Report to the STLHE Board of Directors

Motions, Recommendations and Questions

- ***Official vote of thanks***—we would like recorded in the minutes an official vote of thanks to the Board on behalf of EDC for continued support of the EDC/STLHE grant program. Please see the great project outcomes that have resulted from this funding on the EDC portion of the STLHE website http://www.mcmaster.ca/stlhe/edc.grants.program.html

- **Question**—Other than February, in which months could EDC hold its annual conference and still meet the needs of the STLHE Board of Directors?

- **Question**—When will our Vice-Chair, Communications be able to directly update the EDC portion of the STLHE website? Current practice of going through Sylvia makes timely updates overly complex and significantly and unnecessarily adds to Sylvia's workload.

General Report—February 2008 to present

1. **Caucus Operating Processes and Stewardship**

    a) **Executive Officers**—Chair, and Vice-Chair, Professional Development have been reappointed for a further two-year term. This decision remains to be ratified at the EDC Annual General Meeting at STLHE 2008 in Windsor.

    b) **Budget and Finances**—The final budget for 2007 will be presented at the AGM.

    c) **Communications and Website**—Several new additions have been made to the site including posting of the grant project outcomes, job descriptions for the executive and the Chair's regular reports

    d) **Working with Sylvia**—Exec met with Sylvia in February. Since then we have developed a master calendar of the EDC year in order to facilitate her in supporting the Caucus in conjunction with other competing demands of her role. This calendar has been submitted to Sylvia and we look forward to meeting with her at Windsor to review the calendar and answer any questions she may have.

    e) **Assistance for the administration of the grants program and conference review process**— The 2008 Conference made a profit and some of these funds will be used to hire a student to support the Vice-Chair, Professional Development in her role due to the heavy workload of this position.

2. **EDC Conference**

    a) We hope to be able to announce the 2009 venue at Windsor.

b)   A conference budget template has been completed to make it easier for host institutions—saving them time and clarifying the budget particularly regarding how conference contingency funds are calculated (and retained separately by EDC).

3.   **Key Initiatives**

a)   **Building a variety of professional development opportunities for members at different career stages.**

In line with requests from the membership, we have continued to work hard to develop a series of opportunities for members to explore ways to share and benefit from each others resources and materials. Per our last GM in Vancouver, we have surveyed members for likely topics for authors to work with Eduwiki to develop publishable resources on key topics for those who are interested. We are also exploring how we could revive the database of shared resources that Trevor Holmes pioneered.

b)   **The EDC Grants Program**

2007-08 projects are showcased on the website. We hope to have approximately $10,000 to distribute this year depending on final numbers of institutional memberships. (Note: one grant was returned last year and additional funds for memberships were not received in time, making $4350 available in addition to what we receive from this year's proportion of institutional memberships).

c)   **Contributions to improving representation for college and university college colleagues.**

We see some of the benefits of our past efforts in this area in the increasing institutional membership of colleges joining STLHE. Two of our Exec members have served on the Board subcommittee exploring the idea of a national award that would recognize college colleagues. We highly recommended broadening the criteria for the existing STLHE 3M award to make this possible.

d)   **Proposed Survey of Educational Development Units in Canada (joint with STLHE)**

This opportunity has achieved an excellent result. After our GM in February at which David Gosling's proposal was put to members, as the result of excellent suggestions from the floor, David was connected with Nicola Simmons who is coordinating a similar initiative in the Canadian context. Our understanding is that Nicola and David have agreed to seek ways that the projects can mutually benefit each other and in particular are exploring ways in which data can be shared.

4.   **Plans for June to Spring 2009**

These will depend partly on the advice we receive from members during the AGM.

a)   Request direct access to update EDC items on the STLHE website.

b)   Continue to build the website as a resource by for example continuing to explore various approaches to sharing resources and linking these to the website.

c)   Develop more ProD opportunities for mid and late career faculty developers to add to the offerings for new colleagues.

d)   Support all preparations for the 2009 conference.

e)   Administer the 2008-09 grants program.

f)   Establish host sites and dates for future conferences in 2010 and 2011 to allow for easier planning.

g)   Develop a conference manual—to assist future conference hosts to be modeled on the STLHE conference manual.

h)   Continue to work through French translation priorities.

i)   Maintain transparency as established by developing and presenting next year's budget and by continuing to post minutes of meetings and other key documents.

Respectfully submitted by
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