

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

Minutes of the meeting of the EDC Executive
Monday, November 16, 2009; 9-11 AM (PST); 12-2 PM (EST)

1. Adoption of the agenda (all)
2. Minutes of Oct 28th approved with minor revisions
 - Business arising: **Teresa** to follow up with Glenn Luppnow re inquiry about STLHE/EDC communication processes
3. Discussion re attracting more college members
 - Currently 12 college members on membership list, which is an increase from last year
 - Plans to launch a special membership campaign by providing information re benefits and role of EDC; note benefit of outreach to local/regional groups such as CCHRD etc.
 - i. **Teresa and Janice** to send an invitation re EDC conference to CCHRD, COED, UCIPD and other appropriate bodies
 - ii. Next year, do a more comprehensive search for other college contacts, send out another communication emphasizing STLHE conference and inviting them to join EDC when they register for the STLHE conference (**Jeanette**)
4. EDC input into STLHE website steering committee and web development process
 - Changes to EDC pages can be made by Jeanette; changes re EDC content on STLHE pages can be requested by Jeanette via Sylvia
 - **Teresa** to request that STLHE Board create a structure and process for more substantial changes to website (i.e. navigation bar design/composition)
 - Also **Teresa** to communicate need to update/expand Teaching Centre list (www.stlhe.ca/en/links/teaching-centre.php) on STLHE website to include member colleges and other member universities
5. Discussion re possibility of connecting to UCIPD “collaboratorium” (Itcollaboratory.org)
 - **Teresa** to research implications/possibilities of connecting to this site via EDC site
 - i. **Teresa** to talk to Paul Tracy at BC Campus and Nancy Randall at UVic
 - ii. **Teresa and Alice** to discuss how this opportunity could be integrated into conference PD session
6. TRU Conference (Alice)
 - Alice updated the executive that the conference will not have a poster session (due to low submissions in this category) but will have an Idea Exchange; Alice sees this as a natural evolution based on member requests; will increase interactivity among members
 - Keynote presenter close to being confirmed; Teresa reported that the MOU is in process
 - Alice is designing a consistent conference feedback form for EDC conferences; **Alice** will send a draft to executive
 - **Executive** are gathering for dinner on the Wed evening of the conference, followed by a meeting in Alice’s room; **all executive** to send cell phone #'s to Jeanette to facilitate gathering

7. Budget (Janice)
 - E-vote on budget is in process, deadline is November 18th
 - Teresa will speak to this item at December STLHE Board meeting
 - Update on funds transfer from the Durham conference; still in process, Janice to investigate
 - Janice requested that Teresa send her the invoice for Nov/Dec teleconference costs as soon as possible so she can finalize her budget

8. Secretary's update (Ruth)
 - Ruth confirmed that the complaint received regarding unsolicited advertising was not related to the company we are ordering our conference bags from
 - Ruth will order the bag style selected by the e-vote (recycled messenger bag) and have them shipped to Gary at TRU
 - Ruth has received the contact information for *Joli Mots*, and will arrange with Gary Hunt to get the welcome messages for the conference translated; bill to be sent to Janice for payment
 - Connecting to the STLHE Google calendar that Sylvia uses: Ruth will contact Denise Stockley to get access

9. Advocacy and leadership (Teresa)
 - Expressions of interest re future conference hosts (2011)
 - a) Teresa clarified the need for submissions to go through the EDC Chair
 - b) Submissions received to date will be reviewed at January executive meeting when we will discuss implications of any potential changes to timing

10. Communications (Jeanette)
 - Jeanette to send out a communication regarding the upcoming elections for Chair and VC Pro-D, with a link to the roles and responsibilities page

11. Adjournment and **next meeting**
 - No December meeting
 - Dates confirmed for 2010

Future meeting agenda items noted

1. Conference manual review and feedback (see Alice's emails of July 14)
2. Updating the living plan and reviewing next to do steps (Alice and Teresa)
3. 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 (Ruth)
4. Bylaw changes (Jeanette, ongoing)
5. Budget (Janice, ongoing)
6. Subcommittee on ProD once STLHE moves their work forward (Ann and Alice Mac w/ Teresa)