

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

**Minutes of the Meeting of the EDC Executive**  
Monday, March 7, 2011; 1:30-3:00 (EST)

**1. Adoption of the agenda; approved with one additional item (#4)**

**2. Minutes of previous meeting for approval**

- December, January, February 7 minutes: Nicola to prepare finalized copies and circulate for final approval

**3. Action items**

- Email from Eileen Herteis re: possible future award for ED Centre newsletters deferred to retreat in May
- Develop a list schedule of official correspondence (e.g. thank you notes) that now require official EDC letterhead ; the official list includes only two items (Chair's letters to host and host's administrator after a conference, and Secretary's notes in new members package); other correspondence as determined by executive 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
- **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

**4. Protocols re election materials in two languages**

- After much discussion, the executive agreed to require that executive election materials be posted only in English in future; however, should a Francophone member require translation in order to participate in any way in the process, this will be provided by the EDC
- **Jeanette** will draft a document outlining the duties and protocols of the Nominating Committee, addressing the language issue and the issue of soliciting nominees; to be reviewed at the May retreat

**5. Budget update (Janice)**

- **Janice** will clarify Institute expenses with Julian at Algoma
- The executive decided to continue their practice of posting only the approved budget (not the year-end actuals) to the website

**6. Communications update (Jeanette)**

- Jeanette has updated the website with a link to the Algoma conference website under past conferences

**7. Secretary's update re: conference bags, other (Ruth)**

- Approximately 10 EDC conference bags were distributed at the 2011 conference
- Practice of identifying new members registered prior to the conference assists in determining projected number of bags needed on site

## 8. Update on EDC conference (Paola)

- Paola to update the conference manual based on her experience of using it

## 9. Chair's report (Nicola)

- Warm thanks to Paola for her work on the EDC conference!
- STLHE board discussion of charitable status; it has been decided to move forward on this initiative
- STLHE is updating website; Nicola has provided a draft of what we would like on our site, and asks all for further input
- Discussion re: EDC conferences – future to be held at retreat
- Nicola to initiate a meeting planning Doodle to find a time for April meeting that will allow Paola to fully participate
  - All asked to identify key items from list on agenda for upcoming meetings and retreat

## 10. Adjournment

### Future Meetings

Monday April 4, 1-3 (EST) – change this

Monday May 2 (replace with an in-person retreat)

June meeting – at STLHE in Saskatchewan

Monday July 11, 1-3 (EST)

Monday August 8, 1-3 (EST)