

BC eTutoring Steering Committee
May 3, 2016, – 10:00-11:30 am

In attendance:

Lyn Benn, Kwantlen Polytechnic University (Chair)
Amanda Goldrick-Jones, Simon Fraser University, *Member at Large*
Ramona Montagnes, University of British Columbia, *Medium and Large Universities Representative*
Simon Neame, Irving K. Barber Learning Centre Director
Nancy Squair, Douglas College, *Member at Large*

WriteAway Administrative Centre
Anita Cocchia, BC ELN Executive Director
Megan Robertson, WriteAway Coordinator, *Recorder*

In attendance by phone:

Rita Atake, UFV, (Alternate for Sara Wolfe) *Regional and Small Universities Representative*
Denise Goudy, BCcampus
Shahida Rashid, College of the Rockies, *Colleges Representative*
Paul Stephenson, Okanagan College, *Member at Large*

Regrets:

Sara Wolfe, Thompson Rivers University, *Regional and Small Universities Representative*

1. Adoption of Agenda

The agenda was adopted with no changes.

2. Expenditure Plan for 2016/17

A. Cocchia presented the 2016/17 WriteAway Expenditure Plan. The Plan projects a shortfall of approximately \$2,600. While the 2015/16 WriteAway Expenditure Plan originally forecasted a deficit, with actual expenditures being lower than projected, there is a carry forward of approximately \$3,000. Based on this information regarding lower annual expenditures and with the possibility of more institutions joining the service, an actual deficit in 2016/17 is not anticipated.

MOTION - To approve the 2016/17 WriteAway Expenditure Plan.

Moved: N. Squair
Seconded: S. Rashid
Opposed: None
Motion carried.

3. Recruitment Update

L. Benn summarized ongoing recruitment efforts and drew attention to the recently released 2015 WriteAway Actions & Achievements Report and how it might be used to promote the service. L. Benn encouraged committee members to share information about WriteAway with colleagues and contacts at institutions not currently participating in WriteAway. Committee

members were asked to be in touch with the WriteAway Administrative Centre to coordinate recruitment messages.

4. Missed Shift Procedures

M. Robertson presented a recommendation that procedures for missed tutor shifts be changed. Currently, the onus is on the tutor to contact his or her institutional coordinator and the Administrative Centre in the event of a missed shift. However, if tutors miss a shift, they may not always remember to contact administrators and arrange to make up the shift. Changing procedures so that the Administrative Centre contacts the tutor and his or her institutional coordinator in the event of a missed shift will ensure that institutions contribute their scheduled hours. This new procedure will be included in the Tutor Procedures Manual and the Responsibilities of the Institutional Coordinator document.

MOTION – That the WriteAway Administrative Centre follow up with tutors and their institutional coordinator via email when tutors miss a shift and that this new procedure be included in the Tutor Procedure Manual and the Responsibilities of the Institutional Coordinator document.

Moved: S. Rashid
Seconded: N. Squair
Opposed: None
Motion carried.

5. Experienced Tutor Rubric

M. Robertson shared information about current evaluation procedures for experienced tutors that require a significant investment of time and work from the Administrative Centre. Developing a more streamlined rubric for evaluating experienced tutors will improve administrative efficiency and focus feedback on key areas that are most relevant to the work of experienced tutors. The WriteAway Administrative Centre will draft a rubric for evaluating experienced tutors and share it with the Steering Committee for input, with the goal of adopting the rubric for use in the September-December 2016 semester. Once the new rubric has been developed, language in the evaluation framework can be updated to reflect the change.

ACTION – That a rubric for experienced tutors be created for use by the September-December 2016 semester and that the language of the evaluation framework be updated to reflect the creation of the new rubric.

6. WriteAway Administrative Centre Update

M. Robertson offered an overview of WriteAway's January-April 2016 semester and provided information on recent and upcoming Administrative Centre activity, including: preparing for training new tutors for the May-August semester, participating in the BC Writing Centre Directors' Day Out meeting, and presenting at the Canadian Writing Centre Association conference.

7. New Business

There was no new business

8. Next Meeting

The next BC eTutoring Steering Committee meeting will take place in the fall of 2016. The WriteAway Administrative Centre will send out a poll for the next meeting.