



## WriteAway Advisory Committee Meeting Minutes

Friday, November 29, 2024

10:00-11:30 am PT

Virtual Meeting

### In Attendance:

Emily Keery, Trinity Western University, Chair

Julia Lane, Simon Fraser University, Four-Year Representative

Kim Tomiak, Kwantlen Polytechnic University, Four-Year Representative

Erin Howard, Camosun College, Two-Year Representative

Gregory Holditch, Langara College, Two-Year Representative

Tracey Woodburn, Coast Mountain College, Two-Year Representative

Rachel Tait, University of the Fraser Valley Member-at-Large

Nancy Johnson, Douglas College, Member-at-Large

### Administrative Centre:

Sunni Nishimura (she/her/hers), BCELN Executive Director

Kyle Beres (she), WriteAway Coordinator (Zoom moderator)

Alena Rosen (she/they), WriteAway Support (Recorder)

### Regrets:

Michelle Burfitt, Okanagan College, Member-at-Large

Sandra Smith, University of the Fraser Valley, Four-Year Representative

## 1. Introductions and Adoption of Agenda

The agenda was adopted with no changes.

## 2. 2025-26 Expenditure Plan

E. Keery asked S. Nishimura to present the proposed 2025-26 Expenditure plan.

S. Nishimura noted the budget will now be presented at fall advisory committee meetings.

S. Nishimura reviewed 2024-25 projected summary and year-end balance:

- Projected summary shows service coordination and staffing to be coming in under budget
- Projected carryforward to next fiscal year

S. Nishimura provided an overview of 2025-26 expenditure plan, including:

- 5% increase to service support fees to ensure sustainability of WriteAway service.
- In year 2 of 2 year Removing Barriers funding from Ministry
- Service support and coordination line reflects need for key admin support time
- Infrastructure costs are stable

E. Keery asked the committee to discuss the projected summary and expenditure plan. After general discussion, the committee indicated they were ready to vote.

**MOTION: To approve the 2025/26 WriteAway Expenditure Plan as presented.**

The motion was presented by E.Keery.

Moved: Julia Lane

Seconded: Nancy Johnson

**Motion is carried unanimously.**

### 3. Service Sustainability Survey Results

E. Keery asked K. Beres to present the preliminary findings of the Service Sustainability Survey Results.

K. Beres provided a summary of key findings from the surveys, including:

- Strengths: overall trend in responses is that the existing service is working well for most institutions, including operation dates, commitment model, staffing, Institutional coordinator workload, tutor training, and student usage.
- Challenges: Key challenges included tutors meeting the 45-minute response time expectations, long turnaround times for students and feedback that differs from the students' requests.
- Impacts of AI: When asked about how institutions perceive impacts of AI on service usage, 5 respondents state that they think that WriteAway usage has decreased, 4 think it hasn't affected usage, and 4 are unsure about how AI has affected usage, if at all.

Institutions also state that they are seeing an increase in in-class writing activities and/or a decrease in writing assignments because of AI. However, some state instructors are embracing AI and others see no impact to assignment types.

- Expansion and improvement: Observed a trend that supports change at WriteAway. Respondents told us that decreasing the response times is their highest priority followed by expanding areas of support. Expanding the service to graduate students was the lowest priority

Respondents were equally interested in content tutoring, peer tutoring, and academic success advising as additional areas of support WriteAway could offer.

- Financial: Institutions generally have a neutral to moderately easy time getting funding for WriteAway. 8 of 13 respondents indicated they can support fee increases up to 5%.

K. Beres indicated that the detailed report of the findings will be circulated soon.

The committee proceeded with a general discussion of survey findings, and there was consensus that the next step is to proceed with Action Planning.

#### 4. Service Sustainability Action Planning

E. Keery requested that the committee discuss and recommend a process for the Action Planning. After discussion, the committee agreed to proceed with a series of shorter virtual meetings (once a month, 1.5 hours, beginning late January 2025), with required attendance of representatives from each of the tiers (at minimum). Each meeting will be focused on a key theme, proposed to include:

- Response times and turnaround times (including expectations around minimum tutoring hours)
- Addressing AI – differentiating WriteAway, communicating value
- Service expansion (modes of feedback e.g. synchronous/bookable, service area expansion)
- Financial concerns

S. Nishimura confirmed that a plan will be circulated reflecting the committee discussion and to set meeting dates.

#### 5. Service Update

K. Beres provided service update highlights, including,

- Nicola Valley Institute of Technology joined the service as new participating institution
- Okanagan College decision to withdraw from service as of December 2025
- Implementation of Tutor Debrief meetings
- Creation and implementation of new tutor training course

K. Beres to send out the detailed service update with the approved minutes.

## 6. New Business

There was no new business.

## 7. Next Meeting

The next Advisory Committee meeting will be scheduled in Spring 2025