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

Meeting of the EDC Executive
August 6th, 2008; 10-12 noon (PST); 1-3 PM (EST)

Present: T. Dawson; A. Cassidy; J. McDonald; J. MacMillan; R. Rodgers; S. Riselay (invited guest)

1. Adoption of the agenda with additions to section 4
2. Minutes of previous meeting approved
3. Discussion with Sylvia regarding EDC needs from STLHE secretariat
   a. Discussion with Sylvia regarding the EDC operating calendar resulted in the following agreements
      i. Sylvia will send monthly updates of the membership list to Ruth, Janice, and Jeanette, and will include revenue from various categories of membership
      ii. Sylvia reviews membership lists after the annual renewal period and sends reminder emails to EDC members who have not renewed
      iii. Jeanette is meeting with communications subgroup of STLHE (Deb Dawson) Aug 28th, and will try to facilitate migration of EDC website to another server to expedite changes
      iv. Items requiring prompt attention related to pro-d are grant information posting, and grant cheque dispersal; Sylvia will see if grant cheques can be sent out without two signatures to speed up the process
      v. Sylvia will send monthly transaction reports to Janice, and will provide annual membership revenue update in January each year
      vi. Teresa will now send her EDC Chair newsletter updates to Corinne instead of Sylvia (next issue in October)
      vii. Sylvia will be invited 2X per year (August and February) to participate in exec teleconference
   b. Sylvia was thanked for her efforts on our behalf, and left the teleconference at this point
4. Conference (Alice)
   a. Alice expressed her pleasure at working with Durham College on the 09 conference
   b. 09 theme and conference title is Facilitating Change, which comes directly from the 5 year plan
   c. Pro-d session at GM will be an update on progress on 5 year plan
   d. Pre-conference workshops
      a. Durham’s will likely focus on educational technology
      b. Alice’s session for new Eds
         i. Teresa offered to facilitate a workshop on leading curriculum revision processes
         ii. Something on facilitation skills in general may also be welcome
      e. Alice will be sending out draft call for session proposals to exec for feedback in next few weeks; this will be similar to last year’s; call will go out with deadline in late October/early November
f. Opening plenary: exec approved Durham’s choice of OISE’s Mark Federman; still seeking closing plenary
g. Will post conference updates to website as planning progresses
h. Discussion of results of survey re conference timing deferred to next meeting (Teresa); Teresa will follow up with Joy Mighty regarding conference timing issues before that meeting as well.

5. 5-year plan (Teresa)
   a. Teresa is reviewing progress on our 5-year plan and plans to report on this at GMs and AGMs
      i. Suggestion that categories of the plan be included in call for conference session proposals to help fill in gaps (Alice)
      ii. Suggestion that plan be updated every year, rather than recreating it at the end of the 5 year period
      iii. Teresa will report on her review to exec at October or November meeting
      iv. Teresa to email Ted Needham to request that EDC AGM time period at next year’s STLH conference not conflict with other events

6. Communications (Jeannette)
   a. EDC now has a domain name (edcaucus.com); Jeanette will continue to pursue the development of EDC site and linking to STLHE
   b. Jeanette was asked to write a proposal for using special projects funds to support the migration of the website
   c. Logo discussion postponed to next meeting, to be given extended time for discussion (Teresa)

7. Budget (Janice)
   a. Status of cheque for 2008 conference: now received
   b. Preparing for September discussion: all exec to send Janice expected expenses for coming year related to their portfolios, by end of August (all) so she can begin building the budget

8. Secretary’s update (Ruth)
   a. Update on bylaw changes needed; Jeanette finalizing wording of by-law changes and will coordinate with Ruth
   b. Update on contacting members who have not renewed (completed by both Ruth and Sylvia)
   c. Jeanette will add maintenance of membership list to Secretary’s job description on website

9. ProD (Alice)
   • Grants update: grants available, $13,000
      a. Executive approved the addition of $2,000 from surplus operating funds to be added to this year’s grant pool (motion by Alice; seconded by Janice; passed)

10. Adjournment and next meeting
    September meeting cancelled due to conflicts
    October 8th meeting (usual times) primarily budget items
October 15th (usual times) remaining items
Ruth to notify Carolyn of changes