

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

**General Meeting, Queen's University**

**Saturday, February 26, 2005  
12:30 - 1:30 p.m.**

**MINUTES**

**1. Adoption of the Agenda**

Moved by Debra Dawson (Western).  
Seconded by Carole Dence.  
*Carried.*

**2. Chair's Remarks**

Joy Mighty (Queen's) described how the EDC Executive has been functioning. The Executive have been meeting monthly via a teleconference. Joy described the way in which the EDC executive has been attending to the interests of the Caucus through her role as the EDC representative on the STLHE Steering Committee and the IATHE Board of Directors, Lynn Taylor's (Dalhousie) Scholarship of Teaching and Learning portfolio on the STLHE Steering Committee, and through the EDC Executive providing the STLHE President and the Steering Committee with feedback on initiatives concerning Caucus members.

**3. Approval of the Minutes of June 18, 2004**

Moved by Bente Roed (Alberta).  
Seconded by Nicola Simmons (Humber College).  
*Carried.*

**4. Matters arising from the Minutes of June 18, 2004**

**a. Membership list and communication plan**

Trevor Holmes (Guelph) described the EDO Profiler and reported that 88 members and 51 offices have registered their profiles to date. Trevor also reported on the Caucus WebCT site which will provide a virtual meeting place where documents (minutes, presentations) can be posted and discussion boards and working groups can be established, all within a password-protected environment.

**b. Professional Development**

Lynn Taylor (Dalhousie) reported that she and Eileen Herteis (Mount Allison) have been in contact with STLHE Conference Planning Committee and that the motions from the June 2004 meeting were incorporated into the STLHE Conference Planning Manual. Lynn thanked Margaret Wilson (Alberta) for her excellent work on the manual, which will be a valuable resource for all institutions who wish to host the of STLHE conference in the future.

Lynn also spoke about the professional development opportunities offered at the Winter meeting. The Winter meeting provides the Caucus membership with an opportunity to advance their practice and the scholarship of educational development. This year we had an explicit process of peer review; Lynn thanked the peer reviewers and the presenters for the wonderful program at this year's meeting.

### **c. Support for Institutional Memberships**

This past week the STLHE Steering Committee devised a strategy for securing base funding for the Society. More information on institutional memberships will be forthcoming from the STLHE Steering Committee.

## **5. New Business:**

### **a. EDC Budget and Membership Fees**

A proposed budget was distributed to the membership at the June 2004 meeting; this budget was contingent on the Society receiving institutional memberships. Given the circumstance that the Society has not received institutional memberships, it was decided the EDC needed to institute a membership fee to cover the costs of doing Caucus business. Angie Best (Trent) presented the following budget:

#### Proposed EDC Membership Fees

In the absence of base funding from STLHE, the EDC Executive is proposing that an EDC membership fee be established to support the work of the EDC Executive and the Caucus in general.

This membership fee would be calculated using a zero-based budget.

A budget of \$6000 was agreed upon. This budget translates into \$50/year for regular members and \$25/year for students and retirees.

#### Proposed EDC Budget

**\$2,500**

#### **Two face-to-face meetings for the EDC Executive**

The EDC Executive has two face-to-face meetings, corresponding with the June STLHE Conference and the February meeting. This budget item will

provide each executive member with one night's accommodation plus per diem for each meeting.

<b>\$2,000</b>	<b>Administrative Costs</b> This budget item is to cover the monthly teleconference calls between the members of the EDC Executive, printing, and other related administrative costs.
<b>\$1,000</b>	<b>Seed funding for educational development projects</b> Seed funding for one strategic project per year.
<b>\$300</b>	<b>Communication</b> Maintenance costs associated with the ED Profiler database and the Caucus WebCT site.
<b>\$200</b>	<b>Contingency fund</b>
<b>\$6,000</b>	<b>TOTAL</b>

It was moved that—

The Educational Developers' Caucus establish a membership fee of \$50/year for regular members and \$25/year for students and retirees.

Moved by Russell Day (Simon Fraser).  
Seconded by Jeanette McDonald (Laurier).

Discussion followed. Joy Mighty (Queen's) explained that over the past three years the members of the Task Force and the EDC Executive members have absorbed the costs. This was certainly okay while getting established, but we would not want to see this continue as practice as it may discourage people from taking on leadership roles within the Caucus. The membership fee is intended to facilitate the professional development of the Caucus. Once a membership fee is established, how will things change? The meetings will remain open to all STLHE members, but only Caucus members will have voting privileges and qualify for seed funding. We would like to maintain accessibility.

1 abstention.  
*Carried*

**b. Election Issues**

**i. Nominating Committee**

James McNinch (Regina) was appointed to the Nominating Committee by the EDC Executive.

It was moved that —

The Nominating Committee be elected at the meeting.

Moved by Carol O'Neil (Dalhousie).

Seconded by Jeanette McDonald (Laurier)

*Carried.*

The following three nominations were accepted from the floor: Denise Stockley (Queen's), Jeanette McDonald (Laurier) and Eileen Herteis (Mount Allison).

Denise, Jeanette and Eileen accepted their nominations. All three were elected to the Nominations Committee with 18 votes in favour, 2 abstentions and 2 oppositions.

**ii. Call for Nominations for Secretary/Treasurer and Vice Chair Communications**

The call for nominations for the Secretary/Treasurer and Vice Chair Communications will be handled by the Nominations Committee.

**b. Other Committees / Working Groups**

**i. By-Law**

Carole Dence, Trevor Holmes (Guelph) and Carol O'Neil (Dalhousie) are currently serving on the By-Law committee. Caucus members were encouraged to contact the committee members if they wanted to provide a critical eye to reviewing the draft By-Laws created by this committee.

**ii. Special Projects**

Trevor Holmes (Guelph) spoke about a group of Caucus members who have also identified themselves at T.A. Developers. He wanted to welcome these members to form either a special interest group within the EDC Caucus or consider their efforts as a special project of the Caucus.

**6. Other Business**

The EDC Executive would like to put in place a plan for hosting the EDC Winter meetings for the next 2–3 years.

**7. Adjournment**

Moved by Carol Miles (Carleton). Seconded by Eileen Herteis (Mount Allison).  
*Carried.*

Respectfully submitted,  
Angie Best (Trent)  
April 5, 2005