

Educational Developers Caucus

Executive Meeting Minutes

December 2, 2008

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

1. Agenda adopted with no changes
2. Minutes of previous meeting approved
3. Budget (Janice)
 - The 2009 budget was approved via an electronic vote, and has also been submitted to STLHE Board ; the approved budget will be put on the EDC website in January
 - **Janice** is communicating with Bob re the interest on EDC's holdings, and will report the answer at the next meeting; if necessary, **Teresa** will bring the issue up at the STLHE Board meeting as well, as it may apply to other constituent groups
4. Conference (Ruth, Janice, Alice)
 - Registration will go live this week; **Jeanette** will send an announcement to the listserv
 - Session revisions are coming in and **Alice** will be finalizing the conference program this week
 - Re 2010 conference: **Teresa** is in discussion with TRU regarding the potential impact of the Olympics etc.; she will continue to update the exec as decisions are made.
5. Communications (Jeanette)
 - A formal thanks was extended to Jeanette for her work on the by-law updates
 - Jeanette has sent proposed changes via separate email; minor typos have been corrected with exec approval; Jeanette has sent a list of changes that will require membership vote
 - i. GM agenda will include a "special meeting" at the end to amend the by-laws (**Teresa**)
 - ii. Treasurer position is appointed, but will add a term statement that parallels the one for other exec members
 - iii. Possible need for by-law related to leaves of absence by exec members; to be discussed at GM (**Teresa**)
 1. As well, executive job descriptions should include statements regarding responsibilities should other exec members be unable to fulfill their duties
 - EDC logo: following discussion re the quotes that Jeanette obtained, *Creative Creature* was chosen to develop three draft logos for executive review (motion

Jeanette, seconded Teresa, approved with Ruth abstaining due to conflict of interest—relationship to designer)

- i. **Jeanette** will contact designer and initiate next steps
- ii. Membership will cast electronic votes among 2-3 options once developed; exec will abide by result of membership vote
- Jeanette reported on the IATHE meeting (Nov 28, 2008)
 - i. The Institute is shutting down; resources will be temporarily archived and new IP arrangements may be made with individual authors as appropriate

6. Secretary (Ruth)

- Ruth was thanked for coordinating the creation of the Administrator's role document
 - i. **Teresa** will send feedback re Sylvia Riselay's performance to STLHE on behalf of the EDC executive
- EDC French translation priorities have been re-sent to Sylvia as per Joy Mighty's request
- Executive agreed to follow up on COED request to add links to the EDC website to regional or other associations related to educational development in the Canadian higher education sector
 - i. **Jeanette** will communicate with the existing groups (COED, Atlantic, BC) for permission and content information to add to the site, and will also send an invitation via the listserv for other groups to self-identify; requests for inclusion will be vetted by the executive prior to being added to the website

7. 7. Pro-D and 5-year plan (Alice and Teresa)

- Alice and Teresa had a productive meeting to revisit 5-year plan and see how to build on it for our future work
 - i. Building on what Lynn Taylor set up, they simplified the matrix by
 1. Looking for items achieved to date and noting these;
 2. Looking at what we had yet to achieve given that some take years to develop;
 3. **Alice** will have TSG student (on TAG time) rework the table into an excel file that we tentatively name "our living plan"; all material in the table will be retained but not year targets, to simplify the document
 - ii. Action to be done before GM at conference
 1. **Alice** will take first crack at labeling items in the new table to show which ones have been accomplished and when/how
 2. **Teresa** will then add what she can to this document, then **Alice and Teresa** will send the file to other exec for input, in order to complete a plan as we can for GM's pro-d

- Conference pro-d plan
 - i. Show newly-formatted original 5-year plan, explain how we have modified it and why;
 - ii. Brainstorm ideas to add (for example, mid-late career EDCs)
 - iii. Ask membership if there are other items already on the table that they feel we have accomplished
 - iv. Once ideas collected, get membership generating ideas for how these can be achieved (process element)
 - v. Suggest that new plan be put in wiki format on web so people can click on any item and see what has been achieved, by whom etc. and add new ideas via a speaker/specialist bureau; in this way, the living document becomes an archive of the work of EDC and its members, for our own professional development
 - vi. We will post this newly-formatted living plan to the EDC website and email all members to explain to those not at the conference and seek their ideas and input
8. Advocacy and Leadership (Teresa)
- Teresa commented on her ongoing involvement in Peter Wolf's proposal re SOTL accreditation
 - Discussion re upcoming elections; Teresa will contact Eileen Herteis to request that she co-ordinate the election process again; we will use the same process (for Secretary/VC Communications) as was used for Chair and Vice Chair Pro-D last year
 - Executive passed a motion (motion Alice ; seconded by Teresa) to make use of special funds to cover a cost-share arrangement to support travel for the Treasurer in the event that the incumbent's institution is unable to cover such costs, in recognition that the current incumbent is in the middle of an appointed term
 - i. Teresa will pursue this arrangement through Janice, if necessary
9. Next meetings:
- **January 14th (usual times)**
 - **February 11th (usual times)**
 - **EDC executive meeting at the conference Sunday Feb 22, 5-7 pm at Ruth's house in Oshawa**