

BC eTutoring Steering Committee
February 27, 2018 2:00 – 3:10pm

Teleconference

In attendance:

Lyn Benn, Kwantlen Polytechnic University, *Member at Large*
Amanda Goldrick-Jones, Simon Fraser University, *Member at Large*
Denise Goudy, BCcampus
Julie Mitchell, Irving K. Barber Learning Centre Assistant Director, *Medium and Large Universities Representative (Chair)*
Nancy Squair, Douglas College, *Member at Large*
Sara Wolfe, Thompson Rivers University, *Regional and Small Universities Representative*

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

Regrets:

Shahida Rashid, College of the Rockies, *Colleges Representative*

1. Adoption of Agenda

The agenda was adopted with no changes.

2. Organizational Update

J. Mitchell summarized key actions and communication related to the ongoing technical infrastructure review, including WriteAway becoming part of the BC Electronic Library Network (BC ELN) and the recent message to participating institutions about this change. J. Mitchell then invited A. Cocchia to share information about how the WriteAway Administrative Centre will work together with the BC ELN office. A. Cocchia noted that while nomenclature, governance documents, and websites will need to be updated to reflect WriteAway joining BC ELN, these adjustments will not result in changes to overall administrative and operational activities. At future WriteAway governance meetings, successive updates will be provided.

3. Software Review Subcommittee Recommendation

J. Mitchell noted that the Software Review Subcommittee had prepared a recommendation for the BC eTutoring Steering Committee's consideration. J. Mitchell asked M. Robertson to summarize the recommendation as presented in writing to the Steering Committee. M. Robertson described the subcommittee's process, membership, and movement towards a recommendation. Based on its investigations and analysis, the subcommittee suggests that the Steering Committee pursue AskUp software for WriteAway by requesting that the software vendor, UpSwing, respond to a list of functional requirements.

Steering Committee members discussed the subcommittee's recommendation and agreed that AskUp software should be pursued at this point.

MOTION – That the BC eTutoring Steering Committee endorse the recommendation of the WriteAway Software Review Subcommittee

Moved by: Amanda Goldrick-Jones

Seconded by: Lyn Benn

Opposed: None

Motion Carried

4. Budget Considerations

In moving forward with the software recommendation and anticipating the end of the fiscal 2017/18 year, J. Mitchell emphasized the need to turn attention to preparing a 2018/19 expenditure plan. 2018/19 will see the end of external funding for WriteAway from both BCcampus and the Irving K. Barber Learning Centre. WriteAway will also need to account for software costs (previously funded by BCcampus). While details related to software pricing still need to be finalized, J. Mitchell noted that the Administrative Centre has prepared preliminary models that illustrate potential cost-sharing approaches to cover software costs. J. Mitchell asked A. Cocchia to offer more context for a preliminary expenditure plan and the cost-sharing models.

A. Cocchia presented a preliminary expenditure plan to establish a working model for considering different approaches to covering software costs. With projected service support fees and some financial support (to be confirmed) from BC ELN, WriteAway will face an anticipated shortfall. To address this shortfall, A. Cocchia introduced different approaches that would divide the cost of software: 1) equally amongst participating institution, and 2) a tiered approach that parallels the existing approach to service support fees, tiered by FTEs.

J. Mitchell invited discussion on the two approaches and encouraged the Steering Committee to brainstorm potential options for moving forward. The Steering Committee emphasized the need to communicate any increase in fees to participating institutions with expediency, given the fact that budget planning for most institutions is already underway. While the Steering Committee agreed that details will still need to be worked up, a tiered approach to software fees would fit well with WriteAway's current contribution model. Sharing estimated costs for software with participating institutions, based on a tiered approach will help institutions plan for the upcoming fiscal year.

ACTION – Estimated software costs, tiered according to the FTE model currently used for WriteAway service support fees will be communicated to participating institutions as soon as possible.

5. New Business

There was no new business.

6. Next Meeting

The BC eTutoring Steering Committee will need to review the 2018/19 expenditure plan shortly; this may be done in a meeting or electronically in April. The WriteAway Administrative Centre will circulate scheduling information in advance of the next meeting.