

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

**Minutes of the Meeting of the EDC Executive
Monday, January 10, 2011**

1. Chair's report

- Submission for EDC corner (who is the EDC membership) to STLHE newsletter; submission for STLHE annual report – no graph on membership
- 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)
- Items for taking forward to STLHE meeting in February Nicola
 - 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)

2. EDC Executive Positions

- Nomination process, others for nomination committee.
- 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. Nicola to email specific names that have been suggested (done).
- Include ‘job descriptions’ when sending out request for nominations for positions. Jeanette

3. Budget Update

- Cheques to Algoma (done)
- Travel allowance to EDC exec (from Sylvia)
- Janice will have conference call with Sylvia and Greg at beginning of February re: final numbers from 2010
- Budget questions:
 - Conference keynotes – come out of conference budget
 - Conference hosts thank you – Nicola to buy

4. Grants Program

- Annual and final updates – Ruth to send out reminder
- Who will manage grants as ongoing task? Decision to create new position. Nicola to draft description. Jeanette to send out notice of special meeting (done).
- Move grants timeline to accommodate new exec members coming on – keep it consistent each year.

5. EDC Employment Opportunities (deferred to next meeting)

- Fill-able form for new EDC jobs for our website – invite members to have an RSS feed that would allow ‘instant alerts’ (Jeanette)

6. Future Conferences

- Do we wish to stick to February – some members have suggested we re-open discussion re: November and/or other locations (e.g., south). We could poll the membership on our ideas.
- Possible proposals – tentative inquiries have been made for both 2013 and 2014.

7. EDC Conference 2011

- 2011 conference in Halifax will be held in February as planned – Nicola confirmed with conference hosts
- Contact info – Nicola to contact re: what kind of presentation they'll have for this year (done; air time at conference closing).

8. EDC Institute

- Update, respond to any questions
 - Survey of membership – Jeannette will post survey (done)

9. EDC Conference (Paola)

- Closing session – agenda for EDC meeting, plans for Professional Development session – action item from last meeting: The EDC executive will facilitate the closing plenary (Ruth and Paola to draft; send to Julian this week) - engaging participants in reflection/deep learning from the conference (culminating in a Word Cloud)
- Conference update: website changes, registrations, marketing, room arrangements (esp. internet connections including for AGM), publicity (Nicola to post message to listserv - done)
- Date/time/location of EDC exec meeting – Wed evening after opening
- Website updates:
 - Program of sessions – for posting on website – Paola will have this to Julian by the end of this week
 - Other website updates made
- Written program – needs words of welcome from Nicola, Arshad (also translated into French). Nicola contacted Arshad, asked Julian for deadline for text - done. 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.
- Sylvia to be in touch with Julian regarding STLHE board meeting room. Nicola will email her a reminder (done).
- 2 graduate bursary applications received – amount will be split between their registrations.
- Nicola to share these details with Sylvia. (done)
- A nice email received from Cleo Boyd – she can't come, but asked her best wishes be passed along.

10. Next meeting

- February 7, 2011. 2pm to 3:30 pm EST

11. Adjournment

For next meeting:

- Plan for Feb 20 Face to Face meeting
- Minutes of previous meeting for approval (forwarded to Feb 21 meeting)

Ongoing and Future Items

1. Next STLHE newsletter – who’s who in EDC (exec and others), what do we do, how do we support you, regional initiatives/groups (Nicola)
2. Nicola followed up with Sylvia re: membership list: new members and payment categories be added – and a column showing which month they joined. The executive will define membership categories (define “retired” for example)
3. The living plan (all)
4. STLHE membership survey – waiting to review EDC relevant data (Nicola)
5. Nicola to have a conversation with Ron Smith (3M) re: possible future collaborations -booked
6. Follow up with Carole Dence re ED documents she has available (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 February 7, 2-3:30 (EST) (for last minute things pertaining to the conference)(no Ruth)

February meeting at EDC in Algoma

Monday March 7, 2-3:30 (EST)

Monday April 4, 2-3:30 (EST)

Monday May 2, 2-3:30 (EST)

June meeting – at STLHE in Saskatchewan

Monday July 11, 2-3:30 (EST)

Monday August 8, 2-3:30 (EST)