

EDUCATIONAL DEVELOPERS CAUCUS

of the

Society for Teaching and Learning in Higher Education

Minutes of the General Meeting

The University of Victoria

(Oak Bay Hotel)

Friday, February 24, 2006

Please note: These minutes are provided for your information only. They will be presented for official adoption at the General Meeting in February 2007.

I. Opening Session

a. Adoption of Agenda

It was moved that the agenda be adopted (Peter Wolf/Frances Sardone)
CARRIED

b. Adoption of Minutes of meeting of June 8, 2005

It was moved that the minutes of the meeting of June 8, 2005 be adopted (Judy Britnell/Dieter Schonwetter)
CARRIED

c. Business arising from the Minutes

Joy Mighty, the Chair, indicated that any such business would be dealt with in the individual reports from members of the Executive under New Business.

d. Report from the Chair (Joy Mighty)

The Chair reported that there were now standard documents available for hosting the EDC Conference. These included a Letter of Understanding and a Proposal to Host the Conference.

The program of this Conference had been shaped in accord with the expressed wishes of the members for more informal networking time.

The EDC has representatives on the STLHE Steering Committee and the Executive Committee of Steering.

Joy thanked the Caucus members for their advocacy in the STLHE institutional membership drive. Her thoughts were that the success was largely due to the support of EDC members.

She also thanked members for their responses to questions from the Executive at various times during the year.

II. New Business: Reports (4:25 – 5: 25)

a. Vice-Chair Professional Development (Lynn Taylor)

Lynn thanked everyone for their active participation. She reiterated that the feedback from the membership following the 2005 meeting had shaped the program for the conference. She emphasized how really important it is that everyone give feedback in the form of the Conference Survey, so the program planning committee knows whether we provided what members wanted. Such feedback allows us to become richer.

Lynn also thanked members for their contributions to the program. Speaking personally, she had found the PD portfolio a wonderful opportunity for her and had learned a lot. She felt that this was a great conference.

b. Vice-Chair Communications (Trevor Holmes)

Trevor greeted the new members who had joined EDC at this conference and stressed that he welcomed messages from them. He also welcomed the academic librarians, francophones, and the members from both sides of the border and from colleges and universities.

180 subscribers are currently registered on our listserv. The listserv is open to all, not just to paid-up members.

At this stage, the profiles of 123 individuals and of 57 offices are available. At the moment there are 85 paid-up individual members of the Caucus.

Trevor stressed the importance of the recently conducted communications survey. In response to membership input, we are working towards a one-stop point of access to all the online services of the Caucus using the STLHE homepage as the main access portal.

He suggested some possible innovative projects to be considered including membership drives, welcoming packages for new members, a book drive for new centres in which existing centres could donate duplicate copies to new centres to get their library started.

c. Secretary/Treasurer (André Oberlé)

The treasurer indicated that a budget would be presented at the Annual General Meeting in Toronto in June. In the meantime, he could report that we have some assets, including \$4,370.00 in membership fees collected at the STLHE 2005 Conference in PEI.

As reported last June, we also have \$1280.00 from a levy collected at the EDC Conference in February 2005 at Queen's. We are expecting some \$1300.00 from the present conference. We do have some bills outstanding, such as expenses for keynote speakers and panel at this conference and the fees for the audio-conferences of the Executive (under \$1,000.00). So, we are doing well.

d. Bylaws Committee (Carole Dence)

Carole expressed her excitement about having reached this final stage in the complicated process of drafting Bylaws, the final step in transforming an informal association of colleagues into a professional organization.

The members of the committee charged with authoring our Bylaws were: Carole Dence, Carol O'Neil, Trevor Holmes, Maureen Connolly, and Eric Kristensen. During the process many sources were consulted, including the STLHE Constitution and Bylaws, those of POD and model samples. Carole then briefly walked the membership through the document and answered questions.

The document will be translated into French.

Since STLHE are working on their own documents of incorporation, our Bylaws may eventually require some minor modifications to reflect such things as new names for committees. No substantive changes are anticipated.

There was a request for Clarification respecting item 2.1, namely what happens if a conference has to be cancelled. The signed Letter of Understanding with the hosting institution deals with liability for expenses incurred. At least one signatory from the host institution must be a Caucus member.

A floating comma, discovered in 3.2.6 will be corrected.

Joy and the members thanked the committee for its hard work.

e. STLHE President (Julia Christensen Hughes)

Julia also expressed appreciation to the Bylaws Committee. She thanked Joy for her leadership of the Caucus and acknowledged the important contribution she had made to good relationships between the Caucus and STLHE through her presence on the STLHE Steering Committee.

She congratulated and thanked all those who support the STLHE drive for institutional members.

The International Society for the Scholarship of Teaching and Learning (ISSoTL) is collaborating with STLHE at conferences in Toronto this year and at the University of Alberta in 2007.

Julia introduced Bob Sproule, the Treasurer of STLHE to the membership. Bob teaches accounting at Waterloo.

The Society is proceeding with drafting Articles of Incorporation under the guidance of Margaret Wilson. A draft is expected shortly and input will be solicited.

The administrative support arrangements are being reviewed to ensure that we are enjoying the best services for our needs.

Julia also thanked Erika Kustra, editor for the STLHE Newsletter and Sylvia Riselay, who manages the websites, elections and other support functions, for their fine work.

Lastly she pointed out that there would be elections to fill an opening on the Steering Committee of STLHE.

III. Other Business:

a. Election of Nominating Committee (Trevor Holmes)

Trevor Holmes presided over the nominations for this committee. James McNinch is the member appointed by the Executive. Two more members needed to be elected by the Caucus members. Trevor reported that a nomination had been received for Eileen Herteis, who was not present. Judy Britnell was nominated from the floor.

