

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 29, 2010**

Paola Borin and Julian Hermida joined the meeting at 3 pm

1. Adoption of the agenda (all)
2. Minutes of previous meeting approved
3. Action items update from previous minutes (all) 10 min
  - 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 to contact Teresa, who may have started this list)
  - Possible 2011 exec. retreat date(s) May 2/3

Cheque has been received from TRU and 2010 conference accounts are now closed; Janice to request that Sylvia send EDC contributions to conference hosts (\$1500 for bursaries, \$2000 for speaker) as conference planning begins, to simplify accounting at the end

4. Chair’s report (Nicola)
  - Institute at EDC 2011 – Joy and Teresa will submit a session outline shortly (delayed due to Teresa’s illness)
  - Teleconference software update – will trial Cisco webpage in January; Nicola to arrange
  - Budget was approved unanimously by STLHE board; suggested using “surplus” vs “profit” in statements due to our not for profit status, and also suggested including anticipated revenues (Janice)
  - Thanks to Janice for her budget work, Paola for the conference process, Ruth for the grants, and Jeanette for keeping all communications up to date!
  - Nicola will follow up with Sylvia re: when next membership list will come –more detail requested: new members and payment categories be added – which month did they join...? (rather than just column that says new); also, the executive will define our membership categories (define “retired” for example)

- 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; recommendations for EDC rep on the Nominating Committee given to Nicola, who will follow up; other Committee members will be invited via January email and at AGM in February
- Next STLHE newsletter – who’s who in EDC, what do we do, how do we support you, regional initiatives/groups (Nicola)
- STLHE Subcommittee on ProD – currently there isn’t a committee, so no current action planned
- STLHE Website update –in process but no current progress to report
- Nicola to have a conversation with Ron Smith (3M) re: possible future collaborations

#### 5. Grants process (Ruth)

- Grant submissions have been reviewed, reviews being collated; Ruth will announce successful grants within a week, but will send to executive first

#### 6. 2011 Conference (Paola)

Julian Hermida, Algoma University, joined the meeting for this item

- Julian noted that their web developer had been ill, but was now back on the job; he expects all website changes/updates as requested to be done this week
- The executive provided details and advice to Julian regarding the conference
- The EDC executive will facilitate the closing plenary (Ruth and Paola to draft); engaging participants in reflection/deep learning from the conference (culminating in a Word Cloud)

#### 8. Adjournment at 3:35 pm

### **Ongoing and Future Items**

1. The living plan (all)
2. STLHE membership survey – waiting to review EDC relevant data (Nicola)
3. Follow up with Carole Dence re ED documents she has available (Jeanette)
4. Working definitions of educational development for the website (Jeanette)

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/Nicola)
6. Discussion re: highlighting/inviting further integration of colleges into EDC work and  
activities (all)
7. Conversation about our mission (all)
8. Professionalization – development vs. credentialing (all)
9. “History of EDC” documents on the website (Jeanette, ongoing)
10. Bylaw changes (Jeanette, ongoing)

### **Future Meetings**

Monday January 10, 1-3 (EST)(no Ruth)

Monday February 7, 1-3 (EST) (for last minute things pertaining to the conference)(no Ruth)

February meeting at EDC in Algoma

Monday March 7, 1-3 (EST)

Monday April 4, 1-3 (EST)

Monday May 2 (or may replace with an in-person retreat)

June meeting – at STLHE in Saskatchewan

Monday July 11, 1-3 (EST)

Monday August 8, 1-3 (EST)