

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

Minutes of Meeting of the EDC Executive
Wednesday, April 7th 2009; 9-11 AM (PST); 12-2 PM (EST)

1. No additional items were added to the agenda
2. Minutes of previous meeting were approved.
3. Communications
 - Jeanette provided an overview of the resource survey results – 32 people responded – 24 participants said that they have read the resource. Most people still believe that it is a useful resource. There was a recommendation that perhaps these resources or the communication around them could be more user-friendly. We could be more strategic in asking people to contribute. Maybe the resources could be easier to search. The resources could potentially be themed.
 - a. It was agreed that we should pursue the idea of themes related to the living plan which will be further developed over the next few months.
 - b. Pursue asking institutions to volunteer to write to a particular theme from the living plan.
 - c. Ask for centres to showcase something they are working on as a submission.
 - d. Jeanette will consult with Cathie Baillie regarding the option for how to make the resources more accessible (Word Press, wiki, blog, etc.)
 - Logo follow-up
 - Logo discussion
 - a. Jeanette provided a listing of the logo/letterhead considerations. Based on discussion, Jeanette will update this document that will serve as our guideline for logo use
 - b. It was agreed that a link to an electronic logo be added to the web site. Jeanette will work on the wording for the guidelines for the use of the logo for our discussion at the next Executive meeting.
 - Letterhead discussion (color letterhead used wherever possible)
 - a. French & English wording should both be included
 - b. Logo left justified at the top of the page
 - c. URL will appear right aligned in the footer
 - Paper supplies required
 - a. Letterhead correspondence will be printed out as needed by the individuals who are using the official letterhead template. Teresa will send us the template that she has used in the past for the review of Executive members. A decision will be made re official letterhead at our next Executive meeting.

- b. It was agreed that we should print thank you notes. Jeanette will work with someone in her office to design an example for our review and then we will have them printed.
- Web site logo
 - a. Jeanette will arrange with Sylvia Riselay to have the logo added to the EDC web site.

4. TRU Conference

- Conference theme
 - i. Alice would like the executive to review by May 15th the communication that she sent to Executive regarding the proposed theme. Alice will re-send the message to Executive members after the meeting.
- EDC Executive meeting at conference
 - i. It was decided that the Executive would meet the night before the pre-conference. Alice will communicate with Gary at TRU to say that we might need a room for our meeting but that we will get back to him if we require a room for our meeting.
- EDC Meeting at conference
 - i. It was decided that the EDC meeting will be held just before the last plenary session.
- EDC member bags
 - i. It was decided that a new bag will be selected that would include both the EDC and STLHE logos.
 - ii. Conference participants would receive a bag at the next conference and be asked to re-use the bag for future conferences. Consequently, members would only receive one complimentary bag.
 - iii. It was decided that the Executive would select two different cost-effective bags and then ask the membership to vote on the bag that they would like to use for future EDC conferences. Alice will contact Ruth to see if she will agree to do the research regarding the potential conference bags.

5. ProD

- The Living plan update
 - Alice will work on this project in May/June so at this time there is nothing to report.
- ProD segment at UNB
 - The Executive discussed various possibilities for the ProD segment at UNB. Further discussion will be held at the next Executive meeting.

6. Secretary's update

- The secretary was not able to attend the meeting so the following items were deferred to the next meeting
 - i. Exploring teleconference alternatives
 - ii. Lapel pins

7. Advocacy and leadership

- Teresa will have monthly calls with Sylvia to liaise with STLHE headquarters

- a) Teresa will check with Sylvia regarding outstanding cheques for reimbursements (travel reimbursement, etc.)
- Elections update
 - a) Erika Kustra the chair of the Nominations Committee is working with Sylvia regarding preparations for the electronic election of the V.P. Communications and the Secretary.
 - b) After careful discussion, the Nominations Committee do not feel that there is a conflict of interest for those EDC members who wish to stand for election as well as apply for EDC grants. This decision was communicated to Teresa Dawson via e-mail on April 2, 2009.
 - c) It was decided that the Executive would discuss at the next Executive meeting the need for a vote at the EDC Annual General Meeting in June 2009 regarding this potential conflict of interest item.
- Grant funding update
 - a) The total amount at the present time for the EDC Grant Fund is \$7,400.
- STLHE conference social update
 - a) Joy Mighty has made a suggestion that the EDC Executive, the 3M Council Executive and the STLHE Board have a get together for a social event at the UNB STLHE Conference. Joy is investigating a potential date, time and location. It will not be held on Monday, June 15 as tentatively planned.

8. Budget 2009

- A motion was made by Alice Cassidy that EDC provide financial assistance to our current treasure to a maximum of \$500 for each of the STLHE and EDC conferences to cover expenses for 2009 – 2011 term of office. Seconded by Teresa Dawson. Motion passed (4 in favour; 1 abstention)
- Financial update for EDC Annual General Meeting – Janice is not able to participate in person but will give the financial update via a Media Site presentation.
- Janice reported that the EDC Conference had a surplus of \$16,463.44. EDC will receive \$8,231.72 and Durham College will retain \$8,231.72. A final financial report will be included with the overall conference report. The conference report will be forward to the Executive Committee shortly.
- Motion to supplement grant funding from conference profit deferred to the next Executive meeting.

9. The meeting adjourned at 1:55.

10. Next meeting date – May 12, 2009 from 9-11 AM (PST); 12-2 PM (EST)

Janice was thanked for taking the minutes for the meeting in the absence of the Secretary.

Future meeting agenda items noted

- Receipt and discussion of conference report from Durham
- Conference manual review and feedback