

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

Minutes of the Meeting of the EDC Executive
Monday June 8th 2009; 8:30-10:00 AM (PST); 11:30-1 PM (EST)

Regrets: Alice Cassidy

1. Adoption of the agenda
2. Minutes of previous **two** meetings (April and May) approved as amended
3. AGM discussion
 - Getting people to attend
 - Decision to order pizza and pop for attendees; **Teresa** to arrange via Wendy Belcastro; **Jeanette** to note in email reminder to members
 - Lapel pins are made and will be given out at conference (**Ruth**)
 - Conference Bag choices
 - Executive selected three choices from those emailed by Ruth to show at the AGM; an e-vote to follow for all members
 - Text Content—pending **Alice's** agreement, decision that only EDC logo with text will be printed on the bags
 - Funding (short and long term)
 - **Ruth** to check costs for various colour printing options (including red maple leaf) and report back to executive
 - 2010 conference will be asked (Alice) to pay for the number of bags they will be using (suggestion: 150), out of conference budget; EDC will pay for an additional 100 (to get 250 order discount); members at February GM will sign for bags they will carry back to those absent; Teresa will mail out remaining to absent members; remaining bags to be stored at STLHE offices (Teresa to check with Sylvia)
 - EDC to pay for additional bags in future as needed; bag and lapel pin to be mailed out to new members with welcome letter from Secretary
 - STLHE taskforce on ProD idea
 - Synopsis will be handed out at AGM; **Teresa** will facilitate a discussion of how the EDC as a constituent group could provide input into future items addressed by this task force; Peter Wolf invited (**Teresa**) as resource for this discussion
 - VC ProD
 - **Alice** to present grant timeline outline and option of standardising this, and deliver grant funding announcement (if available)
 - VC Communications
 - Pending agreement from **Alice**, revised logo user guidelines approved by executive; will be posted to web after approval confirmed (**Jeanette**).

- **Jeanette** to provide update on the EDC bi-monthly resource project from Cathy (and thanks) and highlight that survey was completed, project continued as a result of feedback, plus note blog format developed with new EDC logo see: <http://edcresourcereview.blogspot.com/>
 - Secretary
 - **Ruth** will facilitate approval of last year's AGM minutes at beginning of AGM; **Jeanette** to send out minutes prior to conference
 - **Ruth** will report on French translation (hope to have news after Sylvia's report at exec meeting)
 - **Ruth** will show bag options and outline e-voting process
 - **Ruth** to distribute lapel pins
 - Treasurer
 - **Janice** to confirm 2009 budget approval process and review final 2008 documents
 - Alice Cassidy confirmed the acceptance of the 2009 EDC conference financials
 - ProD activity
 - **Alice and Ruth** to co-facilitate a dialogue related to use of educational technology (by faculty AND by ED's), potentially using clicker technology, and including all-group and small group discussions, with results collected to be sent out to members
 - Title: *Ed Tech in the ED D's world: emergent and tried & true*
4. Meeting with Sylvia as part of Exec meeting on Wed 17th at 12:15-1:15, Room 301 Keirstead Hall, U of New Brunswick
- Invitation to Sylvia already sent and accepted; however, **Teresa** needs to confirm Sylvia's availability due to recent conflict with 3M event
 - Items for discussion
 - French translation progress
 - Storage of EDC bags and future mailouts
 - Membership list updating
 - **Teresa** to address the possibility of having a standardized time for the EDC AGM at STLHE conferences
5. Communications (Jeanette)
- new versions of thank you cards briefly reviewed; preference leaning towards version with plain background, but **all** to provide input via email to Jeanette (see her email with prototypes)
6. Adjournment and **next meeting (at conference as noted above at item #4)** ; **Teresa** to review items not covered today for possible inclusion in June 17th meeting