

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

Minutes of the Meeting of the EDC Executive

Monday, August 9, 2010; 8:00-10:00 AM (PST); 11:00 AM-1:00 PM (EST)

Due to technical difficulties, this meeting was truncated and items 2, 3, 5, 9 (except for the first bullet), 10, 11, 12, 13, 14 were postponed to the September meeting,

1. Adoption of the revised agenda (all)
2. Thanks to Marla Arbach [marbac2@uottawa.ca] for taking over the EDC resources (all)
 - Jeanette noted that book review requests were in process; the resource blog will be updated; first posting under Marla's purview in November 2010
 - Marla is looking to do two to three postings per year (book review, "goldmine" resources, resources from centres (Eng/FR and U/C) contacted to contribute, contributions from individuals who are willing send us their reviews, etc.
3. 2011 Conference (Paola)
 - Update on conference theme
 - i. Paola will contact the conference organizers to discuss executive concerns about the implementation of the suggested theme
 - Conference Handbook
 - i. Alice has assured us that she is in possession of all handbook files and will be sending them to Paola soon
4. Grants process (Paola)
 - Paola reported that she is in the process of updating plans for this year's process
5. Communications (Jeanette)
 - Jeanette reported on a variety of website updates
 - Discussion of working definitions of educational development for the website; documents shared; more discussion needed
 - Follow up with Carole Dence re other documents she has available is underway; Carole has indicated an interest in co-developing a history of the EDC
6. Budget (Janice)
 - Discussion of submitted suggestions for use of the EDC surplus resulted in the following executive decisions, in recognition that many of the members' suggestions are already in process through other funding mechanisms
 - For 2011, some of the surplus will be put towards a \$25 per registrant subsidy of the conference fee (\$2000-\$4000 depending on registration numbers)

- The rest of the surplus will be directed to supporting initiatives to develop pilot “training” programs/institutes for new and advanced educational developers (as per suggestions from the membership); proposals to develop and facilitate such sessions will be invited from the membership this fall
 - In future, surpluses up to \$2,000 will be directed toward (first) balancing the operating budget and (second) will be added to monies available through the EDC grant program; ideas for using amounts in excess of \$2,000 will be put to a special vote by the membership
7. Adjournment (Nicola to set up a fall meeting schedule through consultation with the executive members)