

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

**Meeting of the EDC Executive**

Monday, February 7, 2011; 11:00 PM-12:30 (Vancouver time); 2:00 PM - 3:30 PM (EST)

**MINUTES**

**1. Adoption of the agenda (all)**

**2. Minutes of previous meeting for approval (Nicola)** (forward to next meeting)(note that there are edits to be made to the December minutes before they get posted – will address this at next meeting)

**3. Action items** (forwarded to next meeting)

*Forwarded items appear at bottom of minutes.*

**4. Chair's report (Nicola) 10 min**

- Conversation with Ron Smith re: possible joint projects with 3M Council in future – *Important to position this as inclusive of the audience. Strong support for idea of sending themed articles – or even only one article*
- Various persons encouraged to run for upcoming EDC exec positions
- New position descriptions written
- Followed up with Sylvia re: membership list–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).
- **Nicola** to take the following to STLHE board meeting in February: Items for taking forward to STLHE meeting in February
  - Archival materials of EDC – please forward to Jeannette
  - Look at EDC centres – direct constituents to look at the list when doing regional update
  - Reminder of 3 Board positions coming up (including possible new one)

**5. GM in February**

- Please see agenda that was circulated
- Add discussion re: possible future projects with 3M Council – *wait until there's more info*
- Do we wish to add:
  - Conversation about timing of future conferences? – *wait for future date; don't survey again, might discuss idea of moving to US*
- Discussion re: change to constitution re: extra exec position – how that item will occur – *Jeanette will take care of this. At end of GM, Jeanette will bring this forward, have discussion. Jeanette will bring forward language for change in by-laws document. Jeanette will draft language for sending motion plus job descriptions for circulation, and also motion re: change to bylaws. This needs to go out before Wednesday Feb 10 to have 15 days notice*
- **Jeanette** will amend and send out an updated GM agenda

**6. EDC Conference**

- Conference update: website changes, registrations, marketing, room arrangements (esp. internet connections including for AGM), publicity, institute – *all in hand*
- Nicola will speak at Opening Reception (as does STLHE President), thanks to keynote (usually is introduced by host), banquet (after meal), host to thank second plenary, EDC meeting, announce next year's conference at meeting.
- Date/time/location of EDC exec meeting – confirmation - *Executive will for dinner after Opening Reception on Wednesday February 23; formal executive meeting will be Thursday February 24 over lunch (all)*
- Is program live on website? *Not yet but forthcoming*
- Written program – needs words of welcome from me, Arshad - still need confirmation from Julian of when this is needed – *Paola will find out*
- *Paola will send out emails to presenters re: timing of presentation*
- *Meeting on Tuesday evening Feb 22 regarding final meeting facilitation*
- *Get updated list of registrations and cross check against existing members so Ruth knows how many bags to bring (Paola & Jeanette); Nicola emailed Ruth (done).*
- *Paola to follow up with Julian re: last minute tasks*

## 7. Adjournment

### Ongoing and Future Items (to review at next meeting at Algoma)

- Email from Eileen Herteis re: possible future award for ED Centre newsletters
  - Possible exec retreat – May 2, May 10 possible but not great – is this idea a go or no?
  - 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 coordinate with Teresa)
  - At February GM, exec will appoint Alice Cassidy to the nominating committee for the two positions (Secretary and VC Communications) that will come open in June; other Committee members will be invited via January email and at GM in February. Jeanette to send email to members.
  - Include ‘job descriptions’ when sending out request for nominations for positions. Jeanette
  - Janice will have conference call with Sylvia and Greg at beginning of February re: final numbers from 2010
1. Annual and final grants updates – when due?
  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. The living plan (all)
  4. STLHE membership survey – waiting to review EDC relevant data (Nicola)
  5. Follow up with Carole Dence re ED documents she has available (Jeanette)
  6. Fill-able form for new EDC jobs for our website – invite members to have an RSS feed that would allow ‘instant alerts’ (Jeanette)
  7. Working definitions of educational development for the website (Jeanette)
  8. 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)
  9. Discussion re: highlighting/inviting further integration of colleges into EDC work and activities (all)
  10. Conversation about our mission (all)
  11. Professionalization – development vs. credentialing (all)
  12. “History of EDC” documents on the website (Jeanette, ongoing)

13. Bylaw changes (Jeanette, ongoing)

**Future Meetings**

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)