

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

Meeting of the EDC Executive

Wednesday July 15th 2009; 9:00-10:30 AM (PST); 12:00-1:30 PM (EST)

Regrets: Janice and Ruth

REVISED AGENDA

1. Adoption of the agenda—revised agenda to just discuss items we could address without Janice and Ruth
2. Minutes of previous meeting for approval—deferred
FOLLOW UP—Ruth to please make sure we record Alice’s approval of acceptance of Durham conference report in June 8 minutes since it was agreed at that time
3. TRU Conference (Alice)
 - Possible plenary speakers (please see Gary’s email of July 7th)
 - Idea for closing session (please see Gary’s email of July 8th)
 - Idea exchange idea and discussion of idea for a new format of session for 2010 EDC conference (please see Alice’s email of July 13th outlining the idea)
 - Invited preconference workshop**FOLLOW UP (Alice—note Alice has done much of this already)**
 - Communicate w/ Gary re OK to go ahead with plenary speakers proposed and give him summary of our discussion especially regarding helping colleagues connect from plenary speaker’s remarks to their own experience
 - Draft thoughts re “exchange idea” session format and how would fit in conference program and peer review process (likely begin during the Reception and include scheduled follow up networking time) to share with Exec for feedback (note: the rest of the conference call to be almost identical to last year)
 - Follow up re Paula Borin et al re idea for Invited Preconference workshop for the conference
4. Grants (Alice)
 - Update to website, call, call for reviewers, etc. gone out thanks to Jeanette (see June 29 note to list)**FOLLOW UP—Jeanette** will kindly send a reminder re grants deadline and call for reviewers tomorrow (Friday 17th July)
5. Communications (Jeanette)
 - Thank you cards and envelopes
 - a. Approval of latest version of the design (please see Jeanette’s email w/ attachments of July 14)
 - b. notice to Janice re cost of cards + envelopes
 - Update on Saskatchewan training for web support for EDC—two sessions have happened to-date
 - Update re updates to the web—still working with dual sites at the current time. Will “go live” w/ new site once the template includes the EDC logo
 - Listserv is updated with all new members
 - Regional groups page—Jeanette has started working on this

FOLLOW UP—**Jeanette** will order 250 cards and envelopes and email Janice re exact cost of bill to expect

6. Advocacy and leadership (Teresa)
 - Items for meeting w/ Sylvia
 - Archive copy from Jeanette—we have all received a copy on disk

FOLLOW UP

- **Jeanette** will update Ruth's job description to record her as the "official keeper of the archive" for transition purposes (already **done**)
- **Teresa** will include items in her monthly meeting w/ Sylvia:
 - Week of Sept 9 cheques to grant recipients
 - next anticipated date for updated membership list

7. Adjournment and **next meeting**

FOLLOW UP—**Teresa** to ask Carolyn to set up August meeting

Specific Deferred Items

1. Minutes of previous two meetings
2. Follow up to meetings with Sylvia in June (all) and July (Teresa)
 - Consistent timeslot for our AGM at STLHE
 - Outlining the process of working through the Society's French translation priorities—direct contact with *Joli Mots*
 - Key dates when membership lists are needed by EDC--quarterly
 - New reusable EDC membership bags and request for assistance in distribution for new members--confirmed
 - STLHE website update
 - Logo use guidelines—to be posted
3. Secretary's update (Ruth)
 - Conference bags—next steps
 - Membership lists and any follow up required
 - TD to invite Ruth to Google site created by Denise on behalf of Exec
4. Advocacy and leadership (Teresa)
 - Items for meeting w/ Sylvia
 - Next steps re Taskforce on Continuing Professional Education—establish a subcommittee for EDC. Members recorded at AGM?
5. Membership Campaign discussion (Janice—please see her email of June 30th)
 - Possible membership campaign
 - Renewing STLHE as a prerequisite for renewing EDC membership
 - Responsibility
 - Should listserv membership be a "perk" of membership only
 - What other perks can we list e.g. member bag and pin!
 - Attracting more college members

Future meeting agenda items noted

- Review “idea exchange” draft from Alice
- Conference manual review and feedback (see Alice’s emails of July 15)
- Update on funds transfer from the Durham conference
- UNB images for website—do we want to include any?
- AOB from UNB?
- Review conference feedback form
- Discuss which correspondence (e.g. thank you notes) should now be transferred to hand written notes instead of email now we have the thank you cards. Develop list.
- Meetings for the next academic year (please bring calendars so we can schedule)
- Updating the living plan and reviewing next to do steps
- Bylaw changes
- Next conference location (2011)