Educational Developers Caucus (EDC) of the
Society for Teaching and Learning in Higher Education (STLHE)
Meeting of the EDC Executive
Thursday, October 13, 2011; 1:00-3:00 (EDT)

Minutes

Present: Nicola Simmons, Erika Kustra, Janice MacMillan, Natasha Kenny, Marla Arbach, Paola Borin

1. **Welcome and adoption of the agenda**
   - Nicola requested motion to approve agenda, Janice moved to accept agenda, all approved

2. **Minutes of previous meeting for approval**
   a) September minutes approval
      - Nicola requested motion to adopt minutes, Natasha moved to accept, all approved
   b) Business arising
      - None raised at the moment

3. **Chair's Report** (Nicola)
   a) 2011 Institute materials – scanned documents received, should they be housed on website? (with Joy and Teresa permission)
      - What is the necessity or purpose?
      - Value as transparency of EDC executive
      - Value for those who miss the event, or new people entering the profession
      - History of posting materials to conference website, but the institute is different, so it could be hosted in a different location
      - Consistency with EDC values of sharing and professional development
      - Improves organizational memory
      - Issues of copyright – ensuring that we comply with copyright policies
      - Ensure that we properly credit people who have done the work
         - Future facilitators will be asked in advance to prepare materials that can be posted
   b) EDC Election Processes - Alice Cassidy developed comprehensive notes about the process
      - Will circulate to people who have been involved in the process previously for feedback
      - Will circulate to EDC Executive for feedback (all)
   c) STLHE Membership survey – Sue Vajoczki
      - Some elements referred to EDC, hope it will be ready to see original data next meeting
   d) Conference Manual – Alice Cassidy developed, and additions from Paola Borin
      - Further development - Ask current and recent conference hosts for their feedback on the manual (Nicola, Paola, Marla)
      - Plan annual revision of conference manual based on comments from the previous conference hosts

4. **Living Plan** (Nicola)
   a) Review updated plan – Nicola engaged in reviewing Living Plan
   b) Suggestions re: future projects
      - Consider whether it is possible to hire someone part-time to help review the Living Plan? Is there anyone who is able?

- If need clerical support, appropriate use of Budget for Special Projects ($400)
- Likely in December will have time to review (Nicola)
- Discuss at January 19, 2012 meeting (all)
- Post on website early February
- Unveil in February EDC meeting, and update from Committees

  c) Committees from Living Plan
     i. Development of a portfolio model – Ruth Rodgers (Chair)
     ii. Professional identity – Nicola (Chair)
- Invitations to participate have been circulated
- Plan to meet and set mandate for groups.
- We might offer some money from the surplus budget to help move the projects forward.

5. **Annual Calendar** (Nicola)
  a) Review this month and next month's tasks
- Nicola reading the 3M award dossiers as part of her role as EDC Chair (Nicola)
- Janice involved in reviewing and preparing EDC Budget – slow receiving financials from STLHE, last received was August (Janice)
- Need to receive membership updates monthly - ensure copy goes to Janice for financial information, and Natasha for the listserv (may ask to opt out), Erika for membership bags (Erika)
- Let Sylvia Avery know that we need monthly list of new memberships if there are no new members, we would like a message, so that we know a report has not been missed, find out if there is a way to automate notifications of new members(Nicola will contact Sylvia to follow up)
- Arrange by-law vote late November or early December, to keep the financial and by-law votes clearly separate (no business after December 10) (Natasha)
- EDC Grant cheques are being sent out (Paola, Sylvia)
- Working on Educational Developers Institute may start in September – continuing until November, this year developing the framework (Paola)
- Nicola will circulate latest version of the calendar, in the future the Erika as Secretary will maintain updates (all) for, Natasha will post online October 28, 2011 (Erika add this duty to the calendar)

6. **EDC Values Graphics and Text for Website** (Natasha & Nicola)
  a) Text: Nicola circulated revised succinct text for the Values and requested comments
- Add ethical practice as a value
- 'Peer Development' and 'Sharing' are similar, and could be combined under 'Collaboration'
- Use these to guide our decisions and professional practice
- Revise text based on the executive feedback (Nicola)

  b) Graphic for EDC Values: Natasha and Nicola circulated
- Concern that it is better not to have conflicting logos based on principles of design, members had a chance to give opinion and vote on the EDC logo, and it is better not to change a logo too often

- Values graphic is not intended to be a logo, rather a graphic figure to explain a concept – a visual display of the values
- Oval graphic- has sense of flexibility and organic image, with word of values included
- Intend to place the visual and text on our website, circulate in STLHE newsletter article, and present to the membership

