

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

Meeting of the EDC Executive
Thursday, October 10, 2013

Invited: Deb Dawson (Chair), Tim Loblaw, Erika Kustra, Stephanie Chu, Jordanne Christie, Paola Borin

1. Adoption of the agenda (Stephanie Chu)

- a) Paola moved, Tim – unanimously accepted

2. Minutes of previous meetings for approval (Tabled until Erika's return)

- a) Review action items and report completed items to Erika (All)

3. Updates in Brief

- a) Chair's report (Deb)

- a. EDC Corner – Deb spoke about the upcoming conference, Institute and directions to make what our Centres do clearer. Intends on talking more about the type of work we are doing in future EDC Corners. (Deb)
- b. Election for STLHE President – Deb has sent a message out to the EDC membership to promote and encourage members to run.

- b) Professional Development and Grants report (Paola)

- a. 2 outstanding grants: 1) Final report not yet completed, 2) Applied for money in anticipation to do a study but are not ready. General discussion about expectations of grant recipients.
- b. EDC institute
 - i. Had a great response this year. Kudos to Alice and Ruth.
 - ii. Question and discussion about whether to have the Institute on a bi-annual basis to ensure we have the numbers.
 - iii. Suggestion: Poll membership in the future/closer to planning time to see what numbers are like to determine whether to offer the Institute.

- c) Conference report (Jordanne)

- a. Conference Manual
 - i. Sent out another copy to the Executive.
 - ii. Should be ready to go. Discussion on where the manual should reside (members only or general EDC website).
 - iii. Update and forward to Stephanie for uploading to website. (Jordanne)
 - iv. See if the manual can be posted in members only and the website. (Stephanie)
- b. 2014 Conference
 - i. Newcomers welcomed. Bring forward ideas for first timers to next planning meeting (Tim)
 - ii. Send reminder to EDC membership about proposal deadline (Stephanie)
 - iii. Mentorship at conference – Perhaps Teresa Dawson and Heather Smith can do something formal. Suggest and follow-up with Teresa and Heather on this idea. (Deb)

- d) Finances/Budget report (Tim)
 - a. 2014 Budget
 - i. In progress. Contacted STLHE treasurer and awaiting response. Will follow-up. (Tim)
 - b. Grants
 - i. Ensure that people are EDC members when putting out a call for grants and talk about the benefits of membership.
 - ii. Follow-up with Alice and Ruth about EDC membership when allocated grants. (Paola)
 - iii. Set up guidelines for applications which include a description of current involvement in educational development, the applicant's hope in terms of involvement, EDC membership and if there is other funding (Paola)
 - iv. Send Waterloo's internal conference form to Paola for an example. (Deb)
 - v. Conference committee has asked the Executive to make the decision regarding grants. Determined that grant recipients should not just attend the conference, but also participate (i.e. poster, presentation, etc.)
 - vi. EDC institute: Grant recipients will receive bursary cheque after proof of participation. Staff and faculty are expected to show/demonstrate why they are coming in their applications.
- e) Communication report (Stephanie)
 - a. Website
 - i. Continue to work through the site and updating while considering streamlining and making it more dynamic.
 - ii. Discussion about changing the front page to be more inviting and contributions by members' more evident.
 - iii. Check into how to integrate social media content – RSS feeds from Resource and Social Media group's blog and Twitter onto front page. (Stephanie)
 - b. Membership & Maillist
 - i. Received the current membership from Muriel. 156 confirmed EDC members as of September 2013.
 - ii. Cross-checked current membership list with maillist. 15 people were added to the maillist. Now have 448 maillist members.
 - c. Resources
 - i. Judy Britnell article link appears to be broken. Check link and update. (Stephanie) Send full reference to Stephanie. (Deb)
 - ii. Contact Jeannette and Denise about the possibility of posting the pathways to our profession resources on the EDC website or members-only site and inform Stephanie. (Deb)

4. Action Groups

Request to Erika to provide an update about the action groups. (Stephanie)

- a) Educational Developers Portfolio (Deb)
 - i. Jeannette has set up a meeting for October 22
- b) Social Media Action Group (Jordanne)
 - i. Contacted group – will connect again in October
 - ii. Would like to set up an educational development blog. Is there funding for the action group. \$99 a year to set-up a blog. May need to transfer funds. Follow-up with Muriel about whether the existing WordPress site can be used. (Stephanie)

- iii. The EDC review: Meta-tag needed to bump it up on ranking. Follow-up with Muriel. (Stephanie)
- c) Mentoring Action Group (Deb)
 - i. At the steering committee meeting on September 27, ideas to promote mentoring were discussed, such as speed-dating event at Institute, World Café event in terms of different mentoring topics and ideas, social media or f2f mentoring, etc.
 - ii. Julie Timmerman's resource review – great materials available online now.
- d) Recognize and Value Educational Development Contributions (Paola)
 - i. Consensus that we need to get going on this.
 - ii. Circulate a message to solicit EDC members' interest on behalf of group – all responses to Carole (Deb)

5. Other

- a) EDC Website
 - a. Deb suggested that we spend some time (5 min.) reviewing and discussing a different layer of the website at each meeting.
 - b. Look at these pages- - <http://www.stlhe.ca/constituencies/educational-developers-caucus/> and <http://www.stlhe.ca/constituencies/educational-developers-caucus/membership/> and see how we can make them more inviting. Why would people be interested in joining? (All)
Deb suggested a welcome, banner, and photos of people.
 - c. Check into domain name and how long we have it for, etc. (Stephanie)
 - d. Add a note to each agenda on where to look at each meeting so that we systematically go through the website (Stephanie)
 - e. Question: Do we have pictures of EDC?
- b) Living plan as a new theme: Paola to work on this, this month. (Paola)

6. Future Meetings

Thursday December 5th, 2:00 p.m. - 4:00 p.m.

7. Adjournment

Motion to adjourn (Deb). Approve (Tim)