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

Minutes of the Meeting of the EDC Executive
Tuesday May 12, 2009; 9-11 AM (PST); 12-2 PM (EST)

1. Adoption of the agenda

2. Minutes of previous meeting for approval deferred to next meeting

3. Election results (Teresa)
   - Congratulations to Ruth and Jeanette who have both been acclaimed for a second term
   - Discussion of need for by-law change as per Erika Kustra’s report as chair of nominations committee; Jeanette will conduct an e-vote in the near future, including time for discussion

4. Receipt and discussion of conference report and budget from Durham (Ruth & Janice)
   - The conference report and budget were accepted pending Alice’s approval, and the conference co-chairs were thanked for a timely and excellent report

5. Communications (Jeanette)
   - Jeanette will send out an email to the list with the updated time of the AGM: June 17, 730-9 pm, room TBA
     i. Ruth to get an updated membership list from Sylvia for the AGM
   - Follow up with Cathy re resource list (as per Jeanette’s email)
   - Logo follow-up
     i. Jeanette to create mock-ups of various options for executive feedback
     ii. Subcommittee reports come to Secretary, who will add the EDC logo
     iii. Those wanting to use the EDC logo for official uses will contact the Secretary for the file
     iv. Jeanette will contact Sylvia to have the overview sheet and directions for use posted to the website
     v. Jeanette to send finalized guidelines for use to executive for review prior to posting to web; exec to provide feedback

6. Secretary’s update (Ruth)
   - The executive prefer to continue to use teleconferencing
     i. Cost is minimal (less than $500 per year)
     ii. Interaction is maximized
     iii. Online channels have proven unsatisfactory for various exec members in other contexts
     iv. Ruth to investigate the use of MSN to see if more than two people can be online at once
   - Lapel pins
     i. Ruth to order Rush-It design in silver, order 250 ($520 + taxes)
ii. See if we can have made for a gift at the AGM, then GM, thereafter to new members with a welcome letter from Secretary
  • **Ruth** to send summary of conference bag options to executive prior to next meeting

7. Advocacy and Leadership (Teresa)
  • AGM executive meeting; **Teresa** to invite Sylvia for the whole meeting
    i. Suggestion that **Alice** may wish to build on SWOT analysis results (from R. Parsons) in pro-d event at AGM
  • Teresa has requested a reimbursement to the Treasurer as per the motion at the last executive meeting
  • Teresa conveyed a thank you from STLHE for our minutes model and our practice of posting our executive minutes
  • Discussion of STLHE pro-d task force deferred to next executive meeting
    (Teresa)
    i. However, executive would encourage this group to discuss the creation/inclusion of more substantial resources to be included on STLHE website
    ▪ **At EDC AGM, may seek EDC input (Teresa)**

8. Budget 2009 (Janice)
  • Reimbursement cheques have been received
  • **Janice** to have budget update for executive for next meeting
  • Discussion re supplementing the amount we receive (see March 18, 2009 item 9c for wording); further discussion deferred to next meeting when budget is finalized
    (Teresa)

9. Adjournment and **next meeting** Monday, June 8, 11:30-1:00 EST; 8:30-10 PST