

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

**Meeting of the EDC Executive**

Wednesday March 30th

2:00-4:00

**MINUTES**

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

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

- a) Agenda adopted.

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

- a) February minutes approved.

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

a) Chair's report (Deb)

- a. STLHE board meeting included a discussion of the composition of the Executive. The decision was reached that the Chairs of EDC and the 3M Council should not be members of the Executive.
- b. Christine Gaucher, Chair of the Standing Committee for Bilingualism Advocacy for STLHE, noted an opportunity for francophone presence at the EDC conference. Erin to connect with Christine about ways to increase presence at EDC 2017.
- c. Website RFP has been distributed for the STLHE website with the expectation that a new website for EDC will come soon.
- d. Accreditation action group doing a webinar in late May.

b) Professional Development report (Carolyn)

- a. Spring call for grants has been sent out and posted on the website. Proposals due on April 30. Proposals to be discussed and approved at the May 30 Executive meeting.
- b. EDC Institute dates have been changed to October 17-18. Institute will use the WildApricot system for registration. Call for 2018 Institute to be distributed in August.
- c. Portfolio Guidebook has been posted on the website.
- d. Second guidebook on Rapport is the writing stage.

c) Conference

- a. Memorandum of Understanding needs to be signed by Guelph and sent to the Executive. Decision for Erin to ask Celia for the MOU and then sign.

d) Finances/Budget report (Tim)

- a. Budget ledger now includes the different levels of membership (student, regular, retired).
- b. Received revenue from York EDC Institute and will be reflected in the 2015 budget.

e) Communication report (Stephanie)

- a. Website goal is an interactive site and this goal has been included in the RFP.
- b. Continuing to update the website and social media pages, noted a continued rise in social media members.
- c. Stephanie to investigate a zap banner for EDC events and bring forward to the Executive for approval.

f) Secretary's report (Erin)

- a. PD Coordinators applications discussion and approval of coordinator positions. Erin to contact the approved candidates and those candidates we did not select to communicate the Executive decision.

- b. Following the meeting Coordinators are appointed: Kris Knorr (Grants), Jessica Raffoul (Guides), Jaymie Koroluk (Mentorship) & Lisa Endersby (EDC Institute).

**4. Executive Nominations Committee (Erin)**

- a) Nominations committee has received applications and continues their work.

**5. Updates to the EDC & Living Plan (all)**

- a) Erin to circulate summary document to Executive for discussion April 12 meeting.

**6. Reward and Recognition Group**

- a) Two awards proposed by this action group: Distinguished Educational Developer & Educational Developer Career awards. Discussion of the proposed awards, including the stipulation that winners should be EDC members in the present or in the past.
- b) Carolyn to share feedback from the executive with the Reward and Recognition group.
- c) Decision to ask the Rewards and Recognition action group to send a recommendation to the membership for the two awards and to solicit feedback on the proposed awards by a specified date before GM in June.

**7. Action Groups**

- a) Educational development practices and evaluation
  - i. Carolyn to put out call for action group members.
- b) Indigenization
  - i. Create an opportunity for at the STLHE conference – host lunch about what this action group might involve. Deb to schedule this as a lunch at the conference and Erin to be at the lunch to facilitate.
- c) Online tools
  - i. Erin to coordinate with interested members.

**8. Upcoming meeting with SHED**

- a) Celia circulated ideas about what we might discuss at this meeting.
  - i. Introductions and sharing individual areas of interest
  - ii. Identify some common areas of interest

**9. Future Meetings**

- a) April 12, 1:00-3:00
- b) EDC Executive committee meeting before STLHE – June 20<sup>th</sup> 4:00pm-9:00pm

**10. Adjournment (2 min)**