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

Minutes of Meeting of the EDC Executive
Wednesday, March 18th; 9-11 AM (PST); 12-2 PM (EST)

1. Adoption of the agenda with additions at 4 and 6, and re-ordering of items as noted below to accommodate members’ schedules today

2. Minutes of previous meeting approved

3. Conference (Alice, Ruth and Janice)
   a) Teresa expressed sincere thanks to Alice, Ruth and Janice for a very successful conference
   b) Teresa to write letters of thanks on behalf of EDC to Laurie Maslak and Durham College personnel as per Janice’s list (Ruth to send Teresa Laurie’s address)
   c) Ruth to send reminder re submitting conference feedback to registrants; feedback forms to be standardized for conference manual (Alice)
   d) Conference photos (e.g. of Exec) and Rogers TV coverage (already on conference site) to be posted to EDC website; 2011 and beyond host proposals solicited; EDC Chair report to STLHE Board to be added to EDC website; (Jeanette)
   e) Janice sent draft conference financial statement to exec and received brief feedback; in depth review of conference report on agenda for next exec meeting (Teresa); suggestion that statistics on each conference (attendance etc.) be standardized and kept in each conference report (Alice)
   f) Agenda item for a summer meeting (Teresa): conference manual review (Alice)
   g) Suggestion that future conference hosts have at least one meeting (f2f or teleconference) with current year’s hosts to exchange information and mentoring (Alice to add to manual)

4. Spring/summer meeting schedule discussion (moved from item 9)
   a) Tuesday April 7; Tuesday May 12; Wednesday July 15, teleconferences, all usual times (tentative dates)
   b) Wednesday June 17 12:15-1:15 f2f meeting at STLHE conference
   c) Teresa to confirm date/time of AGM at STLHE conference

5. Communications (Jeanette)
   a) Logo follow-up
      a. Agreed to use letterhead as designed by Lisa Kerr for immediate needs with addition of EDC URL; further discussion at next meeting (Teresa)
      b. Alice to contact Gary Hunt re creation of permanent EDC conference bag for 2010 conference
      c. Info re pricing and designs of lapel pins forwarded by Ruth; further discussion at next meeting (Teresa)
   b) Wiki use: EDC wiki is set-up under Trevor Holmes for use of communication subcommittee. It could be revised for broader use, but exec is concerned about having too many channels of communication; decided to table this topic and review once we see how well new website meets our needs
   c) Minor correction to by-law change record to correct error
   d) Jeanette noted that Trevor has provided historical documents that can now be posted to the website
e) Jeanette is attempting to retrieve an accurate record of historical by-law documents to track changes
f) Resource survey results to be reviewed in detail next meeting (Teresa)

6. Advocacy and leadership (Teresa) (item moved here from 9)
   a) Executive position elections: Teresa to follow up with Erika Kustra to ascertain status of process
   b) Correspondence from EDC members regarding lack of progress towards college award for excellence in teaching; Teresa to ask STLHE Board to communicate the task force report to the membership and apprise members of current process

(Teresa Dawson left the meeting at this point; Alice Cassidy chaired the remainder of the meeting)

7. Secretary’s update (Ruth)
   a) GM minutes approved by executive with minor corrections; will be posted to the website and members invited to review (Jeanette), then will be approved by membership at next EDC conference (Feb 2010)
   b) Ruth is serving as the EDC delegate on a taskforce regarding the administration of the Society (administrator’s role)
   c) Exploring teleconference alternatives (deferred to next meeting; Teresa)

8. Budget 2009 (Janice)
   a) Info has been requested from STLHE for completing 2008 budget
   b) Travel stipends ($250 per year) for executive members to be requested from STLHE (Janice)
   c) A motion was put forward to provide financial assistance to the Treasurer to a maximum of $500 per annum to assist with travel costs to EDC and STLHE conferences approved (subject to agreement by Teresa)

9. ProD (Alice)
   a) The living plan—next steps: Alice will be summarizing and incorporating the results of the pro-d event at the GM, and will send a draft to executive next week
   b) TRU—Alice is already in correspondence with Gary Hunt re planning for next year
   c) Grant amount not yet known; Janice is awaiting information from Bob Sproule
      6 A motion was put forward to add funds from the EDC conference profits to the grant fund (subject to agreement by Teresa) to ensure a minimum of $10,000 and a maximum of $12,500 (total grant funds available from all sources); EDC contribution dependent upon STLHE transfer

10. For next meeting (Tues April 7, usual times), all executive members are asked to review the documents related to the EDC logo/letterhead etc. sent by Jeanette

11. Adjournment