

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

**Meeting of the EDC Executive  
July 16<sup>th</sup> , 2008; 9-11 AM (PST); 12-2 PM (EST)**

1. Adoption of the agenda
2. Minutes of previous meeting and AGM approved pending minor corrections
3. Conference for 2009
  - 23-25<sup>th</sup> February at Durham College; Teresa thanked Durham for their willingness to host a year earlier than originally proposed
  - Teresa will draft an announcement for the list and send to Jeanette
  - Teresa will seek discussion with STLHE to clarify EDC's autonomy in determining our conference locations and dates in future, and will request that this be put in writing and/or embedded in the bylaws
  - Alice suggested that we post a "history of the winter timing of the EDC meeting" by Gary Poole to the website, and will approach Gary to write this for us
  - Discussion re role of AAU or other regional associations in developing conference proposals; concern regarding mediation by regional associations and the importance of including colleges in the region as potential host sites (Teresa to discuss this issue with STLHE)
  - Teresa has sent an email to Memorial thanking them for their efforts, but will follow up with a formal letter
  - 2010 plans; possibility of going east in October, but before we approach any institutions, Teresa will ask for commitment from STLHE that such a proposal would not raise objections
  - a. Jeanette will poll the membership with one question related to their preference re timing when conferences held in the east
4. ProD (Alice)
  - Conference 09 themes; Alice will send the recommended themes to Ruth and Janice (conference co-facilitators)
  - Alice will contact Janice and Ruth soon to initiate discussions re conference planning timeline
    - a. Ruth agreed that Durham will keep a timeline and record of conference planning activities for the use of future hosts
    - b. Alice and Ruth will collaborate in defining Secretary's role in conference liaison as this conference rolls out
  - Agreed that one pre-conference workshop (run by Alice) would be focused on new developers, and that college pre-conference workshop would highlight a specialty of the host site, as in the past; mid career needs are met by main conference activities, but we will emphasize the need for this focus in our call for proposals
  - Grants update: 11 applications are out for review and will be reviewed by end of July; announcements will be made in August; up to 5 grants will be approved

- Alice asked the exec to consider the issue of executive members potential conflict of interest in submitting grant applications; discussion on this issue to continue via email
- Alice noted that the funded student has been very helpful in managing the grant process; Janice asked Alice to submit the bill for these services in two instalments, in each calendar year the activities took place

#### 5. Communications (Jeanette)

- Wiki development is underway
- Subcommittee on website ideas is underway; Carolyn Hoessler and Rosalie Pederson have volunteered
- Jeanette is still in discussion with Deb Dawson about moving EDC website to another host for easier access
  - a. Teresa made a motion to enable Jeanette to use \$85 special project funds to secure a web domain name for EDC (Janice seconded, carried)
  - b. The EDC portion of the website would then move to the VC Communications for management under the new domain name with a link from the STLHE site to the EDC one. EDC will use the current STLHE template to maintain a consistent look and will adopt the new STLHE template as soon as that is available.

#### 6. Budget (Janice)

- Cheque for 2008 conference has been sent by SFU but not yet received by Sylvia
- Janice is working with STLHE to develop an expense claim form for our use
- Janice requested a significant amount of time at the September exec meeting for discussion of next year's budget (Teresa)
- Janice was thanked for her significant and ongoing efforts to streamline our budget processes in the face of significant challenges

#### 7. Secretary's update (Ruth)

- All job descriptions have now been received and sent to Jeanette for posting
- Ruth and Jeanette will work together to facilitate the necessary voting for bylaw changes needed as detailed in the AGM minutes
- Update on contacting members who have not renewed (Ruth to compare Windsor membership list with last year's, and contact those who have not yet renewed)
- Ruth and Janice will continue to work with Sylvia to clarify when memberships are renewed and the process of reconciling membership lists and income (connection to budget)
- Final follow up on Eduwiki process; gathered resource ideas have been sent to Suzanne Tyson; if the company decides to seek authors, Ruth will communicate this call to membership
- Ruth will get the EDC name translated into French for the website

#### 8. Advocacy and leadership (Teresa)

- EDC logo design; Jeanette will create a call for designs, hoping to unveil resulting logo at February conference; Jeanette will also find out from Alan

Wright what the STLHE process was so we can follow their specs for the logo itself

- Proposal for an “ask an educational developer” office hour idea deferred to August meeting (Teresa)
- Reviewing progress on our 5-year plan and reporting on this at GMs and AGMs [http://www.tss.uoguelph.ca/edc/documents/EDC\\_PD\\_Plan.pdf](http://www.tss.uoguelph.ca/edc/documents/EDC_PD_Plan.pdf) deferred to August meeting (Teresa)
- Ruth to invite Sylvia to join August executive meeting to discuss task calendar (Teresa to put on agenda)

9. Adjournment and **next meeting: Wed Aug 6, 2008 10-12 PST; 1-3 (EST) note changed times from usual meeting time**

10. **Future meeting times:**

- a. **Sept 10, Oct 8, Nov 19, Dec 3, all 9-11 (PST), 12-2 (EST)**