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