

**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
 - o 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