

**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 STLHE 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