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

Meeting of the EDC Executive
April 28, 2017
1:00-3:00pm

AGENDA

Invited: Erika Kustra (Chair), Erin Aspenlieder, Celia Popovic, Theresa Southam, Lisa Endersby (for Institute report)
Regrets: Stephanie Chu, Jaymie Koroluk, Deb Dawson (Past Chair)

1. **Adoption of the agenda** (Erin)
    a) Erika moves; Celia seconds

2. **Minutes of previous meetings for approval** (Erin, all)
    a) March minutes: Celia moves; Erika seconds

3. **EDC Institute** (Lisa)
    a) Approaching the minimum number of required participants to run the Institute; organizing committee is confident they will reach the minimum number of require participants by deadline. Support from EDC to proceed with ten.
    b) Lisa has been working to promote the Institute in different venues: STLHE, POD, EDC and targeted messages to teaching and learning centre directors. Jaymie and Lisa are compiling 'promotional plan' for this Institute and future Institutes and coordinators about how to promote the Institute. Lisa will share this plan for feedback and additional ideas.
    c) These promotional messages have emphasized the 10 reasons to go, bursaries, promotional video.
    d) Lisa has been using the EDC twitter account to promote the Institute as well.

4. **Updates in Brief** (15 min)
    a) Past Chair's report (Deb)
        a. Moving ahead with the Institute and proceeding with registration.
    b) Chair's report (Erika)
        a. STLHE board meeting was delayed so no new updates from the board.
        b. ISSOTL request for $1500 to EDC. Executive discussed the proposal and decided that we will not be providing this requested financial support; but we will continue with an exchange of tables at conferences.
        c. ICED meeting in China is proceeding in the first week of July. Erika will attend this conference with representative from STLHE and bring back issues and knowledge from the conference.
    c) Conference report (Celia)
        a. EDC 2019 Conference Call – Celia intended to send out a call for a conference committee but is concerned about the transition between the existing and new system. Discussion of how this would work and, more specifically, *when* we would make this transition. Suggestion that we make the transition in 2019 with the aim of a committee organized conference in 2020 because this timeline would allow for a deliberate organization of the committee (survey of the membership, learning from the 2019 conference. Celia will post the 2019 call for proposals.
        b. Conference Organizing Committee discussion that we will proceed with this committee for a pilot run for the conference in 2020. Celia will organize a committee meeting and see what the interest is from this group.
        c. Canvas hosting: International Educational Developer group met and discovered that you can create a course independent of an organization; with minor drawback of having to manually enrol students. The group has created a course shell and is populating it and trying it out. For the moment the group does not need STLHE/EDC involvement at this moment.
        d. Conference report from Guelph should come in May.

d) Finances/Budget report (Theresa)
   a. Peer visits budget check-in: Discussion that there is not a current line in the budget for this item, and so we would need to take this amount out of the restricted surplus. Decision that we will pilot this for two years using the restricted surplus as a maximum of $2000/person for two-three individuals/year for a maximum of $6000.
   b. We need further discussion of the call for participants and the inclusions for what could be funded to support exchange. Erin will connect with Isabeau to share this decision to pilot this program based on availability of funds.
e) Secretary's report (Erin)
   a. Basecamp – Erin will explore and share with the new secretary.

5. **Action Groups**
   a) Discussion of sending out a call for action groups
      i. Online resources for educational development + archiving EDC
      ii. Defining 'Educational development' for the EDC website and value of being part of EDC (create a resource for the website with a draft for June GM)
   b) Resource Review
   c) Funding requests from action groups: Discussion that these groups can apply for small amounts to the Executive from the small projects funds; if it's a larger fund they could apply for an EDC grant. For action groups with small funding requests (under $300) submissions can go directly to Executive; larger amounts to an EDC grant. If neither of these routes apply let us know.
   d) Erin to contact action groups to see if there are news items for the STLHE news blast and do this on a regular basis to raise awareness of the EDC and the work we do.

6. **Calendar**
   a) Erin to update this calendar for the May meeting for approval from executive members.
   b) Erin to update the action items list for the executive.

7. **Adjournment (2 min)**