

## EDC Executive Teleconference Sept 7, 2007

Online: Teresa Dawson, Alice Cassidy, Janice MacMillan, Jeanette McDonald, Ruth Rodgers

1. Agenda adopted
2. June 13<sup>th</sup> minutes approved
3. Chair's remarks (Teresa Dawson)
  - a. Regular meeting times as follows
    - i. Wed Oct 17 8-10 PST/ 11-1 EST
    - ii. Tues Nov 6 9-11 PST/ 12-2 EST
    - iii. Tues Nov 28 9-11 PST/ 12-2 EST
    - iv. Tues Jan 8 9-11 PST/ 12-2 EST
    - v. Tues Feb 5 9-11 PST/ 12-2 EST
    - vi. Tues Mar 4 9-11 PST/ 12-2 EST
    - vii. Tues Apr 1 9-11 PST/ 12-2 EST
  - b. Listserv is now functional
  - c. STLHE Board meeting highlights (see agenda for item identification)
    - i. Re item ciii: the executive sanctioned Julia C-H and Teresa D. to further explore CAUT issue re teaching portfolio guidebook and find an appropriate way to express our position and concerns
    - ii. Re item e: executive agreed to support David Gosling's proposal to conduct research on TLC in Canada's postsecondary educational sector; T.D. will ask D. Gosling to connect with J. Mighty to facilitate this project; suggestion that D.G. may be appropriate as an EDC winter meeting speaker
    - iii. Re item f: process for handling research requests; existing is fine for now unless requests increase
4. Budget report (J. MacMillan)
  - a. EDC hosts the speaker at the winter meeting ("is sponsored by the EDC") for the amount of \$2,000; if this amount not spent, balance reverts to EDC
    - i. Will continue to be shown as a separate line item in the conference budget template
  - b. EDC exec agreed to reimburse Janice for her travel expenses to consult with Bob re budget; mileage rates to be checked with Sylvia Riselay
  - c. Jeanette to follow up with Sylvia re whether 3M Teaching Fellows pay EDC fees and will also check on formula used to determine EDC's portion of institutional memberships (for use in projecting budget income)
  - d. Janice will consult with Bob re a number of questions regarding budget reporting

- e. Graduate student bursary program will continue; Alice will draft proposed criteria for selection of those to receive bursary and send to executive for feedback
5. Conferences and grants (Alice Cassidy)
- a. Conference theme related to bridging careers
  - b. Call for proposals for sessions at conference will go out soon with a Nov 1 deadline and a Dec response date
  - c. Agreement that executive will give input into speaker ideas as proposed by conference organizers
  - d. Proposal re EDC conference bag; one time gift as you join EDC, encouraged to bring to future conferences; Alice will engage the membership in a discussion about their preferences
  - e. Call for 2009 conference location; Jeanette to send to list and put on website; ask for proposals by end of Nov (Teresa will ask Trevor for a template for this and send to Jeanette)
  - f. Preconference session; 2 invited speakers (SFU & Kwantlan will arrange one, the second is invited by Alice); in past has focused on new EDDs and will continue this theme
  - g. There will be space in the program for Pathways into Profession project
6. EDC Grants
- a. confirmed that we will keep the EDC grant deadline as the middle of April - exact date TBA
  - b. Alice to send an email to Jeanette or directly to EDC listserv asking for feedback on the Grant Process
  - c. Janice to confirm with Bob about a likely date in June when the disbursement of funds from STLHE to EDC will take place, and if he is unable to look after this himself, who would then work in his stead so the monies can be released
  - d. Alice to circulate more information via email
7. EDC Communications/Website
- a. Ruth to work with Jeanette to compiling EDC archival material (e.g., minutes, by-law, etc.)
  - b. Jeanette to work with Sylvia to coordinate posting of recent minutes etc.
  - c. revisit remaining items at next meeting
8. Permacharts
- a. Teresa and Jeanette both to follow-up with Suzanne Tyson about respective proposals
9. Future Agendas
- a. include timeframes per section
  - b. reorder items so everything gets addressed

