

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

**Minutes of Meeting of the EDC Executive
November 19th, 2008; 9-11 AM (PST); 12-2 PM (EST)**

1. Adoption of the agenda with minor revisions
2. Minutes of previous meeting approved as amended.
3. Budget 2009 discussion continued (Janice)
 - Finalisation of EDC 2009 budget for submission to the Board
 - a. issues that have arisen from members were reviewed and discussed
 - i. suggestion to investigate the use of online teleconferencing will be explored for 09 exec meetings
 - b. discussion re difference between membership list and listserv; only members were asked to review the budget
 - c. agreement that student bursaries will be increased to \$2,000, with \$1,000 coming from the EDC budget and \$1,000 coming from the conference budget each year
 - The budget was approved by the executive (moved Jeanette; seconded Alice, passed) ; **Janice** to try to arrange an online vote by the membership in the next few days so that the approved budget can be submitted to the STLHE Board in time for their consideration at 26th November meeting
 - a. **Teresa** to send finalized copy of budget to Board after the vote on Tuesday
 - Discussion with Bob re interest on EDC portion of surplus (deferred to January meeting; **Teresa** add to agenda)
4. Conference (Alice, Ruth and Janice)
 - Update: conference planning is on track
 - a. Sessions have now been reviewed and finalized session list being developed and will be finalized by Dec 10
 - i. There were 18 reviewers from 16 institutions
 - ii. 43 sessions proposed (15 x 45 min; 15 x 90 min; 7 posters; 6 roundtables)
 - b. The draft schedule has been reviewed and approved by Alice
 - c. Pre-conference workshops
 - i. **Ruth** to send host workshop description to Alice by Nov 24
 - ii. Teresa D. to co-lead second pre-conference workshop with Sarah Blackstone on curriculum design and review processes
 - d. Alice was formally thanked for the extremely smooth session proposal and review process; Alice in turn noted the hard work of the reviewers and that having the student's help was invaluable
 - e. Registration expected to go live Dec 1, 2008
 - f. Note need to market conference to non-members in this region especially

- i. Ruth marketed to College Curriculum Developers Affinity group, Janice CCHRD group, and Janice and Jeanette to CSPOD
 - ii. Executive will send out conference info to listserves they are associated with (Jeanette to send to EDC listserv) noting free conference registration draw to those who register by Dec 31, and call for applications for student bursaries by Dec 31 as well so both announcements can be made in January
- Conference budget was reviewed
 - a. Preliminary budget approved by executive
 - b. Flat fee of \$270 + GST (no early bird rates) approved (note same as last year's early bird rate); \$50 for pre-conference attendance
- Future conference timing
 - a. Jeanette's survey results from EDC members reveal a majority prefer winter timing
 - b. Teresa's consultation with Marg Wilson revealed that our plans will keep us (deliberately) out of geographic synch with STLHE, as shown below:

	STLHE	EDC
2009	east (UNB)	central (Durham)
2010	central (Ryerson)	west (TRU?)
2011	west (U Sask.)	central
2012	central	east
2013	east	central

- i. Note that if we go west for 2010 conference in February, dates will conflict with Olympics (Feb 12-28) which may cause difficulty in booking hotels etc.; **Teresa** to discuss with TRU representatives

5. Communications (Jeanette)

- Update on development of EDC site—U Sask to host STLHE site with access for each constituency confirmed at STLHE Board meeting Oct 29th
 - a. **Jeanette** to inquire re status of STLHE SIGs in this agreement
- Minor clarification changes to bylaws approved by exec; to be voted upon by members at Feb GM
- Proposal for “ask an educational developer” office hour discussed; exec determined that potential benefits would not outweigh the difficulty of organizing and maintaining such a scheme, and that similar needs are adequately met via the listserv
- Logo development
 - a. **Jeanette** to draft a list of criteria and approach GoDaddy and Creative Creature for quotes for the development of 3 logos for our consideration
 - b. Letterhead discussion deferred until logo developed

6. Secretary's update (Ruth)

- Sylvia's draft job description—EDC portion
 - a. Some additions made

- b. **Exec** to review in detail before next meeting; send Ruth amendments
 - Request from COED deferred to December meeting (**Teresa** add to agenda)
 - **Ruth** to re-send our translation priorities to Sylvia (and cc Joy) from EDC to be integrated with other priorities
7. Advocacy and leadership (Teresa)
- EDC's contributions to the STLHE Highlights document; Teresa is now assisting the Board in professionalizing the document
 - Brief discussion of the 5-yr plan as a living document to be amended/extended each year. We are 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 --Alice and Teresa to meet November 24th
 - Debrief from STLHE Board on October 29th
 - a. STLHE conference proposals deadline of Jan 30th 2009
 - b. Research ethics clarification regarding STLHE list usage to be written up by Nicola and sent to the lists including the EDC list
 - c. Volunteered EDC to assist with helping to continue access to resources from IATHE if they can be recovered by STLHE
 - i. Jeanette noted that IATHE is meeting Nov 27 to discuss redistribution of its assets (with consideration to intellectual property issues); Tim Pychyl is the contact
 - d. A request to send a message requesting help in publicising grad assistance to attend the STLHE conference via the EDC list is likely to be forthcoming shortly.
8. Adjournment and **next meeting**: **Tues Dec 3** usual times (Ruth cannot attend; **Jeanette** to take minutes)