

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

**Meeting of the EDC Executive
April 9, 2008; 9-11 AM (PST); 12-2 PM (EST)**

REGRETS: none

Invited guests (9:00-10:00 am): Christine Kurbis, Simon Fraser University and Alice Macpherson, Kwantlen University College

AGENDA

1. Congratulations to Jeanette!
2. Adoption of the agenda
3. Minutes of previous executive meeting (Feb 21) meeting were approved
4. Christine Kurbis, SFU and Alice Macpherson, Kwantlen University College reviewed the draft conference financial statement
 - a. Note recommendation to increase difference in cost between early bird and regular conference fee in order to promote earlier registration (eases planning)
 - b. Note the need to keep the room/av costs line item in the template, even though Kwantlen donated these in kind at this conference
 - c. Note the need to clarify line item recognizing that the conference itself sponsored additional graduate student bursaries (also add note to template advising future conference organizers that they may choose to supplement grad student bursary fund out of conference budget should they feel they can afford to do so)
 - i. Consider using profits from this year's conference to increase grad student bursaries next year
 - d. Note that travel and accommodations for keynote speakers may be substantial in future; this year, speakers were local or already attending conference
 - e. Christine and Alice will make the recommended changes, do a final check on figures, and submit their finalized report and financial statement by about May 10 (in time for next exec teleconference)
 - f. Conference had 161 registered overall (146 attended; 135 full conference registration)
 - g. Note that conference template needs to be as clear and detailed as possible, and, now that it has been developed, available to conference planners from the beginning of the process of planning the conference
 - h. **Teresa** will write a letter of thanks to both institutions for their sponsorship of the conference (Alice and Christine to send T. the contact information)
5. Minutes of GM for were approved at Exec level, and will be presented for member validation at the winter 09 meeting
6. ProD (Alice)

- a. Funding amount for grant program looks favourable this year per draft STLHE budget
 - b. Grant update including web posting needs etc
 - i. **Janice** will contact Bob Sproule regarding firm \$ figure for grants; Alice needs to have decision by second week in August
 - c. Notice of future project to create an electronic template for annual EDC conference
 - d. Discussion of suggestion to split VC ProD position into “conferences” and “grants” in future
 - i. Exec agreed to keep the current job role as is, but **Alice and Ruth** will (at June conference) discuss the possibility of moving some conference liaison duties to Secretary position role
 - e. Alice solicited suggestions for the June conference ProD topic
 - a. Search strategies for resources (collaboration with Librarians)
 - b. Focus on topic for mid-career/seasoned EDs
 - c. Summarize, in a small-group format, the range of programs and resources available to EDC members, and how they can contribute
7. Communications (Jeannette)
- a. Exec minutes will be posted for transparency, but agendas are not required to be posted
 - b. **Jeanette** will follow up with David Gosling re his proposal presentation at GM, explaining that a Canadian group is undertaking the research, and will also contact Nicola Simmons re the possibility of some synergy between the two projects
 - c. Teresa noted that she has made a request to Deb Dawson re inclusion of EDC on new templates for STLHE website (follow up may be required by Jeanette in future)
 - d. **Jeanette** will follow up with Sylvia re status of STLHE logo
 - e. **Jeanette** will work with Sylvia to find a way for new members of EDC to be added to the listserv automatically (unless they opt out) upon joining
 - f. Teresa noted that she has sent Jeanette her reports to the STLHE Board, to be posted to the website in the interests of transparency
8. Budget (Janice)
- a. Budget approved at Board (again) in Vancouver
 - b. Notice of possible increase in EDC fees given to Board, but deferred for now
 - c. Proposal re grad bursaries put to Board by TD (particular attention: Marg Wilson)
 - d. Possibility of funds for assistance with grant work (request by Alice); **Alice** will send exec a formal request for a specific amount of funds, and **Teresa** will bring the request to the exec at the next meeting, for a vote to assign conference surplus funds to this purpose
9. Secretary’s update (Ruth)
- a. We need to determine priorities for translation, as funds were approved in STLHE budget in principle for this and Sylvia will do as much as she can within the budget to help EDC and 3M Council. 2.

- i. Our first item was already requested (by Eileen Herteis as Nominations Committee chair) and was to translate the election notice; this has been done
 - ii. Setting of translation priorities deferred to next meeting (Teresa to add to agenda).
 - b. Exec members will send Ruth the content necessary to complete the timeline calendar for our own and Sylvia's use, by May 12th, for discussion at next meeting
 - i. Ruth will add exec role titles to the tasks on column headings
 - ii. Key is to emphasize/highlight times/tasks requiring assistance from STLHE, but document also very useful for future executive members to show what is done, and when.
10. Advocacy and leadership (Teresa)
- a. Discussion of next steps re next EDC conference location issues and possible date change
 - i. No firm proposals have been received for the 09 winter meeting
 - ii. Ruth will draft an email for the listserv, based on website conference information, soliciting proposals for next 3 years, noting desire to travel east, then central, then west, and noting that if weather or other concerns prompt a desire to change the dates of the meetings/conferences, that this should be proposed
 - Proposals can be sent to Ruth if interested
 - Next month's exec meeting agenda will highlight conference location selection process (Teresa)
 - b. Ongoing discussions needed re sharing resources (these items deferred to May meeting agenda; Teresa)
 - a. Follow up to *Eduwiki* presentation needed with Suzanne Tyson
 - b. Trevor's proposal and follow up needed.
 - c. Possible connection to "ask an educational developer" office hour idea
 - c. Teresa gave notice of her resignation as STLHE rep from IATHE Board; STLHE has decided to delay replacing this representation for the time being
11. Items for next meeting's agenda include the following:
- a. At the request of the conference organizers, a discussion regarding the possibility of a redistribution of conference profits given that two organizations hosted the event
 - b. Discussion of the message from Arshad Ahmad requesting input on the development of a college faculty teaching award
12. Adjournment and **next meeting** confirmation: Wednesday May 14th at 9-11 am (PST) and 12-2pm (EST)