

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

Minutes of the Meeting of the EDC Executive
Wednesday, October 28, 2009; 8-9:30 AM (PST); 11-12:30 PM (EST)

1. Adoption of the agenda
2. Minutes of previous meetings (July 15, Sept 16 approved with clarifications to 5.2 and 6.2; Sept 30 deferred to next meeting)
3. TRU Conference (Alice)
 - Academic program, schedule at a glance are posted to website
 - Alice reports that she has ample reviewers but so far the session proposals are very few, which is normal for this time of the year
 - Jeanette has sent out prompting messages re proposals to EDC and STLHE lists
 - Alice continues to work closely with Gary as the conference program is developed
 - Discussion re a policy on visa requests (like ISSOTL) deferred to a later date, but agreed to in principle; Alice to gather examples and other information(eg. A template letter and process we could use)
4. Grants (Alice)
 - Acknowledging awards resulting from grants (e.g. Donna and Dieter per Janice's suggestion in her Oct 15th email) will be done when final reports from grant recipients are posted (Jeanette)
 - Grant cheques have gone out for this year.
5. Communications (Jeanette)
 - E-vote for EDC members' bag will be posted by Sylvia this week
 - Jeanette will announce results; Ruth will order 250 bags of chosen type, to be delivered to TRU
 - Ruth to inform Janice of final costs of bags for budget
 - Jeanette to send out the call for 2011 (and beyond) conference hosts, with location open
 - Website development continues but is slow due to other duties of web developer
6. Budget (Janice)
 - The finalized 2009 statement was reviewed, and the proposed 2010 budget was discussed
 - Janice to send revised copies asap to Jeanette for posting for member feedback; member feedback collected by Nov 6th; Janice will collate comments and send to exec by Nov 9th; exec teleconference to finalize budget Nov 12th (Teresa to arrange); Jeanette to arrange e-vote on budget Nov 12-18; Janice to receive results and send to Bob S. and executive by Nov 20th; Teresa to get this item onto December STLHE Board meeting.
 - STLHE has not yet received funds transfer from the Durham conference
 - Update on UVic LTC reimbursements re phone costs (estimated and integrated into budget documents)
7. Secretary's update (Ruth)

- Volunteer tasks for EDC and conference are still being developed
 - The Expert Exchange activity results document is complete; Jeanette will post this to the website
 - Once Ruth receives the membership list from Sylvia, she will compare them to last year's list and send a prompting email to those who have not yet renewed
 - Connecting to the STLHE Google calendar; Teresa will arrange with Sylvia for Ruth to have access, as Sylvia does seem to be using this tool
8. Advocacy and leadership (Teresa)
- Elections—Erika has agreed to serve as our rep on the nominations committee
 - EDC meetings at STLHE are to be consistent in future as follows (per Teresa's July 29th conversation with Sylvia)
 - a) EDC executive meetings will be on the pre-conference day (usually Wednesday) at lunchtime (12-1 pm)
 - b) EDC AGM meetings will be 4-5:30 the day of the pre-conference sessions, and the opening reception will be delayed until 5:30 to avoid overlap
 - STLHE website—left hand nav bar missing EDC grants and conferences; Jeanette to follow up; further discussion at next meeting (Teresa)
 - MOU with TRU has not yet been signed; Teresa to arrange with Gary Hunt; Alice to extract template for Conference Manual from last year's sample
9. **New item for discussion**—attracting more college members (deferred)
10. Adjournment and **next meeting**
- Double checking on meetings for the rest of the year; Teresa to ask Carolyn to arrange the meetings to next April with executive input

Future meeting agenda items noted

1. Development of GM agenda for February (discussion re asking membership re timing of future EDC conferences, per Jeanette's email of Sept 24th 2009)
2. Conference manual review and feedback (see Alice's emails of July 14)
3. Review conference feedback form
4. Updating the living plan and reviewing next to do steps
5. 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.
6. Bylaw changes (ongoing)
7. Next conference location (2011) and possible different conference days of the week i.e. not a weekend (per Jeanette)
8. Subcommittee on ProD once STLHE moves their work forward (Ann and Alice w/ Teresa)
9. Discussion of STLHE web organization and process/procedures by which requests for structural changes can be made