

**Educational Developers Caucus (EDC) of the
Society for Teaching and Learning in Higher Education (STLHE)
Meeting of the EDC Executive
Thursday, December 1, 2011; 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** (all)
 - a) November minutes approval – accept with minor amendment to correct a Bylaw section number (Nicola moved for approval, Janice seconded the motion) (Erika correct, circulate to Natasha to post)
 - b) Business arising
3. **Chair’s Report** (Nicola)
 - a) Living Plan - update on process
 - Nicola will have something completed in time to bring forward to the February conference, and will bring to the January EDC meeting, and will find help for the task (Nicola)
 - b) Greetings brought to COED, anticipating two possible 2013 conference proposals
 - Marla will be overseeing this going forward
 - Timelines: Proposals must be available for the January EDC Meeting, in order to discuss
 - The chosen host will be announced during the February EDC Conference
 - c) Idea regarding ways to publish on Educational Development book series or journal or like (for future)
 - Consider Canadian publication on Educational Development
 - Free Open Access journal or edited book
4. **Changes in EDC Executive** (all)
 - a) Nicola will finish her term in June 2012, and moves into the one year role of past Chair
 - b) Janice will be stepping down at the end of her term, planning for retirement, but would be happy to mentor a new Treasurer. This position is appointed by the EDC Executive. Consider people who may be interested in being Treasurer, who understand budgeting, but need not be an accountant (put on January Agenda – Erika)
 - c) If an incumbent is interested in returning, mention that an incumbent is interested in returning during the EDC, and
 - d) If possible it would be nice to have cross-regional representation, and both College and University representation on the EDC Executive
5. **Budget** (Janice)
 - a) Update regarding the Budget vote
 - Had some problems with the technology, resulting in 2 failed votes. As a result, the number of people who responded in the third and final vote was approximately 30% response rate, of those who responded 100% accepted the budget.
 - b) Comments regarding taking it to the Dec 2, 2011 STLHE Board Meeting
 - Thanks to Nicola for taking the budget forward to the STLHE Board Meeting
 - c) Need the new membership list every month for the budget in order to be able to predict budget (Erika touch base with Sylvia to find out how the new membership is working, how to receive a monthly update automatically sent through the new system)

- d) Need information about the new system in order to let the members know how they will be charged now, how the transition will occur (Follow up, Nicola)
- e) In future years, may want to have different fees for the conference depending on the membership status, since membership will now be separated from the conference

6. 2012 Conference (Marla)

- a) 2012 conference planning update and questions
 - 44 proposals submitted, and distributed to peer reviewers
 - More 50-minute submissions than have available
 - Website has been updated with correct registration fees
 - Registration is open, but it will be promoted when the Pre-Conference sessions have been confirmed and included on the website
 - \$370 - \$25 reduction = \$345 registration fee
 - Find out if it is possible to have online registration and payment to make it more simple for the host institution (Marla)
- b) Conference PD session
 - Concern that EDC Executive did not fully discuss the issues and impact of not having a Professional Development session
 - Though it had been raised in a previous meeting that there would be a shortened AGM, the impact was not apparent
 - Professional Development session was meant as an opportunity to discuss matters with the membership as a whole, such as redefining the Living Plan
 - Removing a 50 minute block would not be feasible because of the number of session submissions for this time block
 - Consider whether this year, the Professional Development could run in parallel as one of the Concurrent 50 minute or 80 minute sessions – problem is this would not meet the objective of meeting with the membership as a whole
 - Consider whether the Vice-Chair Professional Development should be centrally involved in running the Institute, in the future (this may meet a different goal)
 - AGM is scheduled for 45 minutes this year 3:45-4:30, with dinner at 6:00– could the AGM be extended a half hour? (Marla ask if this is possible)
 - Decision has been made to forgo the full PD event for this year due to scheduling, but it will be included in future years.
 - **In the future, ensure this is included as part of the AGM in order to discuss issues and engage as a full membership, such as the living plan.** The name of the session may be misleading and need to be changed, because it provides a different opportunity to work with and engage the membership as a whole, and to address moving forward as an organization and profession. (Paola draft wording and work with Marla to put into the EDC Conference Handbook)
- c) Future conference submissions - process
- d) Comments from an EDC member regarding who should attend the EDC conference
 - An e-mail was circulated, and included an invitation to a broader audience with a description of the audience in the call for Proposals, and we should consider including this broader invitation in our other literature (online, etc.)
 - We need to consider what our mandate is, and revisit what we see as our main objective (Add to Agenda for the Spring Retreat meeting)
- e) Transportation: Find out about whether there is transportation to the banquet location (Marla)

7. Conference support (Nicola/Marla)

a) Conference bursaries – grad students – and others?

