

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

Meeting of the EDC Executive

Friday May 27, 2016

1:00-3:00pm

MINUTES

Invited: Deb Dawson (Chair), Tim Loblaw, Erin Aspenlieder, Stephanie Chu, Carolyn Hoessler, Celia Popovic, Kris Knorr, Erika Kustra, Jaymie Koroluk

Regrets: Jaymie Koroluk

1. Adoption of the agenda (Erin)

- a) Tim moves, Carolyn seconds, all approve.

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

- a) Deb moves, Celia seconds, all approve.

3. Updates to the EDC & Living Plan (all)

- a) Reviewed the feedback of the executive members on the Living Plan draft and continued to make edits and changes.
- b) Discussion of whether the plan is a description of the current state of the EDC or an aspirational document. Decision that the Living Plan is an aspirational document and to adjust language to 'vision' statements.
- c) Clarification of the audience for the living plan as the membership of EDC and the Goals of the living plan as goals for the membership and not exclusively the executive.
- d) Discussion of the relationship of two documents: the drafted priorities and the drafted goals. Decision to integrate the goals and priority documents. Carolyn to work on this draft and final revisions based on the meeting before our June meeting.

4. Updates in Brief (15 min)

- a) Chair's report (Deb)
 - a. EDC Resource Reviewer, Julie Timmermans, is stepping down. Action: Erin to send thanks to Julie and to draft a call for another resource reviewer through listserv.
 - b. EDC meeting at STLHE to be held from 5:00-9:00 at the Western Teaching Support Centre.
 - c. Encouraged participation from EDC Executive and members for the STLHE AGM.
- b) Professional Development report (Carolyn)
 - a. Grants Coordinator, Kris Knorr, leads a discussion of the grants proposals and decisions for proposals to fund in this cycle. Approval of one proposed grant.
 - b. Decision for the incoming VP-PD to consider revising the proposals rubric in response to the refined Living Plan. (Jaymie)
- c) Conference report (Celia)
 - a. Bursaries
 - i. Discussion tabled for July meeting.
 - b. Accreditation Discussion
 - i. Components to complete accreditation of ED programs has been created and piloted as a developmental process.
 - ii. Decision to establish a committee for the accreditation process drawing from the members of the existing working group and in future years extend invitations to other EDC members.

- iii. Decision to promote the accreditation framework at the GM and include it on the website for use along with the webinar link.
- d) Finances/Budget report (Tim)
 - a. Tabled until June meeting.
- e) Communication report (Stephanie)
 - a. Stephanie working with website developers to create a new website with a projected launch date in February 2017.
 - b. Stephanie coordinating the updates to listserv and Dropbox for the changes in EDC Executive membership.
 - c. Stephanie drafting the slides for the GM.
- f) Secretary's report (Erin)
 - a. Online resources action group
 - i. Confirmed the audience for these materials is the EDC membership.
 - b. Awards action group
 - i. Discussion of the proposed awards and the recognition component of the award for both.
 1. Decision to recommend revision for the recognition component of the Distinguished ED Career Award to include "up to a maximum of \$1000 for travel expenses" with a maximum of three awards granted in any given year.
 2. Decision to recommend revisions Educational Developer Leadership Award to include "up to a maximum of \$500 for travel expenses" with a maximum of three awards granted in any given year.
 3. Decision to recommend the Distinguished ED Career Award include an invitation to deliver an invited talk at the EDC conference.

5. GM agenda

- a) Accreditation
- b) Action Groups
- c) EDC Guides survey + coordinators
- d) Reward and Recognition: ED Awards
- e) Introduction of new executive members

6. Retreat agenda

- a) Finalize the Living Plan revisions.
- b) Review and finalize the slides for the GM.

7. Adjournment (2 min)

- a) Next meeting will be in June at STLHE and cancelling June 27.
- b) Summer meetings to be scheduled by Erika.