

**Educational Developers Caucus (EDC) of the
Society for Teaching and Learning in Higher Education (STLHE)
Meeting of the EDC Executive
Monday November 30
1:00-3:00pm
Minutes**

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

1. **Adoption of the agenda** (Erin)
2. **Minutes of previous meetings for approval** (Erin, all)
 - a) Deferred to December meeting for quorum.
3. **Updates in Brief** (15 min)
 - a) Chair's report (Deb)
 - a. **New action group proposal:** New online modules on teaching and learning have been developed by different groups licensed with creative commons licences. Idea for an action group to organize these modules for the community (i.e. how educational developers could use these materials). Short term action group to organize these modules. Erin to put out a call for interested members for this action group.
 - b. ISSOTL 2017 will be held in Calgary, AB between University of Calgary and Mount Royal.
 - b) Professional Development and Grants report (Carolyn)
 - a. Educational Development Guide - reviews, revisions, & timeline
 - i. Three reviews have been returned to the Portfolio group for minor revisions. Guidebook will be sent to copy editing once these revisions have been returned. Recognition that in peer review process not all reviewer suggestions need to be accepted; rather, responses can indicate whether/how a recommendation has been addressed.
 - ii. Carolyn to oversee the transfer of copyedited content into the Guide template. Proof will be prepared for the first week of February.
 - iii. Carolyn and Stephanie to coordinate the launch of the guide.
 - iv. Guide will be prepared as a pdf. ISBN has been obtained. Carolyn to follow-up on a few items related to legal deposit, copyright and cataloguing description.
 - b. EDC Fall 2015 grant recommendations
 - i. Discussion of the allocation for conference travel budget in grant proposals. Decision to communicate with grant applications the goals of the grant. Decision to limit future budget requests for conferences to a maximum of \$350 and only for conducting research (not communication).
 - ii. Carolyn to contact grant applicants with status of their applications, and contracts for successful grants. Carolyn and Tim L to coordinate payment schedule.
 - c) Conference report (Erin)
 - a. 2017 conference host identified and currently working towards proposal for Executive to review in January 2016.
 - d) Finances/Budget report (Tim)
 - a. Budget
 - i. Tim circulated a multi-year budget in line with the STLHE budget template, with succession planning built in.
 - ii. Discussion of grants program funding as higher than projected, but within the projected surplus.
 - iii. 2015 spending is complete.
 - iv. Budget to be circulated to the membership for endorsement and will then be submitted to STLHE for January.
 - e) Communication report (Stephanie)
 - a. Deb identified a desire to send out a holiday note to the membership. Deb to coordinate with Stephanie.

- f) Secretary's report (Erin)
 - a. Action Group Updates
 - i. Mentorship group having a webinar on December 8th. New EDC members will be invited to wear a badge on EDC conference nametag to identify their position.
 - ii. Sustainability group has put forward a special issue of Transformative Dialogues.
 - iii. Portfolios group is preparing to publish their Guidebook in February 2016.
 - iv. Accreditation group has prepared a draft framework for accreditation of educational development programs and is piloting this framework in winter 2016.
 - v. Reward and Recognition group could not be contacted. Erin will resend request for update.
- 4. Executive Nominations Committee**
 - a) Discussion of approaching a chair for this nominations committee. Deb to approach potential chairs of this nominations committee.
- 5. Updates to the EDC & Living Plan (all)**
 - a) Discussion tabled to December meeting.
- 6. Future Meetings**

December 18, 12:00 EST
- 7. Adjournment (2 min)**