

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

**Minutes of the Meeting of the EDC Executive**

Thursday May 21, 2010; 9:00-11:00 AM (PST); 12:00-2:00 PM (EST)

Invited guests: Nicola Simmons and Paola Borin (newly elected Exec members)

Regrets: Nicola

1. Congrats and welcome to Nicola and Paola
2. Adoption of the agenda (all)
3. Minutes of previous meeting were approved (Ruth)
4. Preparing for Toronto—confirming meetings
  - Exec meeting in schedule (June 23<sup>rd</sup>)—scheduled for 12:15-1:15 but meet at 11:45 at lunch buffet (all exec)
  - AGM (June 23<sup>rd</sup>) 4:30-6:00 pm at OCAD.
  - The executive requested Paola's assistance with getting the EDC AGM on the “schedule at a glance” for the conference; Ruth to confirm room allocations
5. Discussion of **agenda for AGM**
  - Key items
    - i. Minutes from 2009 to be sent ahead (Ruth)
    - ii. Thanks to nominations committee (Teresa)
    - iii. Add “Living Plan” to Alice's section (Teresa)
    - iv. Alice to update grants and announce changes to conference bursary
    - v. Paola may announce grant program deadline (Paola)
    - vi. Summary of OTO suggestions received from membership to address the surplus in the 2011 budget and recommendations for further discussion by members (Janice)
    - vii. Transition between Exec officers (Teresa/Nicola; Alice/Paola)
    - viii. ProD event design (Alice and Paola)
    - ix. Jeanette—web updates, announcement of new Resources coordinator (if confirmed), and comment re updated teaching/learning centre list
      - Teresa to communicate with Sylvia that EDC will post the list but strongly recommend it also be posted to STLHE home page; Paola to investigate the possibility of active server link to keep lists congruent; EDC will issue an annual update request to all member institutions, and will update the list on the EDC page (Jeanette)
    - x. Ruth to update situation re EDC bags
6. Conferences and grants (Alice)
  - Alice will soon receive the final report from TRU (due early June including new “abstract” summary for the web; full report to executive and next year's hosts); Teresa to send official EDC thank you notes re 2010 conference; Alice to ask Gary Hunt to confirm finances with Janice prior to issuing final report

- Paola will now take over communications with Algoma re the 2011 conference, with Alice's initial support
- Conference Handbook will be completed by the STLHE conference (congratulations and a huge thank-you to Alice!)

#### 7. Communications (Jeanette)

- Jeanette noted the changes to the STLHE website that make EDC and SIGs easier to find; Jeanette is now able to add pages using the EDC template
- Discussion of working definitions of educational development for the website
- Jeanette is still following up with Carole Dence and others re EDC history (ongoing project)
- Jeanette will ensure the posting of the new list of T and L centres for members with acknowledgement to MRU

#### 8. Budget (Janice)

- Janice and Jeanette to finalize email to the membership to request submission of ideas regarding responsible spending of the one-time-only funds in the EDC surplus.
- Financials from TRU not yet received but expected
- Update on audited financials for 2009 (should be received by June in time for AGM)
- New STLHE Treasurer (Greg Fairbridge) is incoming; Janice will do what she can to ensure a smooth transition from Bob S's assistance (handover likely at STLHE in June)
- Final invoice needed from UVic (Carolyn) once the teleconference and listserv have been transferred to Nicola at Waterloo
- Travel reimbursements for new Exec members in this budget year (Janice to contact Sylvia)

#### 9. Secretary's update (Ruth)

- Implementing process for bag distribution after TRU: more bags will be distributed at STLHE; remaining members will have bag mailed out to them later in the summer; excess stored at Durham for future distribution (at conferences and to new members as needed)

#### 10. Advocacy and leadership (Teresa)

- Follow up email from Nancy Randall re "collaboratorium" opportunities and next steps—Teresa to draft a message to the membership and follow up with Nancy

#### 11. Adjournment and **next meeting(s) at STLHE**

##### **Transition items noted**

Teresa and Alice to meet with Nicola and Paola to assist with transition (suggest meet at STLHE in Toronto)

- Items for both
  - a) Job descriptions and review
  - b) Consult on their needs re transition assistance
  - c) Records, files, web repository transfer
  - d) Next steps re Algoma and 2011; east coast in 2012
- Items for Nicola specifically
  - a) Chair's files
  - b) Transfer of Listserv for Exec
  - c) Teleconference transfer for Exec and establishing regular monthly meetings

- Items for Paola specifically
  - a) Living Plan
  - b) Conference Manual
  - c) File on grants

**Future meeting agenda/to-do items noted by TD**

1. Bylaw changes (Jeanette, ongoing)
2. “History of EDC” documents on the website (Jeanette, ongoing)
3. Adjustments to 2010 budget, as applicable, based on member suggestions regarding one-time-only funds (Janice)
4. Audited financials 2009 and update on 2010 budget (Janice)
5. Develop a list schedule of official correspondence (e.g. thank you notes) that now require official EDC letterhead (hard copy or e-letterhead), and identify whose responsibility it is to write it and when e.g. “Chair writes official thank you to Conference Chair with cc to upper administration once official conference report is received (annually)”. (Ruth)
6. Distribution of remaining conference bags and documentation of process of welcoming new members (welcome letter, pin, bag, etc). (Ruth)
7. Subcommittee on ProD once STLHE moves their work forward (Ann and Alice Mac w/ Nicola)—on hold, awaiting STLHE Board decisions
8. Follow up on Collaboratory as a means of sharing resources (Teresa/Nicola)
9. Web oversight committee presented to Board in Feb and accepted as “a good idea.” Follow up discussion for June scheduled (Nicola with implications for Jeanette)
10. Follow up with Algoma (Nicola/Paola)
11. Grant submission deadline (Paola)
12. The living plan (Paola)