

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

Minutes of the Meeting of the EDC Executive
Wednesday, January 14th; 9-11 AM (PST); 12-2 PM (EST)

1. Adoption of the agenda with two additions
 - Request to distribute 3M information package at conference
 - STLHE website developments
2. Minutes of previous meeting for approved
 - Motion put forward by Alice Cassidy, via email between executive meetings, as follows:
 - No EDC nor STLHE executive member is eligible to win the free EDC registration draw, this year or any other year that future hosts may do it.**
 - Teresa Dawson seconded; passed unanimously via email vote**
3. Item 4 (d) from Agenda discussed now (due to Teresa's only temporary access to computer)
 - MOU revised by discussion
 - i. Welcome letters (Chair, STLHE President, Institution host) will be translated into French in conference program, but not remainder of program
 - ii. Item #3 in MOU will be reworded as follows: *Liaise with the Vice-Chair (Professional Development) during the Vice-chair's planning and overseeing of the Academic Program (for aspects of web advertising timing, room availability, and other related matters).*
 - iii. Ruth to incorporate agreed changes, have Durham sign, and mail 4 copies to Teresa
4. Budget 2009 (Janice)
 - Student assistance update: Alice was thanked for a thorough report on how the funding for student assistance was spent
 - Janice is still awaiting further information regarding the EDC interest account from Sylvia, and has also not received expected financial reports; we have also requested that the final budget be posted to the web
5. Conference (Alice, Ruth and Janice)
 - Re student bursaries: all applications for student bursaries this year were approved to the maximum allowable amount, and the total amount is less than that budgeted; the EDC and the conference will each pay 50% of the bursary amount, with the rest reverting to the EDC account
 - Information item re conference schedule—there is time in the opening remarks (Tues between 8:30-9:30) for Teresa and Alice to speak and time at the wrap-up (Wed 3:45-4:00) for Teresa's closing remarks (including announcement of next location and possibly logo unveiling)
 - In response to a request from the 3M Council, a reading from *Silences* with a related activity will be incorporated into our opening session as a “mixer

- Free registration draw: Ruth to select winner (by random draw) and contact this person and students to request permission to make results public; will send results to Jeanette
 - Discussion of proposal for 2010; proposal was accepted with thanks and location will be announced at 09 conference
6. Communications (Jeannette)
- Logo options were discussed; Jeanette to go back to designer with requests for minor changes; final two designs will be presented to the membership for a vote; executive will abide by results of the vote
 - Bylaw changes update
7. Secretary's update (Ruth)
- Documenting our motions: Ruth will highlight important motions (those that may affect future EDC activities) in green in the minutes, for quicker reference by future executive members
8. ProD (Alice)
- Alice provided an update on reviewing progress on our 5-year plan http://www.tss.uoguelph.ca/edc/documents/EDC_PD_Plan.pdf
9. Advocacy and leadership (Teresa)
- Feedback submitted to Joy re Sylvia's performance as requested.
 - Eileen's Herteis has suggested that we transition the executive's representative on the Nominations Committee; Teresa will contact Erika Kustra with a request that she take on the role; Teresa will thank Eileen Herteis for her service at the GM in February; Jeanette will add an invitation to participate on the Nominations Committee to her next membership email
 - Work on STLHE highlights 2008 document completed
 - Teresa discussed possible participation in Peter Wolf's proposal regarding exploring an accreditation process for SOTL-based programs that are offered to faculty
10. Adjournment and **next meeting**
- Next teleconference meeting **Wed Feb 11** (usual times); **preconference meeting** at Ruth's house, on Sunday Feb 22, 5 p (Ruth to send directions)