

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

Minutes of the Meeting of the EDC Executive
Monday, April 4, 2011; 2:00-3:30 (EDT)

Regrets: Teresa Dawson, Jeanette McDonald

1. Adoption of the agenda

2. Minutes of previous meeting for approval

- March minutes approved
- November 29, January, February 7 minutes – revised versions approved

3. Action items

- Nicola has started a file of official correspondence copies for future use; Ruth to provide membership letter for this file
- Conference call with Sylvia and Greg re: final numbers from 2010 has not yet happened; Janice will follow up
- Paola to update the conference manual based on her experience of using it (see #7)

4. Items for May retreat (all)

- Living Plan
 - possible future award for EDC may be included
 - add activities related to further integration of colleges into EDC work and activities
- “Ongoing and future items” list to be reviewed and streamlined
- Annual calendar, including grant timelines; possible grants manual
- All to create summaries of respective roles in conference proceedings to be edited at the retreat in May, and then included in conference manual and made available to future executive members
 - Review conference manual
- Jeanette will draft a document outlining duties and protocols of the Nominating Committee, addressing language issue and the issue of soliciting nominees; to be reviewed at the May retreat
- Newly-elected members to join the retreat if possible, either f2f or electronically

5. Budget update (Janice)

- Budget update from 2011 conference is not yet available; Janice is corresponding with Julian
- Nicola to email a reminder April 20th

6. Secretary’s update (Ruth)

- Grants process (midterm in June and final grant updates in December) to be confirmed at retreat

7. EDC conference update (Paola)

- De-briefing, survey results, implications for conference manual
 - Paola has developed a list of needed additions and will bring to retreat for development
- Need to discuss implications of geographic locations re cost/attendance numbers

- **Nicola** to speak to Teresa re role of Chair in conference location solicitation; Nicola will send email soliciting 2013 location
- **Paola** to let next year's hosts know when to expect revised conference manual, and will ask them to send out a communication to the list about next year's conference location for those who missed the announcement
- **Ruth** to send Jeanette draft GM minutes for posting and feedback from membership

8. Chair's report (Nicola)

- STLHE charitable status application has been submitted
- STLHE website contract has been awarded and will move forward
- **Nicola** to engage a student to do analysis on EDC-related STLHE survey data
- Executive retreat May 2 in Burlington; 10 am start
- Items from list below discussed and resolved
 - **Jeanette** to post working definitions of educational development to web, if completed
 - **Nicola** to check with Teresa about status of collaboratorium
 - Decision to discuss adding activities related to further integration of colleges into EDC work and activities to Living Plan at retreat **(all)**

9. Adjournment

Future Meetings

Monday May 2 (full day executive retreat)

June meeting – at STLHE in Saskatchewan

Monday July 11, 1-3 (EST)

Monday August 8, 1-3 (EST)

Ongoing and Future Items

1. Updated membership list from Sylvia with column showing month/year member joined
2. Next STLHE newsletter – who's who in EDC (exec and others), what do we do, how do we support you, regional initiatives/groups (Nicola)
3. Fill-able form for new EDC jobs for our website – invite members to have an RSS feed that would allow 'instant alerts' (Jeanette)
4. Professionalization – development vs. credentialing (all)
5. "History of EDC" documents on the website (Jeanette speaking to Carol) (Jeanette, ongoing)
6. Bylaw changes (Jeanette, ongoing)