

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

Meeting of the EDC Executive

January 27, 2017

1:00-3:00pm

MINUTES

Invited: Erika Kustra (Chair), Deb Dawson (Past Chair), Erin Aspenlieder, Stephanie Chu, Jaymie Koroluk, Celia Popovic, Theresa Southam, Joe Lipsett

Regrets: Tim Loblaw

1. Adoption of the agenda (Erin)

- a) Jaymie motions to accept.

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

- a) December minutes: Erika motions to accept.

3. Updates in Brief (15 min)

- a) Past Chair's report (Deb)
 - a. Mentorship group leadership is changing. Deb has sent materials to the incoming chair and is discussing some of the ideas this group wants to work on.
 - b. Webinar materials have transferred to Joe L. who will be leading this area.
- b) Chair's report (Erika)
 - a. Erika revisited the EDC values to ensure that we're continuing to engage with our core values: open community, collaboration, ethical practice and a scholarly approach. Affirming to see that our core values continue to guide our work.
 - b. 3M National Teaching Award committee met in January. Fellowship cohort will be announced soon.
 - c. Erika is preparing the EDC annual report for STLHE. Erika will distribute a draft to the Executive for review to ensure all pieces are present.
 - d. Updated membership numbers show an increase in membership.
 - e. Confirmation of in-person Executive meeting on February 21 at 5:00. Erin to confirm the location of the meeting and to send an electronic invitation to Executive members who cannot attend.
 - f. Erika continuing work to with SHED partners.
- c) Professional Development report (Jaymie)
 - a. 2017 EDC Institute June 23 - June 25
 - i. Jeanette MacDonald will be chairing the Institute along with Judy Chan and Isabeau Iqbal as virtual facilitators who will coordinate and facilitate some pre-work for the face-to-face.
 - ii. 20 person enrolment.
 - iii. Will be held at St. Mary's following STLHE with residence rooms available.
 - iv. MOU needs to be revised for this context; Deb is working on updating this MOU.
 - 1. Note that there is a \$2000 contingency in the event the Institute is cancelled because of weather.
 - v. \$500 approved for EDC Institute reception.
 - vi. Advertising through EDC and through STLHE.
 - b. Webinars (Joe Lipsett)
 - i. Two webinars planned in the immediate future:
 - 1. What does online PD look like for the EDC community?: Friday February 10, 1:00-2:00EST led by Jaymie and Joe.
 - 2. Blended and Online Education with SHED: March 13, 11:00-12:00pm EST led with Gavan Watson and SHED colleagues

- ii. Joe to develop a schedule of ongoing webinars.
- c. Guides Update
 - i. Current guide continues to be developed. Jaymie will send the Call for Proposals for Guides to the Executive.
- d) Conference report (Celia)
 - a. EDC 2017 Conference planning continues to go smoothly.
 - b. EDC 2017 Conference hosts have prepared a statement in the event of weather/closure.
 - i. Theresa to check with Tim to see if there is a contingency budget for the conference in the event there is an unexpected closure.
 - c. Erika to connect with the STLHE planning committee to book Executive meeting and AGM.
- e) Finances/Budget report (Theresa)
 - a. Theresa and Tim met to discuss a transfer of roles.
 - b. Current budget demonstrates a surplus at the end of the year; continue to forecast a deficit budget with a goal of reducing surplus.
 - c. We continue to work on ways to advertise the grant program so we can use the entire amount for the grant line.
- f) Communication report (Stephanie)
 - a. Stephanie will prepare the slides for the AGM for the Executive to revise and work on.
 - b. Stephanie continues to work on the revamped website.
 - c. Email address for the executive and coordinators: edc-execcoor@stlhe.ca
- g) Secretary's report (Erin)
 - a. Presentation of EDC awards
 - i. Certificates to be prepared by Erin
 - ii. Erin to draft a script for Erika and Erin for distributing the awards at the banquet
 - b. Lifetime memberships
 - i. Erin to check with Tim Howard to ensure these members are listed without having to pay.
 - c. Logo use by Action Groups and versions of the logo for conference hosts.

4. Nomination Process

- a) Nominations committee for Secretary, Vice-Chair Conferences and Vice-Chair Communications.
- b) Erin to manage this process at the AGM: nominating committee.

5. AGM agenda

- a) Discussion among the Executive around the AGM agenda and agreement on the inclusion of these agenda items.

6. Retreat agenda

- a) Consider components of individual portfolios and consider distribution of activities.
 - i. Coordinator positions and by-laws
- b) Grant funding: possibilities for the grant program
- c) Review the Call for Proposals for EDC Guides
- d) Short-term goals between February and June 2017; consider long-term goals.
- e) Review survey results (if available) from STLHE.
- f) Review AGM slides and timing.

7. Adjournment (2 min)