

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

**Minutes of the Meeting of the EDC Executive**  
Thursday April 8<sup>th</sup> 2010; 8:30-10:30 AM (PST); 11:30-1:30 PM (EST)

**AGENDA**

1. Congrats to Ruth and Alice on recent achievements
2. Adoption of the agenda (all)
3. Minutes of previous meeting approved + review of GM minutes (minor revisions made; to be posted to website by Jeanette and approved by members at next GM)
4. Elections
  - **Jeanette** will correspond with Erika K. re timing of elections
  - Discussion of transition plans; May 21 Executive meeting will include new officers if possible
  - Transition issues
    - teleconferences currently housed at UVic and organised by Carolyn in the LTC at UVic: assumption that new Chair will assume these responsibilities by the end of summer 2010
    - **Teresa and Alice** will coach new officers and review job descriptions prior to May 21 teleconference if possible
    - Alice will continue to be associated with the grant program until July or later; Alice is creating a folder of documents related to grants. Pro-d and conference organizing to pass to the new officer
5. Proposal to broaden student bursaries to include undergraduates
  - Agreement to increase amount to \$3,000 per year (\$1500 each from EDC and conference hosts) and open up to graduate and undergraduate students
  - Continue to conduct bursary process as a lottery among those who register by the deadline, but with preference given to those who are presenting/co-presenting at the conference
  - **Alice and Jeanette** to update the conference manual documents for 2011
6. Discussion re potential uses of operating surplus for preparation of a recommendation to, and further discussion by, members at the EDC AGM in June (Janice)
  - Noted that projected 2011 surplus will be about \$8500
  - Agreement that base budgets each year should be within expected revenues
  - Following up from the GM pro-d activity, we will ask members to submit ideas for one-time only projects to spend the EDC surplus in the 2011 budget
    - **Janice and Jeanette** to send out request; submission deadline May 7<sup>th</sup> to Janice; executive will organize and present short list to membership at AGM with discussion/online vote to follow
    - If decisions made that can be implemented in fall 2010, **Janice** will amend 2010 budget accordingly

7. Preparing for STLHE in Toronto
  - Exec dinner—Wed June 23
  - Exec meeting in schedule (June 23<sup>rd</sup>); Janice will correspond with conference to book room and lunch
  - AGM (June 23<sup>rd</sup>) —May 21 teleconference will focus on developing the agenda, working with new officers, ProD event, etc.
  - Advertising the AGM and keeping attendance high (event is in printed program, schedule at a glance)
  - Janice's note to OCCHRD to encourage college participation
8. TRU Conference follow up (Alice)
  - Alice has received all feedback summaries from TRU and results were extremely positive except for minor organizational comments re timing; Alice has draft report except for final financials, and will request final report in time for AGM financial report
    - Executive agreed that, in future, an executive summary will also be requested from conference hosts, to be posted to the website; complete report including financials will be made available to subsequent year's conference host
    - An official thank you to Gary Hunt and TRU team for a great conference
9. Communications (Jeanette)
  - Jeanette showed the executive recent changes to the website that enhance the EDC presence within the STLHE website; exec provided suggestions for further updates
  - **Jeanette** to follow up with Carole Dence re historical documents she has available
10. Advocacy and leadership (Teresa)
  - Follow up email from Nancy Randall re “collaboratorium” opportunities
    - a) Response at the GM was positive
    - b) **Teresa** to draft a message to the membership and follow up with Nancy
  - Next steps re Algoma and 2011
    - **Alice** will send checklist, timeline, financial templates to Algoma and advise that they will be contacted by new VC pro-d, and will receive finalized TRU report
  - Web oversight committee presented to Board in Feb and accepted as a good idea, but not yet formed. Follow up discussion for June scheduled
  - Chairing task force to obtain Charitable Status for the Society
  - Teresa provided an update of the awards process at the STLHE level
11. Budget (Janice)
  - Payments of next phone bill to UVic just requested
  - **Janice** to check with Bob S. re audited STLHE financials for 2009
12. Secretary's update (Ruth)
  - Membership payment line confirmed on registration form
  - STLHE Teaching Centre list update; **Jeanette** to correspond with Sylvia to urge progress on this item
13. Adjournment and **next meeting** (May 21 usual times)

**Future meeting agenda items noted**

1. Bylaw changes (Jeanette, ongoing)
2. Subcommittee on ProD once STLHE moves their work forward (Ann and Alice Mac w/ Teresa)
3. Implementing process for bag distribution (deferred)
4. Develop a list of 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. (deferred)