

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

Meeting of the EDC Executive
Tuesday, August 9, 2011; 1:00-3:00 (EDT)
AGENDA

1. **Adoption of the agenda** (Moved by Nicola, approved by all)
2. **Minutes of previous meeting for approval** (all)
 - a) May, June minutes
 - a. Erika correct use of student small fee for conference
 - b. Erika moved that the minutes be approved with the minor change, Nicola seconded - approved unanimously
3. **Updates in Brief (2 minutes each)**
 - a) Chair's report (Nicola)
 - a. Need to clarify priorities for EDC Executive action items, because we are a small volunteer group
 - b) Grants process (annual and final grant updates due dates) (Paola)
 - a. EDC Grants
 - i. Thanks to Ruth Rodgers for managing the EDC Grant process last year
 - ii. All last year's files have been forwarded to Paola Borin
 - iii. 5 proposals were submitted, all are being peer-reviewed by Friday August 26, 2011
 - iv. Final decisions made by the last week of August
 - v. Final Reports have been requested for last year's successful EDC Grants, one interim report is outstanding but has been requested
 - b. Conference Handbook
 - i. Paola has updated and given the current version of the handbook to Marla
 - ii. Ongoing updates are in process
 - iii. Need to add information about roles for EDC executive who is helping with EDC Conference (Paola)
 - iv. Marla and Paola will meet by Skype to move forward
 - c) 2011 Conference report (Paola)
 - a. Report from Algoma still anticipated
 - i. We have received financial information
 - ii. Paola conducted an online Feedback survey, which can be provided to the next year's conference hosts
 - iii. It would be helpful to have a full centre to provide support for future EDC conferences
 - iv. Thanks to Paola for her support of the conference
 - d) Timeline for fall budget (Janice)
 - a. Fall is budget season for EDC and STLHE
 - b. Focus September/October meetings on formalizing and EDC Executive approving a budget, sending to EDC membership
 - c. Friday November 11, 2011 to present EDC Budget (or alternative Friday December 2, 2011)
 - e) Secretary's update (Erika)
 - a. Membership – double check confirm some memberships discrepancy

- b. Compare membership – 60 memberships less than last year, contact people who were members last year, and then send out a general invitation to STLHE to make sure that EDC that (Erika)
- c. Check that there is a website membership form (Erika and Natasha with Sylvia regarding the website)
- d. Follow up with Sylvia to find out when the STLHE memberships will be separated from conference attendance (Nicola)

4. Website Updates (Natasha)

- a) Person to Contact
 - i. Natasha has secured access to new site to post new documents, and will be the person to contact when documents need to be posted or updated – send by e-mail with ‘EDC Document for Posting’ and specify the webpage location you would like to have it posted
 - ii. If any documents needed, contact Natasha, and she will make sure that changes are made
- b) Move to new website
 - i. Natasha now has access to old site hosted on the University of Saskatchewan, and Natasha will be reviewing the documents, and transferring important documents over
 - ii. Updated Aims have been posted on the website
- c) Conference documents will be top priority for next updates
- d) Documents and resources – this page primarily had Meeting Minutes
- e) Thanks to Natasha for taking over the position during the transition change

5. 2012 Conference (Marla)

- a) 2012 conference planning
 - i) Spoke with Margaret-Anne Bennett during STLHE Conference, the planning was on track
 - ii) Call for Proposals and Reviewers will occur in the Fall
 - iii) Determine dates for website, calls, deadlines, keynote speaker (Marla to check, to inform Executive for September meeting)
 - iv) When website is live, let Natasha know so it can be linked from the EDC website
 - v) Ask hosts what they think of having the Institute one day before pre-conference or after the conference so that it does not compete with pre-conference (Marla)
- b) Future conference hosts
 - i) 2013 Central host needs to be identified – Call will be circulated last week of September(Marla)
 - ii) Tentative expression of interest for central 2013
 - iii) There is a strong expression of interest to host in 2014
 - iv) EDC Executive can encourage submissions

6. EDC Institute 2012 (Nicola)

- a) Planning (results to be communicated to Lynn Taylor and Margaret-Anne Bennett)
 - i. Need to connect with Lynn and Margaret to decide how best to integrate with the conference (Nicola/Marla)
 - ii. Follow up to receive files from 2011 Institute (Nicola)
 - iii. Feedback from Algoma was very positive related to the EDC Institute 2011
 - iv. Both groups could use a whole day specific to New and Experienced rather than split
 - v. Paola is willing to be involved in developing the next Institute

- vi. Holding the Institute at the same time as the pre-conference workshops meant that smaller numbers sign up for pre-conference workshops
- vii. EDC Executive previously had responsibility for the pre-conference workshops – could consider giving this responsibility to the hosts, the hosts are interested in issuing an open call to the members
- viii. Possible future themes/goals: Professional Development – Basic Introduction for New ED (basic structure, minor refinement each year), Experienced ED (themes change each year eg. Change management, Finance), could be effective connection to Living Plan
- ix. Possible future invitations: Nicola has started a list
- x. E-mail Nicola thoughts about: topics, focus areas, facilitators for both New and Experienced Educational Developers by September 9, 2011 (everyone)
- xi. Paola and Nicola will meet and come back with a draft plan to review next meeting

