

**Educational Developers Caucus (EDC) of the  
Society for Teaching and Learning in Higher Education (STLHE)  
Meeting of the EDC Executive  
Thursday, November 17, 2011; 1:00-3:00 (EDT)**

## **Minutes**

NOTE: Attachments included By-Law amendment suggestions, and EDC Calendar

1. **Welcome and adoption of the agenda** (Nicola promoted, unanimously approved)
2. **Minutes of previous meeting for approval** (Nicola raised, unanimously approved)
  - a) October minutes approval – Erika forward final version of October 2011 Minutes to Natasha
  - b) Business arising – to be addressed at the end of the agenda
3. **Chair's Report (Nicola)**
  - a) EDC working groups – Chaired by Ruth Rodgers and Nicola Simmons
    - Ruth's group has met by teleconference and has begun to move forward
    - Nicola's group has been contacted and will meet within the next two weeks
    - Both groups are prepared to present updates at the EDC Conference in February 2012
  - b) 2012 Institute – Both Ruth Rodgers and Alice Cassidy have graciously agreed to host
    - Both are developing lesson plans and outlines
    - Paola has been in touch, and will continue to connect with the facilitators
  - c) Living Plan update – hopefully for Dec meeting (Nicola)
  - d) Thank you to everyone on the executive for the support
  - e) Election Process:
    - Notes received from Alice Cassidy – summary of election process, that will likely feed into the By-law changes moving forward
    - Consider if change in election period for new terms to begin in February, or inclusion of provisions for early elections as needed
    - Invite discussion of positions at the February EDC meeting – Decide on Nominating Committee representative, and at the meeting call for two members to join
  - f) 3M Adjudication – task associated with being Chair of EDC
    - Decisions are unanimous, conversations are respectful, dossiers are impressive overall
4. **Annual Calendar** (Nicola and Erika)
  - a) Review changes – submit any corrections to Erika by Monday November 28, 2011 (all, Erika send to Natasha to post)
  - b) Review this month and next month's tasks
  - c) Plan to present Call for EDC 2013 during this February 2012 meeting – one mention of interest
5. **By-laws** (Natasha)
  - a) Review documents previously circulated, discussion (See attached comments)
    - Changes to reflect shift in AGM (February EDC Conference) and GM (STLHE June Conference)
    - 4.4 Section – Changes in membership fees to reflect new AGM and GM dates (note that membership fees start in January now). We recommend an amendment "... at the GM

(June) meeting, or by electronic vote at least two months prior to the new membership year.” (Erika motion, Paola second, unanimous acceptance)

- 4.5 Section – Change date to reflect new membership period “...Failure by a member to pay dues by **March 31** of any year...” (Janice motion, Nicola second, unanimous support )Note – we need to help lead tightening of process, and reminders, add **to Calendar in January, February and March for the Secretary to send reminders Erika**)
- Membership change implications – have not had any further reminders (Need contact on updated list of members)
- 5.1 Section – Educational Developers **Caucus** Conference ~~in the winter~~ (Natasha motion, Nicola second, unanimous approval)
- 7.4 (.1 and .2) Section – Consider changing election of officers to begin positions in February or in June, and clarify name of meeting for consistency
  - Issue of change-over occurring during February conference - may be particularly relevant for Conference Chair and conference hosts because wrap up of conference would be given to a new person, though would only happen every other year
  - Consider mentoring overlap period for two months following conference – if so may want to formalize this relationship
  - Would overlap be possible? Can we assume people would be available? Aim to have enough documentation that the incoming person would have support even if the outgoing person is not able to continue a mentoring period
  - Past Chair is a member of committee for one year, allowing some mentoring for this position
  - June is the time the grants, which makes taking the position as Vice-Chair Professional Development difficult at this time
  - Need to consider situations for when an executive member needs to leave early
  - Generally: feel June is a good turn-over time
  - Motion change the wording to “General Meeting” and change other wording, eg. related to winter, to be consistent in the names 7.4.2 (Natasha motioned, Nicola seconded, unanimously supported )
  - Have elections early enough that new members can join the summer retreat
- 7.4.3.4 Section Propose change Annual General Meeting to “General Meeting” (Natasha motioned, Nicola seconded, unanimously agreed)
- 10.1 Section add flexibility to indicate that By-law changes may occur during “e-vote” (Natasha motioned, Nicola seconded)
- 7.4 Section Election of Officers - Propose a new section 7.4.8 “Should a member of the EDC Executive be unable to complete his or her term, an interim election may be held at the discretion of the EDC Executive. It will be the Executive’s responsibility to report the details to the community.” Adding clauses from 7.4.3 (Natasha motioned, Janice, Nicola, Erika, Paola, Marla friendly amendments, unanimously accepted) **Natasha will finalize**

