

**Educational Developers Caucus (EDC) of the
Society for Teaching and Learning in Higher Education (STLHE)**

Meeting of the EDC Executive

Monday October 26th

1:00-3:00pm

MINUTES

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

1. Adoption of the agenda (Erin)

- Celia moves; Carolyn seconds; all in favour

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

- Celia moves; Tim seconds; all in favour

3. Updates in Brief (15 min)

a) Chair's report (Deb)

- Portfolio guide group will be presenting at POD with strong EDC representation.
- STLHE banner will be at POD

b) Professional Development and Grants report (Carolyn)

a. ED Guides

- i. Portfolio ED Guide will be ready for review in November.
- ii. Timeline for reviews: three-four weeks for reviews.
- iii. Invite three blind reviewers to review the entire Guidebook: aim for inclusion of different perspectives among reviewers; require two reviewers.
- iv. Discussion of the introductory content for the ED Guide prepared by Carolyn, with appreciation for the work of preparing this content. This content is approved for inclusion as introduction for Guidebooks.

b. EDC Institute

- i. Carol Appleby will be taking the lead on the ED Institute.
- ii. Discussion and decision that ED Institute organizers be EDC members.

c. ED Grants

- i. Due October 31.

c) Conference report (Celia)

a. 2017 hosts

- i. Call extended for the 2017 hosts.
- ii. Celia to contact one more west coast institution. If this institution declines we can put out an invitation few other targeted institutions and then open the call to the country.
- iii. Discussion of whether in the future there ought to be an open call to any part of the country. Decision to discuss this option at the AGM.
- iv. Discussion of other models for conference hosting. Decision to discuss other conference models for 2018 at the AGM.

b. Windsor conference planning continues apace:

- i. Bursary process is underway.
- ii. Continued discussion of some possible funding/sponsorship models.

d) Finances/Budget report (Tim L)

- a. Preliminary three-year budget is being developed.

- b. Given the increase in membership numbers (currently double the projection), may be time to consider increasing the projected membership numbers. Discussion of sustainable membership numbers and decided to increase base membership expectation to 200.
 - c. Expecting a budget surplus.
 - d. Discussion of possibility of reducing the budget line for EDC Executive members travel because this line doesn't often get used to it's maximum. Decision to keep this budget line as is because uncertainty of future Exec members needing this budget allocation.
- e) Communication report (Stephanie)
- a. Waiting for a meeting with Tim H and John H for website.
 - b. Moved EDC Exec folder to EDC shared account: including letterhead, slides, and logos.
 - c. Started slides for 2016 AGM. Will need to add the head of the nomination's committee contact information to these slides.
 - d. Archiving communications activities
 - i. 2012 Statistics for membership and social media with the inclusion of this activity for future Communications members.
 - e. Wild Apricot doesn't seem to match the EDC list. Carolyn to follow-up with Tim H on this discrepancy.
- f) Secretary's report (Erin)
- a. Conference bags
 - i. Discussion of whether to re-order bags. Decision not to reorder bags.
 - b. Action items check-in
 - i. Everyone to check-in with the Google doc action items page before the next meeting. Indicate completed action items with a check box; delete action items that are no longer relevant.
 - c. Membership question
 - i. Discussion of the merit of reaching out to Tim H to touch base with former EDC members and invite them to re-join. Erin to follow-up with Tim H to find out if former membership lists are available.

4. ED Awards Discussion

- a) In the past EDC members may have won 3M teaching award winners, with the new pathways into the profession it is less likely educational developers will win the 3M award.
- b) Educational Development work is serious work and there are individuals who have made major contributions to educational development in Canada. We might consider an award for this kind of work. Discussion of whether this award would be a designation (criterion-based), award for contribution to EDC or contribution to educational development.
- c) Action group on reward and recognition has discussed award criteria. Carolyn to check-in with this action group to discuss the current status of their work and whether the action group moves from 'recognition' to 'award' and what this could involve (e.g. ten-year pin).

5. Describing the EDC & Living Plan (all)

- a) Discussion of the differences between educational developers practice and the Educational Developers Caucus.
- b) Discussion of identifying strategic priorities within the Living Plan.
- c) Discussion of where interested parties could get support in these areas.
- d) Discussion of how to display the revised living plan on the website.
- e) Decision to number the Living Plan items. Erin to number the Living Plan.
- f) Decision to include a key for how we address items in the Living Plan: Action Groups, ED Institute, EDC conference, ED grants
- g) Decision for all Executive to identify if, where and how the living plan items are addressed (or not) before November meeting.

6. Future Meetings

- a) Consider who might be on the nominating committee.
- b) Update meeting action items.
- c) For living plan – what do we want to do to address living plan items in the coming years?

7. Adjournment (2 min)