

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

Minutes of the Meeting of the EDC Executive

Monday, October 4, 2010; 10:00 AM-12:00 noon (Vancouver time); 1:00 - 3:00 PM (EDT)

Regrets: Teresa Dawson

Paola joined the meeting at 2 pm

1. Adoption of the agenda (all)
2. Minutes of previous meeting for approval (Ruth to send for approval after checking re revisions)
3. Action items update from previous minutes (all)
 - Executive drafted 2011 budget; Janice sent finalized draft to exec by Sept 17
 - Confirmation of conference theme; Paola continued to revise with Julian H.
 - Post-conference field trip (train) cannot be offered (not running this year)
 - Preparation for calls for conference sessions, went out Oct 1; Nicola to assist Paola if needed
 - Pre-conference sessions; EDC exec hosts one, conference hosts the other; Paola summarized an idea for extended dialogue among members with similar interests—she will send a draft outline of the idea at a later date
 - Questions arising for the executive; Paola to create a list of information needed from exec over coming months for conference—to come
 - 166 conference bags after 2010 conference; 19 have been mailed out subsequently; in future, new members (as identified on Sylvia's list) will receive a letter and lapel pin from Secretary (Ruth)
4. Chair's report (Nicola)
 - Nicola sent a basket of flowering bulbs to Sylvia in sympathy for the death of her mother
 - Submission to STLHE newsletter to be put on website (Nicola to send to Jeanette)
 - Teleconference software update; STLHE using Flash meeting but must be booked in advance; new system seems better; Sylvia can book for us; Jeanette to liaise with Sylvia to book ahead for future meetings
 - TRU final invoice sent, amount still to come; Janice to send resolution email to exec once it arrives
 - Members' list received from Sylvia; Nicola to request more detail: new members and payment categories be added
 - 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
5. Budget (Janice)
 - Budget
 - 1 comment on draft has been resolved; out to members for vote Oct 15-22, then to STLHE Board in November
 - 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
 - EDC will receive \$5,767.85 from the 2010 EDC conference

6. Grants process (Ruth)

- Grant submissions: Ruth has received all documents from Paola, and now has sufficient numbers of reviewers. Ruth will send out proposals for review after submission deadline (Oct 30)
- Ongoing management of this task; Ruth expressed the opinion that the Secretary's position could easily include administration of the grant process, as it is somewhat lighter in workload than other roles; we will discuss this further as elections approach

7. 2011 Conference (Paola)

- Confirmation of conference theme and progress: Paola to check with Julian and send email update later this week
- Conference website: the conference organizers will be encouraged to launch a website as soon as possible

8. Communication (Jeanette)

- Jeanette is still gathering history from various sources
- Discussion re the use of some method to track resolutions made by executive, that have future implications
- Marla has had very good response to request for reviewers
- Jeanette continues to update and revise website
- Jeanette will add executive email addresses to website

9. EDC year-long calendar re: planning our work (all)

- The calendar can be used as a tool for planning our meetings
- During discussion, it was suggested that in transition years, incumbent executive members shadow existing for at least one month
- Ruth to revise calendar with page numbers, footer with date, and column headings on each page

10. Solicit proposals for institute

- Nicola to draft ideas and send to executive; possibly have the institutes as the EDC pre-conference session

11. Next meetings

- Monday November 1, 1-3 (EST)
- Confirm May 2011 retreat dates – possibly May 2-3, 2011

12. Adjournment

Future Meetings

Monday November 1, 1-3 (EST)

Monday December 6, 1-3 (EST)

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)