Educational Developers Caucus (EDC) of the
Society for Teaching and Learning in Higher Education (STLHE)
Meeting of the EDC Executive
Thursday, January 19, 2012; 1:00-3:00 (EDT)
Minutes

1. **Welcome and adoption of the agenda** ((Nicola moved that agenda be accepted, all accepted)

2. **Minutes of previous meeting for approval**
   a) December minutes approval (Nicola moved, Natasha seconded, all accepted)
      - Most business is incorporated in this year's agenda
      - Sylvia Avery has circulated an updated membership list, and in the future will include dates for joining
   b) Business arising that does not appear on agenda

3. **Chair's Report (Nicola)**
   a) Living Plan - update on process – will provide copy before Feb 10
      - Hired graduate student
   b) EDC working groups - both groups will have information to bring back to EDC during Conference
      - Development of Portfolio Model Group: Ruth Rodgers has initiated work, and will incorporate results into the EDC Pre-Conference day as part of the EDC Institute
      - Professional Identity Action Group: Nicola Simmons – Jeannette McDonald has provided resources, and the group is developing a resource summary
   c) Congratulations re: Facebook page! Natasha has created a presence for EDC
   d) Request from Celia Popovic re: study on ED conferences and data collection re: ours

   Motion: *That the EDC Executive support Celia Popovic to include the EDC 2012 conference participants in her study assuming ethics gives permission. She would email the participant list after the conference; we would provide her the email list. The EDC Chair would write a short paragraph of introduction to the study to go out with the email.* (Nicola moved, Natasha seconded)
      - Interested in the results
      - Initial work done by Nicola Simmons, Alice Cassidy, Gary Poole and others, but did not have enough resources to continue
      - Results could be very useful for the planning of conferences, and for the EDC Executive
      - It would be helpful to see the questions, and it would be nice to see if it is possible to add questions specific for our group if needed
      - EDC Executive voted unanimously to move forward
      - Contact Celia to move ahead, to confirm goals, request copy of study goals and actual questions (<mark>Nicola</mark>)

4. **2012 Conference** (Marla)
   1. 2012 conference planning update and questions
      - All presenters have been notified, and final revisions of abstracts have been received
      - Finalization of schedule underway
      - Hope to have Program on line soon
      - Student Bursaries – 4 received, but one person had to revert to part-time status and so was not eligible, so we will give 3 bursaries

- Registration is below 50 thus far, but it is still early. Last year had 48 registered participants in total.
- Will engage in Early Bird draw soon
- It would be helpful to keep a record of the numbers registered by date so that future years can tell if the pattern is normal (Marla)
- May need to remind people to register for the conference (and for the EDC membership as well), perhaps as part of announcement of Early Bird winner (Nicola email, Natasha will tweet)
- Questions submitted to conference team from last EDC Executive meeting's minutes – ex. Conference team has posted a flight code, and have posted a method to identify pre-conference workshop
- Will there be shuttles for people arriving to attend the conference, and between the hotel and conference site? (Marla)
- Will there be a private room for the EDC Executive meeting? Was offered – need to confirm time, which will be lunch on the Pre-Conference day (Marla will confirm)
- EDC Executive will meet for dinner following the Welcome Reception – we will make our own arrangements
- Double check that the AGM room will have ability to project

2. Financial issues for EDC Conference (Janice)
   - Should be receiving the Travel Expense Honorarium ($250) should be arriving in the mail soon
   - Janice arranged for the checks to be sent to the conference organizers

5. **AGM Agenda** (Erika)
   a) Refer to last year's AGM agenda; add working groups report, other (Nicola has February's file)
      - Circulating February AGM Agenda and June's AGM minutes – 14 days prior to AGM at the beginning of February (Erika send to Natasha to circulate)
      - In the e-mail that sends the Minutes and Agenda, draw people's attention to the Upcoming Elections Nomination Committee and to promote the 30 minute Professional Development
      - Need to have revised By-laws discussion prior to discussion of EDC elections
      - Notifications for By-laws need to go out 25 days before (Natasha)
      - Remember that during June meeting the audited financial document regarding income and expenses for EDC from the previous budget year will be presented.   For example, in June 2012, Janice will be presenting the figures for the 2011 year as well as indicating whether we are on track with our budget for 2012.
      - Slides of EDC Grant winners (Paola send to Erika)

6. **Professional Development at EDC conference** (Paola)
   a) Professional Identity:
      - Jeannette summarizing Professionalization during ProD period
      - 30 minutes after AGM
      - E-mail notification as part of e-mail that circulates minutes (Paola send a title or description to Erika for inclusion in the e-mail)
      - Ruth will present work as part of EDC Institute

7. **Election Process** (Nicola)
   a) See process notes from Alice Cassidy; these refer to the longer document as well
      - Consider a short summary document of detailed Election Process

- Invite this year's committee for their recommendation and whether they would recommend an Executive Summary (Nicola)
  b) Nominating committee – EDC Exec appointed person
  c) Chair will contact possible appointee (Nicola by January 27)
  d) Suggestions for Treasurer
    - Need someone who is detailed, organized, works to deadlines and has basic knowledge of budgets
    - Position description is on the website
    - Initial contact with possible candidates (Janice)