The two nominees were elected by acclamation.

b. EDC Resource Project (Denise Stockley)

Denise reviewed the progress of a project to produce a regularly updated annotated bibliography of resources for faculty developers. Caucus members volunteering for the project would undertake to regularly review new issues of publications and contribute to an online annotated bibliography of content relevant to the Caucus community. She asked members to review the proposed list of publications and advise her of missing items. Resources for francophones

needed to be included. The publications can be from anywhere but their content should be transferable to the Canadian environment.

Denise was looking for a co-ordinator for this project. Gary Poole said he would consult with the TAG staff to consider this role.

c. EDC Conference Locations (Joy Mighty)

The EDC Conference for the winter of 2007 will be hosted collaboratively by the Universities of Guelph and Waterloo.

In 2008 the Conference will be in the East. Members were invited to consider making a proposal

IV. Adjournment

Joy and the members thanked Yolanda Olivotto, Geraldine van Gyn, and the rest of our hosts for a wonderful conference.

There was a motion to adjourn at 5:35 (Peter Wolf/Frances Sardone)
CARRIED

Educational Developers Caucus

Annual General Meeting

Wednesday, June 8, 2005

7:00-9:00 pm

University of Prince Edward Island

Please note: these minutes were passed at the General Meeting in Victoria on February 24, 2006. They are presented here for your information only.

I Opening Session

a) Adoption of the agenda

Moved by Peter Wolf and seconded by Bente Roed: that the Agenda be accepted. – CARRIED

b) Approval of the Minutes of Meeting of February 26, 2005

Moved by Nicola Simmons and seconded by Olivia Petrie: that the Minutes be approved. – CARRIED

c) Business arising from the Minutes

The Chair explained that "Business arising from the Minutes" would be dealt with in the various reports.

d) Report from the Chair

Joy Mighty related that guidelines for hosting the winter conference of EDC had been formulated and a letter of understanding had been drafted.

The name of the winter gathering is now officially "Conference" rather than "Meeting." This change has been made to raise the prestige of the gathering for funding purposes. Colleagues might have trouble getting financial support from their institutions for a "meeting."

The 2006 Winter Conference will be in mid-February in Victoria

II New Business: Reports

a) Nominating Committee

Eileen Herteis reported on behalf of the Nominating Committee (consisting of James McNinch, Jeannette McDonald, Denise Stockley, and Eileen Herteis). She related the Committee's concern that the process of filling the two openings on the EDC Executive be seen to be democratic and transparent. Some 65% of the eligible membership voted in the process.

b) Secretary/Treasurer's Report

André Oberlé thanked all members for supporting him in his election to the position of Secretary/Treasurer.

He thanked Angie Best for preparing the minutes of the General Meeting in February.

In his role as treasurer, he mentioned that after the contribution from the Conference at Queen's, there were \$1,280.00 in the EDC's coffers and that he was looking forward to receiving the EDC membership fees that were being levied as part of registration for the present conference.

A projected budget may be found on page 3 of the Minutes of the General Meeting of February 26, 2005.

c) Bylaws Committee

Carole Dence informed the members that the bylaws were being worked on by the Committee consisting of Carole Dence, Carol O'Neil, Trevor Holmes, Maureen Connolly, and Eric Kristensen. The Committee will report on the bylaws at the next General Meeting.

d) Vice-Chair Communications

Trevor Holmes thanked the members for re-electing him to his position and reviewed his performance during his initial term,

He will do a survey on the communication needs and preferences of the members in early fall.

He then showed the EDC web page containing the EDO listings and the EDO profiler.

Of the 168 members, 107 are in the profiler. 53 Offices responded.

The EDC Officer Profiler and Caucus Web Community can be accessed at at <http://www.uoquelpk.ca/lhci/edop>

Users enter their initial, underbar, lastname (e.g. t_holmes) and a self-selected password (chosen upon signing up). Forgotten passwords can be retrieved from:

<http://www.uoquelpk.ca/lhci/edop/forgotpass.cfm>

e) Vice-Chair Professional Development

Lynn Taylor gave the background for her survey on P.D. activities. The feedback was very rich.

She then referred to the table on page 1 of her handout, noting various environments. Summarizing trends was found to be difficult. A

developmental approach was chosen instead, and themes became the organizing principle for the report. Lynn explained that, since we are all at different career stages, themes presented a better "handle" than career stages.

Lynn pointed out that we need to recognize the limited resources we have. The survey clearly showed that members prefer face-to-face meetings. We engage in a number of varied activities at our conferences including best practices, business networking, and sharing. We are restricted by the two times per year that we physically meet.

It is desirable to establish project teams for long-term projects.

f) Institutional Membership

Eileen Herteis spoke to the issue of institutional membership. Material has already been distributed at various faculty development meetings. A letter will be going out to universities with details on the advantages of institutional membership in STLHE and IATHE. The letter will go to VPs Academic, Provosts or other identified decision makers. EDC members are to be instrumental in helping their universities to take action. Each founding institutional member will receive a one-time discount of \$500.00 and a discount in 2005-2006.

Attendees were asked to read copies of the letters and be prepared to give advice to their administration.

III Other Business: Interactive PD Session

Lynn Taylor and Trevor Holmes led this workshop. The event consisted of the following activities:

- Members worked in teams of two.
- They reflected on a particularly successful professional development activity that had happened this year and wrote it on a sticky note.
- They then shared this with their partners
- A number of ideas were then shared with the whole group.
- The results were captured on flip charts, and members were asked to contribute their sticky notes to relevant topics posted.

IV Adjournment

The meeting adjourned at 9:08 pm

Respectfully submitted
André Oberlé
Secretary/Treasurer
EDC Executive
February 24, 2006