

BC eTutoring Steering Committee
June 19, 2017 10:00 – 11:00am

Teleconference

In attendance:

Lyn Benn, Kwantlen Polytechnic University (Chair)
Amanda Goldrick-Jones, Simon Fraser University, *Member at Large*
Shahida Rashid, College of the Rockies, *Colleges Representative*
Sara Wolfe, Thompson Rivers University, *Regional and Small Universities Representative*
Julie Mitchell, Irving K. Barber Learning Centre Assistant Director, *Medium and Large Universities Representative (alternate)*

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

Regrets:

Denise Goudy, BCcampus
Nancy Squair, Douglas College, *Member at Large* (written feedback on agenda item 2 submitted to Steering Committee)

1. Adoption of Agenda

The agenda was adopted with no changes.

2. Adjusting Tutoring Contributions

L. Benn asked the WriteAway Administrative Centre to describe potential approaches to adjusting tutoring contributions, based on the discussion and action item arising from the previous meeting.

Two potential approaches for adjusting tutoring contributions were presented: 1) a flat rate increase in hours, from 60 to 82, per institution per semester, and 2) tiering tutoring contributions according to the FTE tiers currently used for the WriteAway service support fees. The goal in both approaches is to reach a collective base minimum of 1140 tutoring hours for the September-December and April-January semesters (570 tutoring hours for the May-August semester). With 1140 hours as a minimum base, the requested tutoring hours will more closely align with the actual tutoring hours contributed by institutions, as WriteAway has consistently received more tutoring hours than the requested base minimum. This alignment will allow for the more effective allocation of tutoring hours according to student usage. M. Robertson also explained that a flexible contribution plan, that would allow institutions to contribute tutoring hours, fees to fund a pool of experienced tutors, or a combination of both, could be considered.

A. Cocchia reminded the committee that, regardless of the approach, there could be flexibility for institutions as they work towards meeting the new tutoring contribution targets for the upcoming semester.

The committee agreed that tiering tutoring hours according to FTEs is the best option. Tiering contributions could increase the feasibility of new institutions joining WriteAway, as many of these institutions would be in the first FTE tier (0-2,499 students). The tiered approach also

reflects historical and current trends in tutoring contributions, with larger institutions regularly contributing more than the minimum.

The committee also agreed that a flexible contribution plan would be a valuable option for institutions that may face challenges (for example, unexpected staffing changes, new institutions unable to contribute the minimum number of hours) and would be a positive direction for WriteAway.

MOTION – That WriteAway tutoring contributions be tiered according to FTEs as per the model outlined in agenda item 2.

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

MOTION – To introduce flexible contribution plan as an option for participating institutions.

Moved: J. Mitchell
Seconded: S. Wolfe
Opposed: None
Motion carried

3. WriteAway Administrative Centre Update

L. Benn noted that the 2016 WriteAway Actions & Achievements report was circulated in May and has been well received. L. Benn asked M. Robertson to provide more information on Administrative Centre activities.

M. Robertson reported on the progress of the Infrastructure Review, including the circulation of an Action Plan, drafting Terms of Reference, and gathering information on potential software and service support options. M. Robertson also shared news that eTutor Alberta would be ceasing operation as of June 30, 2017. The dissolution of eTutor Alberta's major funder, eCampusAlberta in early 2017, presented a significant challenge to the consortium. While several institutions continued with eTutoring through the January-April semester, there will not be enough participants to sustain the service. While the loss of eTutor Alberta is unfortunate for online tutoring in Canada, institutions are interested in learning more about consortia-based collaboration to support students. The WriteAway Administrative Centre recently consulted with the University of Toronto, Scarborough, to provide information about establishing online writing tutoring for students across multiple campuses. The WriteAway Administrative Centre is also preparing to welcome Trinity Western University in September.

L. Benn reminded Committee members to share information about WriteAway with colleagues at potential participating institutions and that WriteAway Administrative Centre is available to assist with these efforts.

4. New Business

There was no new business.

5. Next Meeting

The next BC eTutoring Steering Committee meeting will take place in fall 2017. The WriteAway Administrative Centre will send out a poll for the next meeting.