8. **Communication Update** (Natasha)
   a) Social Networking: Facebook and Twitter
     - Facebook site has been started, and Natasha has been on this daily
     - Natasha will send a note out to EDC listserve (Natasha)
     - Includes direct links to jobs, resources, articles
     - Natasha has app that is connecting Facebook with Twitter
     - WordCloud 'competition', will be a way to join in and to raise awareness of the Facebook site
   b) Website updates
     - Jeannette McDonald sent a number of possible updates
     - Some simple changes have been made
     - Prioritizing other changes
     - Each executive provide a short 3-5 sentence personal profile to include on the website, and if have another profile, can send link (everyone)
   c) By-Law Vote
     - By-Law notification required due to change in dates from AGM from June to February
     - Concern about E-vote being held at the moment because the membership calendar year has been changed, and very few institutions have renewed their Institutional Memberships
     - Recommend against e-vote at this moment, rather have an in-person vote during our AGM
     - By-Law changes will be circulated by e-mail, allowing time for comment, and reminding people to renew memberships, with link to check membership (Natasha)
     - Option to vote through a proxy (Natasha will establish a proxy process)
     - People will have to be members in order to vote

9. **STLHE Survey** (Nicola) (7 min)
   a) EDC data for future meeting – who would like to review it and summarize for Exec (maybe with some help from membership?
     - Shannon did survey approximately 2 year ago
     - Would anyone like review and themed analysis
     - Consider meeting to review during EDC Conference (Natasha, Erika, Paola)
       - Invite others who are interested to join
       - Find date and time

10. **Action and future items** (all)
    a) Living Plan – hired graduate students, will fund out of special projects, send invoice to Janice and Sylvia (Nicola)

b) Move all the action items from the minutes to summarize under the "Action Items" list (Erika)

11. Next meeting – February 22
  a) Focus on issue for AGM
  b) Date for Spring retreat: **Thursday April 26**, 2012 for Spring Retreat

12. 2013 Conference Submissions (Marla) (20 min) *in camera*
  a) Discussion and vote

13. Adjournment (1 min)

Future Meetings
> Thursday, February 22 - meeting at EDC conference over lunch
> Thursday, March 22, 1-3
> Thursday, April 26 - Full day Executive retreat
> June meeting at STLHE

Action Items
1) Conference Manual (to be updated based on Paola's work and feedback from this year's hosts); draft 'Instructions regarding role of VP Conferences; List of Executive responsibilities during EDC conference (e.g., who speaks, when); wording for conference manual re: student bursaries) (Following February Conference) (Marla)
2) Align the "Aims" with the "Themes" in the Living Plan - simplify and synthesize the plan and send to executive for input; final draft to be reviewed during February AGM – by Feb 10 (Nicola)
3) Working groups to report at EDC 2012 AGM (Nicola)
4) Updated membership list from Sylvia with column showing month/year member joined (Sylvia will send revised version, including start date for each individual in next month) (Erika)
5) Contact Celia to move ahead with request for conference research - confirm goals, request copy of study goals and actual questions (Nicola)
6) keep a record of the numbers registered by date so that future years can tell if the pattern is normal (Marla)
3. May need to remind people to register for the conference (and for the EDC membership as well), perhaps as part of announcement of Early Bird winner (Nicola email, Natasha will tweet)
4. Will there be shuttles for people arriving to attend the conference, and between the hotel and conference site? (Marla)
7) Will there be a private room for the EDC Executive meeting? Was offered – need to confirm time, which will be lunch on the Pre-Conference day (Marla will confirm)
a) **AGM Agenda** (Nicola has February 2011 file that could be sent to Erika
b) Circulate February 2012 AGM Agenda and June's AGM minutes – 14 days prior to AGM at the beginning of February (Erika send to Natasha to circulate)
   - In the e-mail, draw people's attention to the Upcoming Elections Nomination Committee
   - Also promote the 30 minute Professional Development (Paola send title/description to Erika)
c) By-Law changes will be circulated by e-mail, allowing time for comment, and reminding people to renew memberships, with link to check membership (Natasha)
   - Option to vote through a proxy (Natasha will establish a proxy process
   - Notifications for By-laws need to go out 25 days before (Natasha)
8) Slides of EDC Grant winners (Paola send slide to Erika)
9) Chair will contact possible Executive appointee to the Nominating Committee (Nicola by January 27)

10) Contact possible candidates to be appointed as Treasurer (Janice)
11) Each executive provide a short 3-5 sentence personal profile to include on the website, and if have another profile, can send link (<mark>everyone</mark>)
12) STLHE Survey – Review of EDC member data: Consider meeting to review during EDC Conference (<mark>Natasha, Erika, Paola</mark>)
   - Invite others who are interested to join
   - Find date and time
13) Living Plan – hired graduate students, will fund out of special projects, send invoice to Janice and Sylvia (<mark>Nicola</mark>)
14) Move all the action items from the minutes to summarize under the "Action Items" list (<mark>Erika</mark>)

Future Items
1) Fill-able form for new EDC jobs for our website – invite members to have an RSS feed that would allow 'instant alerts' (Natasha)
2) Regional initiatives/groups? (Nicola) deferred until online initiatives reviewed
3) EDC as 'broker' of peer visits?
4) EDC online mentoring? Consider Online Initiative – topic of the month conference call - from college model
5) EDC Awards – if chosen, needs to be aligned with values, living plan, thoughtful and intentional, with the impact we want as an organization
6) EDC specific publication – peer reviewed journal or book
7) EDC/3M joint projects
8) Next year conference fees – members/non-members different rates