

**BC eTutoring Steering Committee  
December 10, 2015, 9:00 – 11:00 am**

**In attendance:**

Lyn Benn, Kwantlen Polytechnic University (Chair)  
Amanda Goldrick-Jones, Simon Fraser University, *Member at Large*  
Nancy Squair, Douglas College, *Member at Large*  
Paul Stephenson, Okanagan College, *Member at Large*  
Denise Goudy, BCcampus  
Simon Neame, Irving K. Barber Learning Centre Director  
Anita Cocchia, BC ELN Executive Director  
Megan Robertson, WriteAway Coordinator, *Recorder*

**In attendance by phone:**

Meghan Aubé, UBC (Alternate for Ramona Montagnes) *Medium and Large Universities Representative*  
Shahida Rashid, College of the Rockies, *Colleges Representative*  
Sara Wolfe, Thompson Rivers University, *Regional Universities and Institutes with 4-year Programs and Small Universities Representative*

**Regrets:**

Ramona Montagnes, University of British Columbia, *Medium and Large Universities Representative*

**1. Adoption of Agenda**

The agenda was adopted with no changes.

**2. Budget Projections for 2016/17**

L. Benn invited A. Cocchia to provide an overview of funding for WriteAway and present a projected budget for the 2016/17 fiscal year. This budget includes a contribution of \$8,000 from the Irving K. Barber Learning Centre. A. Cocchia also provided a history of the financial support for WriteAway and offered information on a projected cost-sharing model. As WriteAway continues to move towards financial self-sufficiency an increase in service support fees is recommended.

During discussion, P. Stephenson asked for information on projected service support fees and the number of current and potential participating institutions.

**MOTION:** that service support fees for the 2016/17 fiscal year be set at the following:

Full Time Enrollment	Participating Institutions (15 participants as of December 2015)	2016/2017 Fees
Tier 1 0 - 2,499	North Island College College of the Rockies Selkirk College Justice Institute of BC	\$910.00
Tier 2 2,500 - 5,999	Okanagan College	\$1,300.00

Tier 3 6,000 - 7,499	Vancouver Community College University of the Fraser Valley Camosun College Langara College	\$1,755.00
Tier 4 7,500 - 14,499	Thompson Rivers University Douglas College Kwantlen Polytechnic University BC Institute of Technology	\$2,430.00
Tier 5 15,000 - 29,999	Simon Fraser University	\$3,450.00
Tier 6 30,000+	University of British Columbia	\$4,590.00

Moved: A. Goldrick-Jones  
 Seconded: S. Rashid  
 Opposed: None  
 Motion passed.

**ACTION:** Information on the increase in WriteAway service support fees for the 2016/17 fiscal year will be communicated to deans and directors of participating institutions. Invoices for service support fees will be issued after April 2016 for the 2016/17 fiscal year. An updated list of current and potential participating institutions grouped according to FTE tier and service support fee will be made available to committee members.

### 3. WriteAway Administrative Centre Report

L. Benn asked M. Robertson to provide an update from the WriteAway Administrative Centre. M. Robertson summarized the September-December WriteAway semester and described ongoing collaborations with consortia in Canada and the United States. As WriteAway continues to grow, reviewing and potentially revising existing best practices (to contend with backlogs, for example) will be important to ensure the service can provide students with effective feedback.

**ACTION:** The WriteAway Administrative Centre will update potential best practices for backlogs and bring them to the next meeting.

### 4. Recruitment

L. Benn provided information on institutions that could potentially join WriteAway. L. Benn asked committee members to reach out to contacts and colleagues at institutions not yet participating in WriteAway and to advocate for the service.

**ACTION:** An email invitation to join WriteAway will be issued to institutions not yet participating in WriteAway.

### 5. New Business

There was no new business.

### 6. Next Meeting

The WriteAway Administrative Centre will send out a doodle poll for the next BC eTutoring Steering Committee to be held in the new year.