

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

Meeting of the EDC Executive

Tuesday April 12

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)

- a) Agenda approved and adopted.

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

- a) Tim moves to accept the minutes, minutes approved.

3. Updates in Brief (15 min)

a) Chair's report (Deb)

a. STLHE board meeting

- i. STLHE board meeting had reports from Standing Committee Reports from Student Advocacy and College Advocacy. College Advocacy Standing Committee noted excitement about the inclusion of College winners in 3M teaching award. Student Advocacy Standing Committee noted excitement about the inclusion of graduate students in 3M-student award in 2016 Call. 3M Retreat will return to Montebello from Banff.
- ii. STLHE board moving to two-year terms with two renewals.
- iii. 3M National Teaching Fellows name will be changed to the Council of 3M National Fellows for Teaching and Learning in Higher Education. Some discussion of the role of educational developers in this Council.

b. SHED and EDC networking meeting

- i. Introduction of participants and identification of joint areas of interest, including online modules, global perspectives. Decision to invite SHED members to participate in our EDC webinars.

b) Professional Development report (Carolyn)

- a. Working on transitioning the new Coordinators to discuss their roles and activities.
- b. Working with the Awards action group on the draft to distribute to the community. Discussion of including a financial award. Decision to propose \$500 toward attendance at, or participation in, EDC event or activity (e.g. EDC Institute, EDC Conference, SoED project).
- c. Discussion of EDC Institute (October 17 and 18) and an unexpected delay in the MOU for the Institute. The MOU will be signed in the coming month.
- d. Discussion of advertising of the EDC Guides and decision to encourage Jessica Raffoul to connect with Jeanette on its advertisement, and for all to consider ongoing advertisement of Guides.

c) Conference report (Celia)

- a. 2016 conference report will be completed by middle May; Erika and Celia will make updates to the conference manual as relevant.
- b. 2017 conference call for proposals has been drafted, MOU signed, website skeleton drafted.

d) Finances/Budget report (Tim)

- a. We have hit half our projected membership revenues for the year.
- b. If Executive members have submitted receipts for EDC and sent them to Tim H, please copy for Tim L.

- c. Discussion of bursary program for EDC Institute including the benefits and challenges of having the hosts match the bursary funds budget. Decision not to require hosts to match the bursary amount. Decision to continue to have EDC support \$1000 for bursaries for the Institute.
- d. Tim L to check bursary program rules with STLHE protocols and share back to the group.
- e. Subcommittee formed develop criteria for the bursaries: Celia, Carolyn and to invite Lisa.

e) Communication report (Stephanie)

- a. Discussion of text on the banner.
- b. Decision to increase the size of the text and include text “Advancing educational development in Canada.”
- c. Recommendation for two-sided banner.

f) Secretary’s report (Erin)

- a. Coordinators notified and appointed.
- b. Executive elections update and a reminder not to publish the vote result in terms of vote numbers.

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

- a) Decision to work on the draft of the living plan between now and May 30 with Dropbox file.

5. Future Meetings

- a) Need to reschedule May 30 meeting to ensure quorum. Chris will send doodle poll to find a new meeting time.

6. Adjournment (2 min)