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

Meeting Minutes of the EDC Executive
February 29, 2016
1:00-3:00

MINUTES

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

1. Approval of Minutes of previous meetings (Moved by Tim; seconded by Stephanie)
   a) Follow-up on Business arising: Tim to address the discrepancy between membership revenue and actual membership numbers during the Budget update (see 3d below)

2. Updates in Brief
   a) Chair’s report (Deb)
      a. EDC Conference in Windsor was flawless with many highlights.
      b. Recommendations emerged that the presenter for the session about indigenizing curriculum should be a keynote speaker at next year’s conference
      c. The four-hour exec meeting prior to the conference was a good idea. Decision to schedule a longer meeting before STLHE – including Densie, Robert, Jeannete.
      d. Based on the STLHE guidebook with partnership with Teikyo University, Deb (and others) has been invited to Japan to present about the ED portfolio.
      e. Discussion re: the redevelopment of the EDC and STLHE websites, particularly, a discrepancy between EDC and STLHE priorities concerning this topic
   
b) Professional Development and Grants report (Carolyn)
      a. Final reports ‘on target’ for all grant recipients.
      b. Next call for grants: April 30
      c. EDC Institute:
         i. 2016. Registration will begin in June.
         ii. 2017. Call has previously come out in July. Discussion re: shift the CFP deadline to August. Decision to move the Call to August.
      d. Coordinator roles: Executive discussion of submissions to take place at March 30, 2016 meeting.
   
c) Conference report (Celia)
      a. Tabled to next meeting.
   
d) Finances/Budget report (Tim)
      a. Expense reporting for 2016 conference with a reminder of Executive expenses submission guidelines.
      b. The discrepancy has been addressed between the actual EDC Membership numbers and the Membership revenue. EDC membership revenues are tracked according to a member’s rolling renewal period. Thus, members’ fees are tracked on a prorated scale.
      c. Discussion re: accurate tracking of paid members through the EDC Group box in the Society’s Wild Apricot system.
   
e) Communication report (Stephanie)
      a. Further discussion re: the EDC Website. Stephanie has questions about hosting options should we move to an autonomous EDC website
      b. Stephanie currently does not have access to the STLHE website
      c. Stephanie coordinating details with 2016 STLHE Hosts re: the EDC Exec meeting and the T&L Centre Directors meeting.
d. EDC General meeting at 2016 STLHE will take place during lunch on Wednesday, June 22.

f) Secretary’s report (Erin)
   a. Action group: Tabled to March 30

g) Living Plan
   a. Carolyn circulated the visioning plan to Exec and forwarded the dot matrix to Erin.
   b. Carolyn provided an overview of changes to the Living Plan. Discussion re: communication this info to members.

h) Reward & Recognition
   a. Two ideas for an ED award have been brought forward: a Career Award (but not lifetime achievement) and a Distinguished ED award (utilizing a cohort approach).
   b. Discussion re: the sustainability of a cash award, and the merits of a special pin and/or badges.
   c. Decision for Carolyn to contact the recognition group with feedback from the exec that if funding will be tied to either award the funding/award would need to be discussed and approved by the membership.

3. Future Meetings : March 30th, 2:00-4:00

4. Adjournment