

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

Minutes of the Meeting of the EDC Executive

Monday, November 1, 2010; 10:00 AM-12:00 noon (Vancouver time); 1:00 - 3:00 PM (EDT)

1. Adoption of the agenda with slight revisions (all)
2. Minutes of previous two meetings (Sept and Oct) were approved
3. Action items update from previous minutes (all)
 - Paola summarized an idea for extended dialogue among members with similar interests as pre-conference—she will send a draft outline of the idea at a later date
 - New members (as identified on Sylvia's list) are receiving a conference bag, a letter and lapel pin from Secretary (Ruth)
 - Teleconference software update; STLHE using Flash meeting but must be booked in advance; new system seems better; Sylvia can book for us; hold on this until software is confirmed – probably by December
 - TRU final invoice sent, amount still to come; Janice to send resolution email to exec once it arrives
 - Members' list has been received from Sylvia with requested detail; Nicola to request that we continue to receive this monthly
 - Calls for new EDC executive positions; at February GM, exec will appoint a person to call a Nominating Committee for the two positions (Secretary and VC Communications) that will come open in June; discuss in December, especially scheduling to get new members to AGM in June
 - Discussion re inclusion of projected revenues in future draft budgets; Janice will invite STLHE Treasurer to an exec meeting before the budget is presented to members in June
 - Ruth will send out grant proposals for review on Nov 2
 - Jeanette has added executive email addresses to website
 - Ruth to revise calendar with page numbers, footer with date, and column headings on each page; all will continue to review the calendar and update throughout the year
4. Chair's report (Nicola)
 - Nicola will be sending out a members' email this week
 - Institute at EDC 2011
 - This session will be the EDC pre-conference session
 - Teresa and Joy co-facilitating
 - 9-12 new members; 12-2 both groups; 2-5 senior EDC members (suggested schedule)
 - 3 M process
 - Nicola is on selection committee for 3M Council; Council is considering ideas for advocacy through STLHE, may revisit idea of simultaneous readings of 3M literature hosted by Teaching/Learning Centres across the country
5. Budget (on Janice's behalf)
 - Budget was passed by membership; Jeanette to send email to list to announce; will go to STLHE Board on Nov 20
 - Budget for institute

- i. Approximately \$1500, a portion to be used for a research assistant to create participant packages, do background research; Nicola to confirm amount (check budget); Teresa will consult with Joy regarding sending out a participant survey; Teresa and Joy to submit a budget for the session
6. Grants process (Ruth)
 - Grant submissions have been received and will go out to reviewers on Nov 2
 - Need to set up a consistent schedule for grants process in future (Paola and Ruth)
7. 2011 Conference (Paola)
 - Keynote fairly firm, still working on closing plenary
 - Website has been updated
 - Paola creating a list of meetings that occur at EDC for conference manual
 - Transportation to conference: decision to send out the information we have gathered but not take an organizational role in arranging alternate transportation
8. Communication (Jeanette)
 - Web archiving has been simplified
 - Executive contact info has been added to site
 - Jeanette continues to collect historical documents
9. Executive emails – traffic volume (all)
 - Recognition that recent volume was in relation to specific, time-sensitive issues and was not typical; need to keep discussion for meetings when possible
10. Action items list from below (all)
 - The executive reviewed and revised the action list below
11. Next meetings
 - Monday December 6, 1-3 (EST) – 90 minutes
 - Dates/times for future meetings; Nicola to arrange
12. Adjournment

Action items (some for a future agenda)

1. “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, by February)
2. Subcommittee on ProD once STLHE moves their work forward (Nicola will follow up with Peter Wolf)
3. The living plan (Paola)
4. STLHE membership survey – review EDC relevant data obtained from Shannon (Nicola) **waiting for data**
5. 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 (Teresa attending a meeting soon to explore further)

6. Discussion of Arshad's suggestion of 'visiting' between 3M and EDC at meetings (all; Nicola to fill in background)
7. Discussion re: highlighting/inviting further integration of colleges into EDC work and activities (all)
8. Next STLHE newsletter – emphasize role in 3M, evolution of EDC (by-laws, etc) (Nicola)
9. Conversation about our mission (all)
10. Professionalization – development vs. credentialing (all)