- If there is left over money this year, what do we do with it? Should go back into the budget.
- In the future, need to consider extending bursaries to those who would experience a financial challenge
- What is the intention for the student bursaries, and are they having the impact we hoped?
 - Range of people who receive them
- Should the bursaries be extended beyond students: retired, underemployed, not financially supported?
 - Agree that there are people for whom this will be an issue
- Consider reduced fee for students or others rather than a bursary?
 - Strong support for this (Marla, include draft wording next year to in the conference handout book – March meeting)
- What are the criteria for decisions (Marla try initial wording – March meeting)
 - Submitting a proposal
 - Quality of proposal
 - Attestation from department to indicate were not getting funding

b) Support for EDC exec members to attend conferences

- Have some financial stipend to help support additional meetings
- Previously, people have mentioned that could not run for executive positions because their institutions will not fund travel
- Issue that there are two conferences a year, rather than the usual one conference
- Is it possible to attend virtually rather than in person?
- STLHE does provide some extra funding.
- Consider a pool of reserve funding for those executive whose institutions could not support travel
- Should be separate from Bursaries so that there is not a conflict of interest
- Consult the members about including a funding pool to help fund Executive travel when needed – discuss during the February Meeting (Erika add to AGM agenda)
 - Reason: There will be opening for two people on the EDC Executive, and the issue of lack of funding preventing participation has been raised previously, and will likely be a growing issue
 - Discuss putting aside a portion of the surplus as a pool to support Executive travel to the two conferences, for the time that funds are available and reviewed regularly
 - Decide what constitutes *need*

8. 2012 Institute (Paola)

a) Update

- Planning by facilitators is well underway
- Biography and session descriptions are up on the website

9. Communication (Nicola/Natasha)

a) What information is included, which documents, location and timeline re: making public

- EDC has a goal to be transparent, which aligns with our values of collaboration, freely sharing knowledge, models sharing
- Advantage - having information on the website develops an archive, and makes information available for those who are considering applying for executive positions

- Ensure that anything posted complies with other policies, and is thoughtful about what should be public
- Natasha has done a terrific job of transitioning between the old and new website, and posting information in a timely fashion
- Most files have been transitioned to the new website, but if you notice that anything is missing, bring it Natasha's attention, because the old files will no longer be available soon (Natasha will contact Jeannette to ask if it is possible to double check what might be missing)
- Confirm that all documents have been downloaded somewhere (Natasha to contact Sylvia)
- Timing – post minutes once they have been confirmed and approved

10. Annual Calendar (Nicola)

- Review this month and next month's tasks
 - Final review, particularly Conference Chair, then post online (Erika to make any final updates, Natasha to post)

11. Action and future items (all)

- Election notes from Alice, updated Living Plan, and data from STLHE survey that pertains to EDC to be circulated and reviewed at January meeting (Nicola will circulate documents for the January items)
- 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) (Marla following February conference, with support from Paola based on her documents and experience)
- 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 – Dec/Jan (Nicola)
- Working groups to report at EDC 2012 (underway, report at the AGM)
- Fill-able form for new EDC jobs for our website – invite members to have an RSS feed that would allow 'instant alerts' (Natasha)
 - Natasha has contacted Sylvia – goal for January is to set up an EDC Facebook page to allow links to jobs to be posted
- Updated membership list from Sylvia with column showing month/year member joined (deferred until new membership model in Jan 2012; revisit then) (Erika)
 - Need this updated list in order to know who can review for the conference, for the grants (Add this reminder to check membership in the conference manual- Marla)
 - Need this list to predict the budget
 - To send new member their information

12. Next meeting – Dec 1

- Date for May retreat
 - Strong support from the executive that the retreat is helpful – most important goal is for the future planning and strategic questions
 - Decide on possible dates (Nicola will circulate dates for the end of April, first week of May)
 - Divide up work of the Conference Handbook – before the retreat

13. Adjournment (1 min) Nicola moved, all supported

- Minutes and Calendar: everyone return feedback within one week December 8, 2011

Future Meetings

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

Action Items

- 1) Goal for January is to set up an EDC Facebook page to allow links to jobs to be posted (Natasha)
- 2) Regional initiatives/groups? (Nicola) deferred until online initiatives reviewed
 - STLHE now has money to support regional initiatives as long as logo is used

Future Items

- 1) EDC as 'broker' of peer visits?
- 2) EDC online support:
 - Online Mentoring
 - Consider other Online Initiatives
 - *Hosted Conversations* based on CCHRD model (College) have – different colleges host a one hour conference call, on the topic of their choosing. Those interested join in. Someone takes notes, and the notes are posted. It allows regional members to be in contact. Usually about 10 people take part.
- 3) EDC Awards – if chosen, needs to be aligned with values, living plan, thoughtful and intentional, with the impact we want as an organization
- 4) Fill-able form for new EDC jobs for our website – invite members to have an RSS feed that would allow 'instant alerts' (Natasha)
- 5) EDC publication – Journal or book