

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

Meeting of the EDC Executive

May 26, 2017

1:00-3:00pm

AGENDA

Invited: Erika Kustra (Chair), Erin Aspenlieder, Celia Popovic, Natasha Hannon, Stephanie Chu, Jaymie Koroluk

Regrets: Deb Dawson (Past Chair), Theresa Southam

1. Adoption of the agenda (Erin)

- a) Stephanie moves to adopt/ adopted

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

- a) April minutes – Erika moves to adopt and approved

3. Updates in Brief (15 min)

- a) Past Chair's report (Deb) - circulated

- b) Chair's report (Erika)

- a. Welcome to Natasha Hannon as Vice-Chair Awards and Recognition joining meeting; Maureen Wideman as Vice-Chair Communications and Mandy Frak-Mistak as Secretary. Thanks to the nominating committee for running a great election. Erika reached out to those who were nominated but not successful to find out how they might contribute.
- b. Erika noted that she reached out to the new executive members to let them know about virtual meetings, about the travel stipend for Executive members and the living plan.
- c. EDC finances approved by auditor and will be shared at STLHE.
- d. EDC update submitted for the STLHE annual report that will be shared at STLHE conference.
- e. Bilingualism portfolio in STLHE is looking for ways to enhance the portfolio; one of the things we did as the EDC was to pay for translation of nomination packages.
- f. International connections were another goal for the EDC and we continue to work here:
 - i. SHED is drafting peer observation template for educational development. Erika has asked SHED to share this when it's complete.
 - ii. EDC representation will be present at ISSOTL
 - iii. Erika will be attending ICED meeting in China, and then connecting with Chinese Higher Educational Development – Erika and Denise will meet with representatives.
- g. Erika needs to provide an oral and verbal update at STLHE for the EDC. All executive members to submit recent achievements in their portfolio for this report. Please provide rough notes to Erika and Stephanie by June 9.
- h. Erika will reach out to Laura Kinderman and explore extended sponsorship relationships for funding the conference.

- c) Conference report (Celia)

- a. Still waiting for the report from Guelph.
- b. University of Victoria is working well on the conference for next year.
- c. Call for conference hosts for 2019 is up on the website.
- d. Erika, Cynthia and Celia will meet at STLHE to discuss a conference committee to discuss whether there are new ways of organizing the conference.
- e. Institute bursaries have been awarded.

- d) Professional Development report (Jaymie)

- a. Call for interest for EDC Guide was extended to July.
- b. Rapport Guide is on track for debut at STLHE in June.
 - i. Theresa to check if there are funds for printing hard copies.
- c. EDC Institute had the first webinar; face-to-face will happen at STLHE

- d. Webinar on April 21 on webinars with 15 people attending; despite some technical issues the feedback was positive. Jaymie will connect with Joe on next steps for the webinars.
- e. Grants received a record number of applications (14).
 - i. Jaymie will connect with Theresa, Kris and Erika to discuss additional funding for the grants program given the number of applications.
- e) Communications report (Stephanie)
 - a. Stephanie has been transferring the portfolio to Maureen.
 - b. Website estimate has come in; website will take 2-3 months to produce.
 - i. Approval for \$6375 + HST for the website from EDC.
 - ii. Website will be interactive except for static pages controlled by Executive; content will be easily searchable through tags; centre database.
 - iii. Executive approves the expense.
- f) Finances/Budget report (Theresa)
 - a. Deferred
- g) Secretary's report (Erin)
 - a. Executive calendar
 - i. Executive members should review calendar by June 2 and let Erin know of any changes.
 - b. Resource review update
 - i. Mel Young stepped forward to be the new resource review coordinator. She is working with Julie Timmermans to transition.
 - c. Action group update
 - i. Erin to send a summary of the action groups that need new members to Erika for the GM report to continue
 - ii. Erin to request an update from the action groups for the EDC report and to ask for ideas that can be highlighted in the STLHE blast.

4. EDC and SHED

- a) SHED retreat on Strategic Leadership Initiatives and Academic Development taking place in November; organizers have invited EDC to virtually attend a plenary and take part in the discussion.

5. EDC Accreditation: Advertising

- a) Accreditation committee is concerned about how to advertise the accreditation process.
- b) Group is doing STLHE presentation.
- c) Discussion of strategies for advertising it: STLHE GM; Webinar on topic; promotion on website.

6. GM & F2F Meeting Planning

F2F Meeting

- a) Erin to contact Lord Nelson to find out if there is a meeting room available for the Executive meeting.
- b) Living plan and values
- c) Bilingualism promotion in the EDC
- d) Bursaries conversation – Executive member responsible, and timeline, and overall amounts
- e) GM agenda and finalize slides and order
- f) Stephanie will create a draft of the slides.
- g) Stephanie will investigate dinner options for F2F meeting.
- h) **GM Agenda** - Dalhousie Student Union Building 307, 4:30-5:30, computer and data projector
- i) Executive portfolio update
- j) Launch of the new guidebook
- k) Awarding the certificate for newly accredited program

7. Meeting Agenda for 2017-05-26

- a) Erika will send out a note to find a meeting time for the Executive to meet in the new academic year.

8. Adjournment (2 min)

- a) Erika adjourns.