## 6. Budget (Janice)

### a) Update re: vote

- Electronic vote had problems, some people could not vote on the initial message
- Some people did not receive notice that vote had problem
- Vote re-sent on Tuesday November 15, indicating that the first vote was cleared and requesting people vote again – but several people receiving message that cannot vote on this new notice (Erika sent copy of error message)
- Request that Sylvia Avery check the system (**Janice** contact Sylvia)

- Send message to membership apologizing and requesting people to try again once system has been rectified (Nicola)
- b) Budget request
- Janice requesting cheques now to be sent to Conference hosts so that they can be processed including amount for membership subsidy and \$2500 for speakers
  - Conference fees for Institute facilitators (this year Ruth Rodgers and Alice Cassidy) has ongoing budget implications, and needs to be recorded somewhere. The amount is currently written in the budget and Institute summary document. Agreed previously that have \$4000 set aside for the Institute in the EDC budget and offer approximately \$1400 each previously used this to pay for conference fee (\$431 registration - \$25 support) and travel stipend. Need to add this budget information to the Institute Summary Document. (Janice request \$1400 for each)
  - Bring forward a new discussion next meeting about what information is included in which documents, and location and timeline that will make public (Nicola add to December Agenda)
- c) Comments re: taking it to the Dec 2, 2011 STLHE board meeting

## 7. PD for Conference and Future Conferences (Paola)

- a) Discussion: What is the rationale for PD portion attached to the GM and AGM (circulated in e-mail by Paola)
- Why have a PD portion during EDC when all of the conference is PD?
  - EDC is becoming more formalized. This is a formal opportunity to be all in one space and talk with the membership.
  - Opportunity to ask members for their priorities and concerns with respect to professional development and the EDC as a whole. It is an interactive, personalized, opportunity to discuss broader issues, such as developing the Living Plan.
  - Future opportunities – asking top 3 issues for your centre, or needs for you, stage of career that provide a longitudinal sense of trends, priorities that feed into the planning for the Conference, Institute and Working Groups, EDC Grants.
  - Membership polls might work by clicker. Building, and connecting on previous expressions of interest, and connecting to the Living Plan.
  - Consider having a different focus in AGM and GM. The Vice-Chair, Professional Development would coordinate, though may not always present/facilitate.
  - How best fit it into the conference this year? Ask the conference hosts if we can have a plenary, ideally towards the end of the conference such as one of the 50 minute consecutive sessions, called EDC Professional Development Plenary (Marla)

## 8. 2012 Conference (Marla)

- a) 2012 conference planning update and questions
- Call went out, 3-4 submitted and expect more, peer-reviewers have come forward
  - Covering Institute presenters – decouple from conference
  - Have pre-conference presenters to pay pre-conference fees to cover cost of lunch and resources (~\$30 for half day, ~\$60 for whole) (Marla motioned, Janice seconded)
  - Note: wrong fees are on web, needing to be updated
  - Bursaries – Members of Executive have previously been excluded from bursaries previously. Do we want to open it up to executive who are graduate students? Approved bursaries for graduate and undergraduate students previously this year, and we will return to the question of opening bursaries for EDC Executive in the December meeting (Nicola add to December Agenda)

- Bursaries - Do we want to extend it to retired or under-employed colleagues? This would help members attend who are currently unable.
  - Funding for Executive? Part or separate from Bursaries? To allow people to be executive who are currently not able to participate.
  - Is it mandatory for Executive to attend conference? Options to attend virtually, options to support financially, alternatives when unable to attend (Nicola add to December Agenda)
- b) Future conference submissions - suggestions?

**9. Action and future items (all)**

- a) Any to add? – None raised in addition to those already addressed in previous sections

**10. Next meeting – Dec 1**

**11. Adjournment** (Nicola motion that adjourn, unanimously supported)

## **Future Meetings**

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 (to be updated based on Paola's work and feedback from this year's hosts)  
Draft 'Instructions regarding role of VP Conferences; List of Executive responsibilities during EDC conference (e.g., who speaks, when)
- 2) 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 – Dec/Jan (Nicola)
- 3) Working groups to report at EDC 2012
- 4) STLHE membership survey – data to us in October – we have this – Nicola to send to Exec
- 5) 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