

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

Minutes of the Meeting of the EDC Executive

Wednesday, September 8, 2010; 10:00 AM-12:00 noon (Vancouver time); 1:00 - 3:00 PM (EDT)

1. Adoption of the agendas amended (all)
2. Minutes of previous meeting approved (Ruth; Nicola; passed)
3. Budget (Janice)
 - Financials received from TRU ; Janice discussed several outstanding items
 - Final invoice from UVic (Carolyn) has been paid
 - Planning for fall budget process
 - Executive drafted 2011 budget; Janice to send finalized draft to exec by Sept 17
 - Sept 24-Oct 1 out for comments from membership
 - Oct 4 exec mtg review of feedback and revisions if required
 - Oct 15-22 membership vote
 - Nov 24 STLHE board meeting
4. 2011 Conference (Paola)
 - Confirmation of conference theme; Paola to continue to revise with Julian H.
 - Plenary speakers: Norman Doidge and James Zull suggested re deep learning & brain research
 - Post-conference field trip (train) to be offered, combined with session on Emotional Geography (Teresa D. and a contact of Nicola's; Nicola to follow up; Paola to ask Sylvia to add this info to website)
 - Preparation for calls for conference sessions, to go 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
 - 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), including a reminder that bag will be given out at subsequent conference
5. Grants process (Paola)
 - Call for grant proposals is delayed this year due to transition of VC PD, but will go out in September; note that grant monies must be disbursed within budget year
 - Ongoing management of this task; Paola to decide if she wants to split VC PD role
6. Adjustments to EDC year-long calendar re: planning our work deferred to next meeting
7. Adjournment and **next meetings (for remainder of year)**

Future Meetings

Monday October 4, 1-3 (EST)

Monday November 1, 1-3 (EST)

Monday December 6, 1-3 (EST)

Monday January 10, 1-3 (EST)

Monday February 7, 1-3 (EST) (for last minute things pertaining to the conference)

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)