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 8th 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 7th 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 23rd); Janice will correspond with conference to book room and lunch
   - AGM (June 23rd) —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)