

**Educational Developers Caucus (EDC) of the
Society for Teaching and Learning in Higher Education (STLHE)
Meeting of the EDC Executive
December 18, 2015
1:00-3:00pm
Minutes**

Invited: Deb Dawson (Chair), Tim Loblaw, Erin Aspenlieder, Carolyn Hoessler, Celia Popovic

1. Adoption of the agenda (Erin)

Celia moves to accept, Tim L seconds. Agenda passed.

2. Minutes of previous meetings for approval (Erin, all)

October minutes – Tim moves; Celia seconds

November minutes – Deb moves; Carolyn seconds

3. Updates in Brief (15 min)

a) Chair's report (Deb)

a. Mentorship webinar 'Moving On Up,' was held and was successful. Groups of participants took part from different institutions. The second webinar on the ED portfolio will be held at the end of January. Presenters prepared podcast summaries for users.

b. STLHE continues to work on policy statements.

b) Professional Development and Grants report (Carolyn)

a. Portfolio Guidebook is being copyedited and will be put into template in January.

b. Launching the Guidebook

i. Soft launch of the guidebook during the January webinar. Launch at the conference during the Annual General Membership Meeting with an announcement and cake. Create bookmarks with the weblink to the Guide. Carolyn to create bookmarks.

ii. EDC Grants have been distributed. Discussion of whether or not EDC grants can be given for PhD research. Decision that so long as criteria of award are met and a deliverable produced these grants may be given (and caveats that grants not go to pay the students themselves or to tuition).

iii. EDC Institute scheduling is underway.

c) Conference report (Celia)

a. Schedule for EDC Conference will include Day Two lunch with poster and 'networking' session.

b. Discussion of registration costs for organizing committee and recognition that there has been variability in past conferences. Decision that we require budget and registration numbers opportunities for free registration is at the discretion of conference hosts.

c. Celia to ask Erika whether Exec members can have a button/distinguishing nametag.

d. Stephanie to get a 'zap' banner prepared in time for EDC conference.

e. Discussion of the creation of a Wiki for the conference for materials. Celia to followup with Stephanie for the creation of such a wiki.

d) Finances/Budget report (Tim L)

a. Deadline for endorsement of the EDC budget from membership is tomorrow. On schedule to present the budget to STLHE in January.

b. Tim L to follow-up with Stephanie on alignment of expressed memberships and paid memberships.

c. Celia to follow-up with Erika to include a reminder when registering for the conference to check their membership.

e) Communication report (Stephanie)

- f) Secretary's report (Erin)
 - a. Action Group Update
 - i. Erin to send another call for members in January 2016.
 - b. Membership update
 - i. Erin to send a reminder email to EDC membership to renew membership because STLHE membership due.

4. Updates to the EDC & Living Plan (all)

- a) Discussion of the framework provided by Carolyn, and considering questions around the purpose of the living plan for the membership and the purpose for the Executive. Current work on mapping the Living Plan priorities to the current activities of the Executive, as well as potential future directions of the Executive. Decision to engage in this mapping of status of offerings at our in-person meeting for the day before the annual conference.

5. International Educational Developer Course (Celia)

- a) Discussion of an international, online course for aspiring or new educational developers. Modules provided by different institutions/countries allowing participants to work in international groups. Discussions suggesting different types of modules, modes of delivery, administrative possibilities. Celia continuing to explore this possibility and EDC involvement.

6. Future Meetings : January 25th 1:00-3:00

7. Adjournment (2 min)