

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

**Meeting of the EDC Executive**

February 21

5:00-7:30pm

McCrae Room at the conference Hotel, the Holiday Inn Guelph.

**AGENDA**

**Present:** Erika Kustra (Chair), Stephanie Chu, Jaymie Koroluk, Celia Popovic

**Virtual:** Theresa Southam, Tim Loblaw

**Regrets:** Erin Aspenlieder, Deb Dawson (Past Chair)

**Welcome! ( 10 min)**

- Values
  - “Open community and collaboration – soft intro to freely sharing our collective knowledge, where possible with open source and Creative Commons” – add to website values (Stephanie, and Theresa)
  - Discussion of the purpose of educational development. Decision to strike an action group on the purpose of educational development for posting on the website.
  
- 1. Review Executive Portfolios: Alignment & Distribution**
  - a) Reviewing Executive portfolio
  - b) What possible structures make sense and are sustainable?
    - i. Discussion of different portfolios and decisions to: draft bylaw changes (erin); draft new position description (Erin); update Executive calendar (all).
  - c) Discussion of support for Coordinators. Decision to include in bylaws; discussion of travel expenses for coordinators. Decision to invite coordinators to set Executive meetings (Jaymie).
  
- 2. STLHE Survey Results**
  - i. Waiting to review STLHE survey results for information about EDC.
  
- 3. AGM Slides** – reviewed and revised
  
- 4. EDC Guides Proposal-** confirming Ethical practice and Centre Reviews
  - a) Bio, CV of authors, outline, timelines, potential sample chapter – go to reviewers invited by Jaymie and Jessica to represent expertise and different levels of experience
  - b) Jaymie will mention in update to EDC AGM
  - c) Aim for 1-2 per year
  
- 5. Grant Funding**
  - a) Surplus increase amount
  - b) \$500-3000 for individual and up to \$4000 for collaborative project
  - c) Kris come to EDC Exec meeting on how to promote grants – webinar on how to apply, and on successful projects
  
- 6. EDC Action group support**
  - a) EDC Exec special projects? – apply for funding ...check with Theresa and other exec first, then let Action Groups know (Erin add to March agenda)
  - b) Ask Tim Howard if Action Groups can have Dropbox?(Stephanie)

c) Can ask Tim Howard if Action Groups could access WebEx (Stephanie)