

**Educational Developers Caucus (EDC) of the
Society for Teaching and Learning in Higher Education (STLHE)
Minutes of the meeting of the EDC Executive
June 9th , 2008; 9-11 AM (PST); 12-2 PM (EST)**

REGRETS: Janice

1. Adoption of the agenda
2. Minutes of previous meeting approved
3. ProD (Alice)
 - Confirmation of funds for assistance with grant work—note that we are awaiting conference cheque before funds can be guaranteed
 - a. **Alice** clarified that student rate is standard for TAG; she will track student's actual vs. proposed hours for future planning
 - Posting previous projects to the web; not yet complete but expected by STLHE conference
 - a. Suggestion that, in future, projects not completed be annotated as such on web posting of project, with explanation (**Jeanette**)
 - Alice noted that, as yet, no grant applications have been received; Alice also asked **Jeanette** to send out a reminder plus a request for additional reviewers
 - Discussion of ProD event at AGM: Jeopardy game (*Test your EDC IQ: an informal game*) related to EDC history, 5 year plan, policies, programs, resources, educational development in general
 - a. **Each exec member** asked to send Alice 5 questions that could be used
 - b. **Ruth** to contact Windsor to ensure we have data projection for the AGM
4. Communications (Jeannette)
 - Update on follow up with Trevor re database idea
 - a. Jeanette suggested that we set up a wiki for the membership to replace and build on the resources in the original database (which was hard to access and change)
 - b. **Jeanette** will put together a template for a wiki and show it to the membership at the AGM
 - c. The executive agreed to pay a small fee per month (\$5) to have an advertising-free wiki
 - d. Trevor is sending files from old site to be added to new wiki
 - Web updates to STLHE site
 - a. EDC bylaws should be posted by STLHE conference
 - b. Other changes are yet to be made; **Jeanette** will continue to communicate with Sylvia
 - c. At AGM, **Jeanette** will invite participation on a subcommittee to research related websites (i.e. POD) and recommend changes to the EDC website
5. Budget (Janice—away today)
 - **Janice** will follow up with Bob and Sylvia re accurate numbers for this year, but we expect an increase to grant dollars this year

6. Secretary's update (Ruth)

- Follow up with Sylvia re French translation priorities in process
- Update on roles and responsibilities chart info sent to Sylvia; Sylvia will attend part of our exec meeting at STLHE so we can answer any questions
- **Jeanette** will post exec job descriptions received so far; **other exec members** asked to send to Ruth/Jeanette as soon as they can
- Responses to *Eduwiki* email
 - a. **Ruth** has received four responses to call for ideas, which she will collate and deliver to Suzanne Tyson at STLHE
 - b. This will be an item on the AGM to clarify our position (**Teresa**)

7. Advocacy and leadership (Teresa)

- Teresa reviewed her report to the STLHE Board and questions asked re (i) access to update website and (ii) months we can hold the conference, as well as (iii) vote of thanks re grants. Teresa asked the **exec** to review plans for next year and let her know if we have further items or edits of the report, by **June 14th**
- Review of agenda for EDC AGM at STLHE;
 - a. 4:30-6:30 Toldo Health Education Centre Rm 203
 - b. **Ruth** to send 07 AGM minutes to **Jeanette** to send out to membership ahead of time
 - c. **Teresa** will contact Judy Britnell to ensure her presence at AGM
 - d. Re request to have more activities for mid-career EDs, **Teresa** will put an item on the July exec meeting to consider having focused pre-conference sessions at next EDC conference
- Revisit of SFU/Kwantlen conference organisers' proposal to share conference profit three ways instead of two
 - a. Teresa provided clarification re MOU; the wording is ambiguous, and it seems we will have to split the profits three ways
 - i. **Teresa** will have one further discussion with the organizers recommending a different division of profits
 - ii. **Chair** will ensure better clarity in future MOUs with conference organizers
- Discussion of conference proposal for 2009, as well as 2010 and 2011
 - a. Exec agreed to later (May) dates when conference is in the East (due to weather considerations) but agreed that consistency (February) is best for years in the Central and West regions
 - b. **Jeanette** will contact Maureen at Memorial to accept proposal but encourage earliest dates possible
 - c. **Alice** will revise call for grant proposals
 - d. **Ruth** will dialogue with TRU regarding the 2011 dates; 2010 dates at Durham will be in February
 - e. We will discuss conference timing issues further at EDC AGM meeting (**Teresa**)
- Proposal for an "ask an educational developer" office hour idea (deferred to July exec meeting/ **Teresa**)

8. Adjournment; **next meeting** at STLHE, **Wednesday June 18th 12:15 to 1:15 Room 415, Odette School of Business** (pick up lunch on the way to the meeting—same building, lobby)
9. **Next teleconference** July 16; 9-11 (PST), 12-2 (EST)