

**BC Teaching and Learning Network Executive
Online Meeting, 2 September 2015
2:30 pm – 4:30 pm**

Attending

Isabeau Iqbal (chair), Theresa Southam, Tracy Summerville, Jennifer Jasper, Eric Kristensen (note-taker).

1. Team Building Activity.

The group spent a significant amount of time getting the meeting started on Collaborate. Online connections began around 2:25. Meeting started at 2:53. We decided to begin discussing the agenda directly since the setup took a long time.

2. Planning the fall BC-TLN meeting.

- Theresa volunteered to moderate the online portion of our fall meeting; Sylvia Currie will also be attending virtually and, we hope, will be able to help with moderation.
- Communications: announcement already gone out; reminders need to go out as month proceeds.
- Overview of events:
 - Thursday afternoon (approximately 1:30-4:30 pm): pro-D event for educational developers,
 - Thursday evening: no-host supper.
 - Friday morning: coffee and networking; welcome; institutional updates
 - Friday noon: lunch (may be hosted or not). If lunch is
 - Friday afternoon: tour of local facilities, and afternoon activity/session.
- How to plan: we will take expressions of interest for running a workshop or activity on Thursday and/or Friday.
- Based on the member introduction in the SCoPE site, the executive came up with broad categories that we decided to send to the membership (the idea being that members could let us know if they want to know more about this topic or facilitate a workshop related to this theme):
 - Curriculum Design
 - Technology in Educational Development
 - (ED) Program Evaluation and Assessment
 - Cultural Competency in ED
 - Cohort Building in ED
 - Educational Research in ED
 - Instructional Feedback Mechanisms
 - Experiential Learning in ED
- PD topics are for educational developers
- Registration by email, unless there is an online registration system available at host institution or unit. Theresa will check whether BC Campus has a registration tool they could share with us.
- No host dinner: Isabeau will follow up with Susie. Isabeau will check in with Susie about information needed from registrants to host the meeting.

- We opted for a small working group to plan the fall meeting. It will consist of Jennifer and Isabeau. They will contact other members of the executive as needed.
- Isabeau and Jennifer will send out a message to the membership, with information about the meeting and giving participants a choice of topics to address on both Thursday and Friday afternoons.

Reminder checklist for the October 1 and October 2 fall meeting:

- Registration
- Tour of facility
- No-host dinner
- Catering
- Virtual attendance
- Agenda (see “other business”)
- Facilitation
- Recruiting people to lead sessions
- Communication
- Working with VCC
- Hosts for Oct 2016 meeting
- Announcing dates of future meetings
- Working groups to plan the fall meeting

3. Update on actions from June 17th and July 2nd meetings.

- Isabeau: Gary Hunt (Isabeau emailed him in July, but no reply), BC-TLN listserv (done), Nancy Sly (conversation scheduled for next week)
- Theresa: Website, Collaborate, Yukon: done
- Eric: Membership list (Kurbis): done. We have representation across types of institutions in the province but will look into contacts with Quest and Trinity Western: will confirm all contacts and coordinate with Isabeau re listserv.
- Jennifer: Meeting dates/times: will send out meeting dates via Doodle

4. Website - next steps?

Skipped

5. Spring meeting - Dates and Location

Location: Selkirk College, Nelson BC

Dates: late May and/or early June

Theresa will get back to the Executive in a couple of weeks as there is potential for collaboration with an event Selkirk is hosting with some colleges in Spokane.

6. Upcoming meetings - Setting dates/times

To be announced.

7. Other business/items

Additional Agenda items for October 1 and 2, 2015 meeting:
Differentiation between BC TL Council and BC TLN
Encourage people to use SCOPE site with demo

Note-taker: Eric
Time-keeper: Jennifer
Chair: Isabeau