7. Annual calendar

- a) Set priorities for remaining 2011 Executive meetings (Nicola)
 - a. Consider ways to focus meetings for ongoing progress
 - i. Brief 2 minute update of critical information only from executive
 - ii. Set focus of each meeting on a primary topic to ensure progress on critical items
 - iii. Reflect monthly meeting focus in the Agenda (Nicola)
 - iv. Add a focus for EDC Conference where appropriate (Marla)
 - v. Review Annual Calendar focus column to ensure that the identified focus makes sense and send using ‘track changes’ to Nicola by September 9, 2011 (Everyone)

8. Action and future items

- a) *Circulated from previous agendas (see attached list)*
 - 1) Conference Manual
 - a) Draft ‘Instructions regarding role of VP Conferences’ by September 30 (Paola)
 - (1) Nicola will review, and then circulate to Executive (October meeting) (Nicola)
 - b) List of Executive responsibilities during EDC conference (eg. who speaks, when) (Nicola and Paola)
 - 2) EDC Financials Update (Janice)
 - 3) Contact those who ran for election to invite them to join committees/special projects (Nicola – but after Sept 22 meeting)
 - 4) Develop a list schedule of official correspondence (e.g. thank you notes) that now require official EDC letterhead (Nicola has started a file – pls provide other text to her)
 - 5) Graphic and Textual Display - list of EDC Values to be discussed at the next AGM (Nicola draft preamble, Natasha will ask graphic designer)
 - (1) Open community
 - (2) Peer development
 - (3) Sharing
 - (4) Scholarly approach (Note literature by David Gosling, Kim Fraser’s article in Pathways book, Milton Cox, Wenger, and mission/goals of SOTL in Canada, in IJSOTL)
 - 6) Align the “Aims” with the “Themes” in the Living Plan - embed the aims, simplify and synthesize the plan and send to executive for input; final draft to be reviewed during February AGM (Janice circulate)
 - 7) Professionalism article (re the aim “professionalization of the field”) September meeting (Nicola contact Jeannette to get copy of file)

- 8) Check Institute printing costs incurred by either Queens or Victoria U September meeting (Janice)
- 9) Document outlining duties and protocols of the Nominating Committee, addressing language issue and the issue of soliciting nominees for December (Nicola)
- 10) Living Plan –revisit and assess progress towards goals each May Retreat, and focus on September meeting (Nicola to add to Agenda)
- 11) EDC Awards: Eg. possible future award for ED Centre newsletters
 - a) Should we have an award?
 - b) It is one way to raise awareness
 - c) If chosen, an award needs to be aligned with values, living plan, thoughtful and intentional, with the impact we want as an organization.
 - d) Ways to share or highlight resources/initiatives in ways other than awards?
 - e) Consider regional highlight on website, Blog options – to support values of sharing and open community
 - f) Consider interactive media (Natasha)
- 12) Working Committees for Future work
 - note that both subcommittees will consider ways to integrate college members and grad students into their plans for these initiatives
 - both of these committees are concerned to create a recognized pathway to practice, research existing models and align with appropriate ones, and create discussion papers to be discussed at the AGM and beyond
 - (a) Development of a portfolio model with a list of skills and recommendations of a variety of ways to develop these skills (Nicola contact people to participate after September meeting)
 - (i) PLAR – prior learning recognition
 - (ii) courses/modules – EDC Institute, others?
 - (iii) mentorship
 - (b) Professional identity (define the profession) (Nicola contact people to participate after September meeting)
 - (i) ethics statement
 - (ii) code of practice
 - (iii) integrity
 - (iv) philosophy
- 13) STLHE membership survey – still waiting to review EDC relevant data (Nicola bring proposal for budget to September meeting to hire someone to analyse this data)
- 14) Fill-able form for new EDC jobs for our website – invite members to have an RSS feed that would allow ‘instant alerts’ (Natasha)

Deferred Items

1. Updated membership list from Sylvia with column showing month/year member joined (deferred until new membership decided)
2. Regional initiatives/groups? (Nicola) deferred until online initiatives reviewed
3. EDC as ‘broker’ of peer visits? defer
4. EDC online mentoring? Consider Online Initiative

9. Future Meetings

Thursday, September 22, 1-3
Thursday, October 13, 1-3
Thursday, November 17, 1-3
Thursday, December 1, 1-3
Thursday, January 19, 1-3
Thursday, February meeting at EDC conference
Thursday, March 22, 1-3
Thursday, April 26, 1-3
May retreat date to be booked
June meeting at STLHE

10. Adjournment

(Move to Adjourn Nicola Simmons, Seconded Paola Borin, accepted unanimously)