

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

**Meeting of the EDC Executive**

Monday 25 January 2017

1:00-3:00

**MINUTES**

**Attending:** Deb Dawson (Chair), Tim Loblaw, Erin Aspenlieder, Carolyn Hoessler, Celia Popovic

**Regrets:** Stephanie Chu

**1. Adoption of the agenda** (Erin)

Celia moves, Tim seconds – agenda approved

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

Tim moves, Deb seconds – minutes approved

**3. Updates in Brief** (15 min)

a) Chair's report (Deb)

- a. 3M selection committee met, including Tim and Deb; selected winners.
- b. No award for educational developers at STLHE. Recognition that the role of educational developers has changed, and awards program does not currently recognize these changed roles. Discussion that multiple kinds of awards may be developed. Decision to discuss further at pre-EDC meeting, including funding for the award.
- c. Continuing to look for representatives on the nominating committee for EDC Executive.
- d. Mentorship webinar scheduled for January 26.
- e. Working on report for STLHE on 2015 activities of EDC and EDC executive.

b) Professional Development and Grants report (Carolyn)

- a. Vice-Chair Professional Development role & responsibilities
  - i. Discussion of the growing role and scope of the Vice-Chair Professional Development, including Institute, Grants and Guidebooks. Recognition that current portfolio of the Vice Chair Professional Development has grown larger than one person.
  - ii. Suggestions to address the scope of the role include: consider subdividing role into multiple positions; consider voluntary 'coordinator' positions that could work with the Vice Chair; consider in the longer term administrative support; consider refocusing on growing/priority areas and dropping other less impactful aspects of the portfolios.
  - iii. Decision to look for four coordinators to support the work of the Vice-Chair Professional Development: Institute, Guidebook, Grants and Webinars. Carolyn to develop short descriptions of the coordinator roles. Stephanie will send out a call for these four coordinators with contact for Deb and note that will be discussed at conference. Also advertise at the conference in Feb and select coordinators in March.

c) Conference report (Celia)

- a. 2016 Windsor is on schedule.
  - i. Bursaries granted to seven attendees. Clarification that a recipient can attend a preconference with the bursary.
  - ii. 120 registered right now.
  - iii. Interest in having conference materials available after the conference. Wikipodia was not a simple solution; decision to use Dropbox as an option for this conference.
- b. 2017 conference theme (Erin)
  - i. Celia to send Erin copy of the MOU; Erin to send the MOU to Deb by the Feb conference.

d) Finances/Budget report (Tim L)

- a. 2016-2017 budgets presented to STLHE board and have been accepted.
- b. Discrepancy between reported active and current members and what STLHE releases as membership dues. We only show through STLHE 190 paid members. Reported and paid memberships should match. Decision to continue discussion when Stephanie is present.
  - i. 2016 budget anticipates 200 members.
- e) Secretary's report (Erin)
  - a. Action group on electronic resources to be readvertised at AGM.

#### **4. Milestones**

- a) Built a three year budget template and aligned to the STLHE template
- b) EDC Institute in April 2015; EDC in October 2016
- c) Launched new grants criteria and process with five grants awarded and funded
- d) New grants resource posted on website
- e) February launch to the first EDC Guidebook
- f) EDC 2015 successful conference
- g) Seven active action groups, one completed its work

#### **5. Future Meetings:**

- a) 3<sup>rd</sup> floor Waterfront Hotel
  - i. Monday Feb 15, 5:00-9:00 in Windsor
- b) Monday February 29, 1:00-3:00
  - i. Celia regrets

#### **6. Adjournment (2 min)**