



WriteAway Advisory Committee

Wednesday, November 27
12:00-1:00pm
Teleconference

In Attendance:

Lyn Benn, Kwantlen Polytechnic University, *Four-Year Representative*
Gregg Currie, Selkirk College, Chair
Shirley Lew, Vancouver Community College, *Two-Year Representative*
Kathy Musial, BCIT, *Four-Year Representative (Alternate)*
Sandra Smith, University of the Fraser Valley, *Four-Year Representative*
Laurie Waye, Coast Mountain College, *Two-Year Representative*

Administrative Centre:

Anita Cocchia, BC ELN Executive Director
Megan Robertson, WriteAway Coordinator

Regrets:

Brenda Mathenia, College of the Rockies, *Two-Year Representative*
Donna McGee-Thompson, Simon Fraser University, *Four-Year Representative*

1. Adoption of Agenda

The agenda was adopted as tabled.

2. Committee Membership Update

G. Currie thanked the members of the Committee for agreeing to serve, acknowledging new representatives:

- Brenda Mathenia (Two-Year Representative), and
- Sandra Smith (Four-Year Representative).

and Committee members who are continue to serve:

- Lyn Benn (Four-Year Representative),
- Shirley Lew (Two-Year Representative),
- Donna McGee-Thompson (Four-Year Representative), and
- Laurie Waye (Two-Year Representative).

G. Currie also acknowledged and thanked previous members of the Advisory Committee whose terms concluded on October 1, 2019, including:

- Julie Mitchell (Past Chair),
- Sara Wolfe (Four-Year Representative)

- Amanda Goldrick-Jones (Member-at-Large)
- Nancy Squair (Member-at-Large)

The Committee reviewed the recommendation to select two new Members-at-Large, keeping in mind importance of having Members-at-Large with experience in composition and rhetoric, writing pedagogy, and/or online learning.

MOTION: To select Kari Karlsbjerg (Tutor, Vancouver Community College) and Kevin Sun (UBC) as Members-at-Large of the WriteAway Advisory Committee

Moved: K. Musial

Seconded: L. Benn

Motion carried unanimously.

ACTION (Admin Centre): Notify K. Karlsbjerg and K. Sun and add them to the Advisory Committee member list on the website and mailing list.

3. Expenditure Plan 2020/21

G. Currie invited A. Cocchia to present the 2020/21 WriteAway Expenditure Plan. A. Cocchia began with a description of the projected 2019/20 Expenditure Summary and noted how WriteAway has responded to several years of financial challenges but is now anticipated to end the 2019/20 fiscal year with a balanced budget.

Moving to the 2020/21 Expenditure Plan, A. Cocchia noted that BC ELN's contribution to WriteAway will be maintained in the short-term, overtime, as the service continues to develop, this support will be slowly reduced. The 2020/21 Expenditure Plan includes a 3% increase to institutional support fees, but a slight reduction in infrastructure fees for most institutions as a result of a new institution joining the service and the cost for infrastructure now being divided amongst 17, rather than 16 institutions.

The Committee approved the increase to the service fees as reasonable. L. Wayne suggested that rather than reducing infrastructure fees, the fee structure from 2019/20 be maintained in order to generate a small amount of additional funds that are then available for unexpected costs. K. Musial supported this idea and asked for clarification of how this might work. A. Cocchia described how any carryforward monies associated with a BC ELN service area remain with that service area. K. Musial suggested that additional revenue over expenditures would allow WriteAway to establish a small contingency fund.

G. Currie summarized the discussion, noting that the Committee would like to see the 2020/21 Expenditure Plan revised to include infrastructure fees for institutions maintained from 2019/20 levels.

MOTION: To approve the 2020/21 Expenditure Plan with changes as discussed.

Moved: S. Smith
Seconded: L. Waye
Motion carried unanimously.

ACTION (Admin Centre): share fee information with institutions as they prepare their budgets for the upcoming year.

4. Backlog Update

G. Currie noted that the September-December 2019 semester has been an especially busy one for WriteAway. While there have been more submissions than expected, there have also been challenges with institutions meeting their expected tutoring contributions. G. Currie asked M. Robertson to provide more information on this issue. M. Robertson described how a combination of factors can lead to institutions not meeting minimum tutoring contributions. When these contributions are not met, backlogs form and students wait longer for responses.

To deal more cohesively with backlog issues, the Admin Centre will develop a document outlining best practices for scheduling tutoring contributions, managing backlogs, and communicating with institutions in the event that backlogs occur. The Admin Centre will aim to provide this document to the Committee for review at the next meeting.

5. Recruitment

G. Currie reminded the Committee that there are now 17 institutions participating in WriteAway, with the College of New Caledonia joining the service in September. G. Currie invited M. Robertson to speak further about recruitment efforts. M. Robertson summarized the recruitment efforts over the summer that included targeted inquiries with former eTutor Alberta members as well as discussions with BC ELN members not currently participating in the service. Currently, discussions with three potential BC ELN members are ongoing.

6. New Business

There was no new business

7. Next Meeting

The next meeting will be scheduled for Winter 2020. An exact date is to be determined, and the Admin Centre will send out a Doodle poll.