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

Meeting of the EDC Executive 
October 28 
1:00-3:00EST 

AGENDA 

Invited: Erika Kustra, Jaymie Koroluk, Celia Popovic 
Guests: Carolyn Hoessler, Jessica Raffoul, Lisa Endersby 
Regrets: Deb Dawson, Tim Loblaw, Stephanie Chu, Erin Aspenlieder 

1. Adoption of the agenda (Erika) 
   a) Move agenda items for Institute and Guides first: Jaymie moved and Celia seconded, unanimously approve with change in order 

2. Minutes of previous meetings for approval (Erika) Celia moves, Erika second 
   a) Two typos in September minutes to be revised. 

3. Updates in Brief (15 min) 
   a) Chair’s report (Erika) 
      • COED meeting in November requested EDC update; Erin to provide update. 
      • EDC Institute – congratulations and formally thank you for all of the hard work for Lisa and Jaymie, 
      • STLHE Board – Partnerships, likely not to continue Magna partnership for now, may impact Knapper award 
         i. Alan Wright will take over Knapper Award Coordinator 
         ii. Board is using Basecamp – if works well, we might try it 
         iii. Board is considering Special Projects Budget line. Discussion of what projects might fall into this budget line. 
   b) Professional Development report (Jaymie) 
      • EDC Institute (Lisa Endersby) 
         i. Very successful, small group size was appropriate and had impact 
         ii. Total of ~30 people participated 
         iii. Discussion of what worked well and what could be improved: 
            1. Want to continue to capture and continue opportunities for networking face-2-face as well as accessible 
            2. Need to keep aware of purpose and intent of event, continue to work with hosts – prepare a set of guidelines (Jaymie and Lisa) 
            3. Discussion of whether the institute material could become part of the international educational development program Celia is managing 
            4. Originally set up with intention to have a stream that has beginners guide to being an educational developers – may be better to focus on one topic rather than trying to have two streams, or divide up by expertise in topic rather than career path 
            5. Executive and hosts should have discussion and guidance to make sure the Institute topic fits a need not any where else 
            6. Participants expressed interest in continuing the discussion virtually, this may become part of institute, or an alternative form of engagement (Lisa and Jaymie) 
         iv. Develop process to address past Institute questions and future Institute concerns; and how to act on past Institute questions (Lisa and Jaymie) 
         v. Develop an Institute Handbook (Lisa and Jaymie) 
         vi. Reflection on the scope of PD available: Guides, EDC Institute, EDC Conference, STLHE Conference, Grants, webinars....International online course coming
• EDC Guides (Jessica) – see below
• Webinars – Jaymie is contacting Heather to confirm leadership of this area.
• Grants – Jaymie has been in touch with Kris Knorr – need to update email contact on the website (Jaymie and Stephanie)
  i. Consider going back to one call/year – discuss with full executive
  ii. Discussion of a session at the conference to brainstorm ideas, and gear up for spring call (Jaymie and Kris)

C) Conference report (Celia)
• 2018 Hosts confirmed, MOU, UVic confirmed - announce at conference!
• Celia met with Guelph hosts, some of their decisions and work includes:
  i. Extended proposal deadline by one week
  ii. They have 25 reviewers signed up; reminder to the executive to signup as reviewers.
  iii. Keynotes coming together
  iv. Website development – using dropbox to share handouts – reviewing system that might be good for future
  v. Celia to confirm AGM set for 2017.
  vi. Confirm Teaching Leadership meeting during pre-conference – consider having two stream one specific for Directors group and one more general for leadership development

d) Finances/Budget report (Tim)
e) Communication report (Stephanie)
• Website development continues with STLHE.
• Next step is a quote for website development.
• Goal is to launch website at EDC 2017.
f) Secretary’s report (Erin - defer)

4. Living Plan (Carolyn Hoessler)
a) Update: Feedback from EDC Community summarized, and revised document shared
b) Questions from Carolyn for the Executive:
  i. Like the 4 categories? – yes the executive liked the four categories
  ii. Graphic? – image of visual flower, but also in motion, generally the executive members, liked the abstract image
c) Some small revisions – eg. Use title ‘Actions’ rather than Goals, champion SoEd (Carolyn)
d) Review model, infrastructure and support for action groups (Erin)
e) Call out to do Systematic review of ED Needs – building from Living plan?? (Jaymie think about this)
  i. Check with Tim funds might have to do this from special projects funds (Tim)
f) Review if grant areas make sense (Jaymie and Kris)
g) Present at EDC AGM (Carolyn)
h) Post final version online (Stephanie)
i) Willing to touch base annually or in retreat to revisit and revise (Carolyn)
  i. Follow up with EDC Living Plan summary initiatives (Erika)

5. EDC Executive Calendar - defer

6. EDC Guide Process (Jessica and Jaymie)
a) Call for topics is completed – need to select guides
b) Goals of process include desire to have a sense of community and respect
c) Process
  i. General call for topics
  ii. Recommendation from EDC Guide Team to EDC Executive: question of whether the proposal should go to an initial group of peer reviewers? (deferred to November)
  iii. Criteria for selection
    1. Depth of suggestion
2. **Rationale** – clear, focussed, place in context existing resources

3. **Readiness** – have clear concepts, initial work started and potential authors

4. **Relevance to EDC needs and living plan** (Repeat entries – indicate community thinks it is a relevant topic)

5. **Scope of Guides** – start with foundational topics, move into specialized

   iv. Recommend identifying two Guides at a time

   v. Invite EDC Community to submit formal Guide proposal – Invite teams of authors submit a proposal together – prefer multi-institutional (people self-select their team)

   vi. **Draft Process Discussion:**

      ▪ Send out call to community, and clarify process (opportunity for community to give feedback and seek clarification).

      ▪ **Step 1:** Expression of Interest – team, experience, focus statement

         a. groups could be encouraged to work together

      ▪ **Step 2:** Invite full proposal: Statement of focus (Description of guide), possible tables of content, reference list, audience, author team and relevant experience, identify process will use to write/editor who will oversee writing. Discussion of whether to include a sample chapter, with decision that this may not give a fulsome picture and so should not be included at this stage.

      ▪ **Review Proposal by EDC Guide Team- Ensure right people and right resources**

         a. Criteria as above, plus experience of authors

      ▪ Provide guide for authors, and recommended process – e.g. recruit an editor to manage writing style

   d) **EDC Guide Team - Recommend**

      i. Centre Review – interest, work already done, multi-institutional team

      ii. Ethical Practice – work already done, multi-institutional team

   e) **Next steps:** (Jessica and Jaymie)

      i. send email to Exec to confirm the 2 topics, confirm process (tidy up our notes)

      ii. send call out to EDC Community with rationale based on criteria

      iii. Post instructions on web (Stephanie)

      iv. invite action group or sessions on topics

7. **Other Business** – Executive Team section on website with posts, names (Jaymie and Stephanie)

8. **Adjournment (2 min)**