7. **EDC Institute 2012** (Nicola)
   a) Update from Marla re: conference hosts' agreement on timing (pre-conference day)
      - Conference hosts agreed the Institute should take place on the pre-conference day
      - Value of having pre-conferences will allow more choice for participants (one pre-conference morning and one afternoon running concurrently)
      - One for newer developers, one for more experienced developers (self-identification)

   b) Planning – theme from living plan
      - Possible themes (may not need one for early career, mostly needed for experienced session)
        o Dealing with change
        o Project management and budget
        o Caretaking and how to say 'no'
        o Our Philosophy – how do we do our work, empower others
        o Professional Portfolios
        o Assessing our Work

      - Theme of overall conference is Professional Learning – mirror this in the Experienced Developers Institute since it highlights the theme of conference, and also could build energy for the committee
        o Invite possible facilitator (Nicola)

      - Early Career – introduction without theme, but with specific outcomes
        o Invite possible facilitator (Nicola)
        o Framework for consultations
        o Best practices for our careers
      - Budgets: For this time being, we have a budget for the Institute – honorarium, travel, hotel, pre-conference registration, cost of handouts

      - In the future consider a longer institute
        o Use the framework of the documented circulated by Paola
        o Timing is an issue, may want separate from the conferences

8. **Budget** (Janice)
   a) Motions: 1. "That the EDC executive approve the 2011 updated budget and the 2012 projected budget" (moved: Janice, seconded by Nicola, all approved 2011 budget)

   b) Motion 2012 with friendly amendments – moved by Janice, seconded by Nicola, all approved
      Discussion – clarification of numbers and methods to decrease surplus in 2012 follow EDC Values:
      a. Increase to EDC Grants program ($10000 rather than $7000)
      b. Increase to Special Projects arising from the Living Plan ($3000 rather than $1500)
      c. Could increase Educational Development Institute if have extra money

- Need to be aware once surplus is finished, we need to address ongoing expenses
- Janice will ensure that changes are made

Motions 2. "That Sylvia be asked to set up an electronic vote to ask the members to approve the budget according to the timelines decided by the EDC executive." (moved: Janice, seconded by Erika, approved by all)

c) Timeline for our work and for membership vote; to STLHE board for November meeting
- Natasha will send it out as the Communications Chair to listserv (some are not formal members, but will not need this)
- People will send Janice the comments, and these would be received October 31, 2011
- Janice would circulate responses to executive
- Thursday November 10, Janice and Sylvia would arrange the electronic vote sending out only to EDC membership for vote
- Sylvia would contact Janice with vote response, and Janice will circulate to executive

d) Wording for email message to members
- Janice will update the e-mail wording to indicate that the vote will be sent to the EDC membership, and to indicate how we plan to spend some of the surplus regarding grants and special projects, change the last paragraph to confirm new total)
- Wording for e-vote message, Janice will add dates, and add in details regarding member responses

9. **2012 Conference** (Marla)
   a) 2012 conference planning update and questions
   - o Final budget adjustments are a result of changes in room expenses
   - o Expect final draft of the call done Monday

   - o Ask grant recipients from previous years to present their work once the call has been circulated (Paola)
   b) Future conference submissions - suggestions? (Not discussed)

10. **Action and future items** (all)
    a) ***Defer to future meeting***

11. **Adjournment:** Erika moved, seconded by Paola, approved by all at 3:12pm

Future Meetings
Thursday, November 17, 1-3
Thursday, December 1, 1-3
Thursday, January 19, 1-3
Thursday, February meeting at EDC conference
Thursday, March 22, 1-3
Thursday, April 26, 1-3
May retreat date to be booked
June meeting at STLHE

Action and Future Items
1) Conference Manual (by October 14 - Paola, Nicola to review, send to exec for Nov meeting)

Draft 'Instructions regarding role of VP Conferences; List of Executive responsibilities during EDC conference (e.g., who speaks, when)

2) Check Institute printing costs incurred by either Queens or Victoria U September meeting (Janice)
3) Develop a list schedule of official correspondence (e.g. thank you notes) that now require official EDC letterhead (Nicola has started a file – pls provide other text to her)
4) Align the "Aims" with the "Themes" in the Living Plan - embed the aims, simplify and synthesize the plan and send to executive for input; final draft to be reviewed during February AGM
5) Document outlining duties and protocols of the Nominating Committee, addressing language issue and the issue of soliciting nominees for December (Nicola – Alice Cassidy will have this for us in October)
6) EDC Awards – if chosen, needs to be aligned with values, living plan, thoughtful and intentional, with the impact we want as an organization
7) STLHE membership survey – data to us in October
8) Fill-able form for new EDC jobs for our website – invite members to have an RSS feed that would allow 'instant alerts' (Natasha)

Future Items
1) Updated membership list from Sylvia with column showing month/year member joined (deferred until new membership model in Jan 2012; revisit then)
2) Regional initiatives/groups? (Nicola) deferred until online initiatives reviewed
3) EDC as 'broker' of peer visits?
4) EDC online mentoring? Consider Online Initiative
5) EDC Awards – if chosen, needs to be aligned with values, living plan, thoughtful and intentional, with the impact we want as an organization