

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

Meeting of the EDC Executive

August 2016

1:00-3:00

AGENDA

Invited: Erika Kustra (Chair), Tim Loblaw, Deb Dawson, Jaymie Koroluk, Celia Popovic

Regrets: Stephanie Chu, Erin Aspenlieder

1. Adoption of the agenda

- a) Erika motions; agenda adopted.

2. Minutes of previous meetings for approval

- a) Deferred to September meeting for presence of Secretary.

3. Updates in Brief (15 min)

- a) Chair's report (Erika)
 - a. Discussion of highlights from POD, including suggestions of different formats for working with additional members.
 - b. Discussion of how to ensure coordinators and action group members are actively involved with the Executive.
- b) Past Chair's report (Deb)
 - a. International trip (to Japan) to share EDC learnings, including translation of the Portfolio Guidebook into Japanese, sharing supports around SoTL and ISW/FDW
- c) Professional Development and Grants report (Jaymie)
 - a. Discussion of EDC Institute 2016, including whether Executive members will attend.
 - i. Another call for registration is being distributed.
 - ii. Opening reception will be sponsored by EDC (\$500)
 - b. Discussion of EDC Institute 2017 Call for Proposals, and decision to try a virtual offering in alternating years. Jaymie to draft Call for Proposals that includes a virtual and face-to-face offering.
 - c. EDC Guides survey has been distributed, with interest in guide topics expressed. Decision for Jaymie to draft a process for EDC Guides for discussion among Executive, including details of how to solicit authors and review authors.
 - d. Webinar dates and topics discussed, including sessions with SHED and the dates will be shared in the fall.
- d) Conference report (Celia)
 - a. Discussion of ways to make organizing and hosting the EDC conference easier for hosts, including planning for organizing activities done by EDC and those done by the hosts. Decision to connect with the STLHE board to see if there are ideas from their experience.
 - b. Discussion of future EDC conference hosts and ways to make it collaborative and attractive for members; including call for organizing committee members, alternative venues (e.g. hotel or conference centre), standing conference organizing committee.
 - c. Conference organizing committee planning additional meetings (e.g. Executive meeting, Leaders meeting).
 - d. Celia is attending ICED and will bring EDC bookmarks.
- e) Finances/Budget report (Tim L)
 - a. Reminder that receipts from STLHE should be sent to Tim H and copy Tim L using the STLHE expense form.
 - b. Reminder that there is an executive travel budget of \$250 for EDC executive.

4. Reward and Recognition

- a) Deferred
- b) Deb planning to write a piece for CELT on EDC.

5. Future Meetings :

6. Adjournment (2 min)