

**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