 regarding the number of Core Committee members to say “no more than 19 persons”.
- Executive Committee CONFIRMED the election of the following for three-year terms on Core (June 2023-2025)
 - Kathleen Landy
 - Gloria Niles
 - Natalie Parker
 - Cheryl Richardson
 - Adriana Streifer
 - German Vargas Ramos

April 20, 2022

- APPROVED off-cycle budget request, based on scope of work for conference administrators, Antonia Levy and Jose Muniz, of \$7,000 (\$3,500 each) to be expenses during the current fiscal year.
- RECOMMENDED that Core approve an additional \$7,000 to be paid in the next fiscal year as part of the budget approval process

June 1, 2022

- Conference rates, membership fees, sponsorship rates APPROVED by Exec and Finance