

## Actions and Decisions from ICED Council Meeting 2017

### Actions from 2017 Council Meeting:

Item no.	Action/decision	Responsible party
2	Discuss a means of ensuring conference history is not lost	Board
2	Talk to conference organisers about ensuring that post-conference papers or PowerPoints are put online	Allan
2	Discuss the idea of producing conference proceedings	Board
2	Draw up a template for Networks to complete as a way of describing the Network using a set of descriptors (e.g. structure, governance, membership)	Denise, Allan,
3	Pursue ways to support new networks	Board
4.1	Consider the SAULT request to become a member of ICED and to report back to the Board prior to the Atlanta meeting.	HELTASA (Kasturi)
4.1	<b>Decision:</b> observers from SAULT to be allowed to attend Council meetings	
5.1	Contact Peter Felten to see whether any connection could be made between the proposed collaborative writing group and the idea to produce ICED position papers	Allan
5.2	Networks to consider tabling the ICED Annual Reports at their own board meetings to help raise awareness of ICED and its work	All network representatives
5.2	Add a list of member networks to the ICED Annual Report	Roz
5.3	Decisions: <ul style="list-style-type: none"> <li>• David Green's nomination to the Board as IJAD representative was approved</li> <li>• James Wisdom's nomination to the Board as Treasurer was approved pending another nomination from Council coming forward. James would be happy to step aside should another nomination be approved. (Allan to follow up)</li> <li>• Benno Volk's nomination to the Board as 2020 conference representative approved</li> <li>• Mona Fjellström to replace Klara Bolander-Laksov on the election committee for a two-year period. Helen Guerin to replace James Wisdom as past-president.</li> </ul>	
6.3	Include a letter from the President with the annual membership subscription invoice to encourage people to pay promptly or to pay more than the flat-rate minimum of GBP50.00.	Roz, Allan

7.3	<p>Actions relating to 2018 conference for Council members:</p> <ul style="list-style-type: none"> <li>• Forward the conference website to networks and ask people to visit the website and sign up for the conference mailing list</li> <li>• Forward the call for volunteers to networks and invite individuals to sign up on the conference website with their availability</li> <li>• Consider submitting a preconference workshop proposal or invite select individuals in networks to do so</li> <li>• Forward the call for proposals to networks and invite members to submit a proposal by December 22<sup>nd</sup> 2017.</li> </ul>	All network representatives
7.3	Suggest to Michele that the closing date for pre-conference workshops be extended	Allan
7.3	Ask Michele to reconsider the early-bird student rate for the Atlanta conference as it was no different than the early-bird normal rate	Allan
7.3	Ask Michele to check that ICED will not be liable for any cancellation fees if hotel rooms are not filled	Allan
7.3	Ask Michele to check that the Atlanta organising team is prepared for the immigration requirements for international delegates and be flexible with refunds where visas are denied	Allan
8.1	<p><b>IJAD actions</b></p> <ul style="list-style-type: none"> <li>- Raise with the editors the suggestion to identify/solicit good articles from non-English speaking countries and perhaps pay to have them translated into English</li> <li>- Tweet about the Article of the Year (once it is announced), and to send the article link out to their networks to publicise the article itself, and IJAD</li> <li>- Recommend topics/authors for solicited articles</li> <li>- Sign up, personally, to receive “New Content Alerts” from IJAD: <a href="http://www.tandfonline.com/toc/rija20/current">http://www.tandfonline.com/toc/rija20/current</a></li> <li>- Follow IJAD on Twitter and Facebook and join the LinkedIn group and to “like” and “retweet” or “share” the content with followers <ul style="list-style-type: none"> <li>o Twitter: <a href="https://twitter.com/IntlJourAcadDev">https://twitter.com/IntlJourAcadDev</a></li> <li>o Facebook: <a href="https://www.facebook.com/International-Journal-for-Academic-Development-1921273388092743/">https://www.facebook.com/International-Journal-for-Academic-Development-1921273388092743/</a></li> <li>o LinkedIn: <a href="https://www.linkedin.com/groups/13515139">https://www.linkedin.com/groups/13515139</a></li> </ul> </li> <li>- Contact Katie Linder (kathryn.linder@oregonstate.edu) directly with ideas about additional</li> </ul>	<p>Huang Hoon</p> <p>All actions are for network representatives</p>

	<p>social media content that they would like to see released about the journal.</p> <ul style="list-style-type: none"> <li>- Consider the range of suggestions from Taylor &amp; Francis that member networks can use to publicise IJAD (see section 9.3 of the IJAD report)</li> <li>- Continue to encourage their own members to ensure institutional subscriptions to the journal as a long-term strategy for sustainability.</li> <li>- Encourage T&amp;F to send IJAD promotional materials to their national conferences to raise the journal's profile</li> </ul>	
8.2	<b>Decision</b> - Peter Felten's reappointment as IJAD Co-Editor (North America) and Katie Linder's reappointment as Associate Editor (North America) were both approved	
9.1	Email comments on the Faculty Development Map to Hiro	All network representatives
9.1	Send copies of SFDN and DGHD frameworks to Hiro	Ariane and Marianne
10.1	Look into what social media options ICED could make use of and to report back to the Board meeting on 28 <sup>th</sup> Sept 2017	Yaz
10.2	Draft a letter to send to Brenda to let her know that she will be awarded the Spirit of ICED (to run it by Allan first)	Roz
10.3	<p><b>Decision:</b> Treasurer, IJAD representative and Conference Organiser/s are ex-officio, non-voting members of the Board, not co-optees. The three potential co-opted positions are open to members of Council should the Board require them.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>- Write this up in the form of a paper on Board membership</li> <li>- Remove James Wisdom, David Green and Michele di Pietro from the Charity Commission and Companies House lists of trustees/directors.</li> </ul>	James Roz
10.4	Send further details of how the Educational Developers' caucus system of regional groupings works	Erika/Denise
10.4	Ask if there is space in the Atlanta conference to pursue the idea of 'action groups'	Allan/Michele
10.5	<p>Draw up an induction document summarising main points for new Council members</p> <ul style="list-style-type: none"> <li>- New attendees (network representatives and observers) to let Allan know if they have any suggestions</li> </ul>	Allan Yaz, Ariane, Denise, Kasturi, Kayoko, Erika,
10.6	Take the issue of Board members' term length and network representation back to the Board for further discussion.	Allan/Board

## **5.1 Actions carried over from 2016 Council Meeting:**

### Advocacy

- The Board to consider re-framing its objects as values (this may make it easier for ICED to advocate on behalf of its members and come up with clear positions on issues in the future)
- The Board to agree on a definition of *educational development* for the website (Brenda Leibowitz had written something in IJAD which could be used)

**Action: David and Deandra to follow this up.**

### Support for new networks

- The Board to consider developing a comparative research paper on how the various networks have developed
- The Board to work on making the website more useful for new and emerging networks, including:
  - A diagram, using an axis with co-ordinates, representing how a network emerges and develops over time
  - A timeline representing the development path of a network
  - Case studies of how networks have developed
  - An interactive mind-map
  - A blog, with contributions from Spirit of ICED winners for e.g.

**Action: Allan and Denise to pursue the template idea from the 2017 Council meeting, as a start to this work.**

- Consider creating a space on the website with general support for educational developers
- Roz to add links to networks' listserves to the website – *Roz had tried to set up an email listserve using JISCmail but it had not been possible as the membership needed to be predominantly UK-based.*

**Action: Roz/Yaz to identify a listserve provider and set up an ICED listserve**

- Roz to add links to networks' listserves to the website

**Action: Roz to continue to work on adding links to networks' listserves to the website.**