

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

**Minutes of the Meeting of the EDC Executive**  
Thursday January 7<sup>th</sup> 2010; 9-11 AM (PST); 12-2 PM (EST)  
Regrets: Janice

1. Adoption of the agenda with minor additions
2. Minutes of previous meeting approved
3. Communications (Jeanette)
  - Website contact at USask has been renewed (Daniel DeLury) and Jeanette continues to work with him to refine the look and functionality of the site
  - **Teresa** to approach STLHE Board asking that they create a structure for web changes for constituent groups
  - **Teresa** to ask Joy M. for document re EDC history and send to Jeanette for use in new website section
4. TRU Conference (Alice)
  - Conference program has been posted to web
  - Alice is finalizing conference manual
  - Results of last year's pro-d have been integrated into the Living Plan
  - New topics for development include the following, which will be explored at this year's AGM
    - i. Mentoring in various forms
    - ii. Special Institutes, e.g. For new educational developers, or to help people develop skills to be Associate Directors or Directors of Centres
    - iii. Resources in various forms
    - iv. Sharing and networking, especially through electronic means, including ways to share, not necessarily by email, between EDC and STLHE meetings
    - v. Inter-institution connections, including sharing seminars and working with other organizations
  - Alice will coordinate the pro-d session at the GM; **Teresa** to arrange a demo of a collaboratorium as a possible vehicle for operationalizing these topics
  - **Jeanette** to send Alice her working definition of educational development; to be refined via collaboration with members
  - Confirming Exec meetings at TRU: social meeting Wed evening in Alice's room; business meeting prior to conference on Feb 4
5. Advocacy and leadership (Teresa)
  - Debrief from phone meeting with Sylvia and items for future meeting w/ Sylvia
  - MOU with TRU done and copied to all relevant parties
  - Upcoming elections:
    - a) Clarification of ability for a person currently holding one EDC executive position to run for another EDC executive position; appears to be allowed under by-laws

- b) **Teresa** to discuss upcoming elections with Erika K. re item on the GM in February
  - **Teresa** to send draft GM agenda for discussion at next meeting
  - Expressions of interest re future conference hosts 2011-12
    - a) Follow up re 2011; one location in discussions with Teresa
    - b) Tentative proposal for 2012
    - c) Timing of EDC Winter conference with respect to it partially falling on a weekend day brought forward by Jeanette. Concerns of access brought forward and discussed. Determined that there is no evident drawback to not offering it on week days only. **Jeanette** to craft an e-vote asking EDC list for their preference re all weekdays vs. partial weekdays/partial weekend days. Goal to accommodate as many individuals as possible to attend conference
  - Teresa took budget to STLHE Board as promised but there was no quorum; thus an e-vote is underway
6. Budget (Janice in absentia)
- Funds transfer from the Durham conference to STLHE confirmed
  - Payments of phone bill and other items requested
7. Secretary's update (Ruth)
- Translation by *Joli Mots* of welcome letter in conference program; still in progress
  - Connecting to the STLHE Google calendar that Sylvia uses: not yet necessary
  - Conference bags have arrived at TRU; after conference, excess bags will be held by Ruth at Durham College (**Ruth** to arrange shipping from TRU to Durham at EDC expense); taken to STLHE conference this year for distribution at AGM; after that, sent out with welcome package as a new member joins
8. Adjournment and **next meeting**
- February 4<sup>th</sup> regular times (main item = GM agenda)

#### **Future meeting agenda items noted**

1. 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)
2. Bylaw changes (Jeanette, ongoing)
3. Budget (Janice, ongoing)
4. Subcommittee on ProD once STLHE moves their work forward (Ann and Alice Mac w/ Teresa)