



WriteAway Advisory Committee Meeting Minutes

Tuesday, April 4, 2023

2:30pm – 4:00pm (PT)

Virtual Meeting

In Attendance:

Evan Daigle, Alexander College, *Two-Year Representative*

Gregory Holditch, Langara College, *Two-Year Representative*

Kari Karlsbjerg, Vancouver Community College, *Member at Large*

Emily Keery, Trinity Western University, *Four-Year Representative*

Julia Lane, Simon Fraser University, *Member at Large*

Donna McGee-Thompson, Simon Fraser University, *Chair*

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

Kim Tomiak, Kwantlen Polytechnic University, *Four-Year Representative*

WriteAway Administrative Centre:

Sydney Brogden, Student Librarian (recorder)

Anita Cocchia, BC ELN Executive Director

Ellen Fournoy, WriteAway Coordinator (moderator)

Regrets:

Patricia Price, Coast Mountain College, *Two-Year Representative*

1. Adoption of Agenda

D. McGee Thompson welcomed the committee and shared a land acknowledgement. Committee members introduced themselves and shared their roles on the committee.

The agenda was adopted as presented.

2. Welcome to the new Coordinator

A. Cocchia reflected on Tanya Burnstad's time providing support to WriteAway while the service was without a designated coordinator. Tanya did an excellent job supporting institutional coordinators and their tutors and keeping WriteAway running smoothly during the pandemic. BC ELN and WriteAway appreciate all that Tanya did!

The new WriteAway Coordinator was invited to introduce herself. E. Fournoy shared details about her background and education. Ellen is excited to support the BCELN's access-centred mission through WriteAway.

3. Service Update

E. Flournoy shared an update on the service. Highlights include:

- WriteAway usage levels remain comparable to pre-pandemic usage levels.
- Evidence supports that students are buying into the process-based pedagogy of WriteAway, as they are submitting more second and third drafts.
- Recent analytics adjustments are enabling streamline categorization of feedback by having tutors enter analytics for each submission.
- Additional details can be expected in the forthcoming Actions & Achievements report, which will include usage statistics as well as some student comments.
- E. Flournoy will attend a virtual conference from the Online Writing Centers Association, where a topic of interest will be audio feedback, which involves the addition of an audio file to submissions to provide feedback in an alternate format.
- Question raised by K. Karlsbjerg about the types of interaction with Tutors the new Coordinator might be interested in facilitating
 - Example given: interaction with ongoing tutors, rather than just the new tutors participating in training. Ellen expressed interest in grass-roots collaborative training
 - A. Cocchia expressed that this may be a helpful point of discussion to bring to a potential Action Planning process in the future (i.e., Within the next ~year) where ideas can be pooled and priorities aligned

4. Expenditure Plan 2023-24

A. Cocchia presented the 2023/24 Expenditure plan along with the projected summary for 2022/23.

Points from the 2023/24 Expenditure Plan Revenue included:

- An anticipated carry forward of approximately \$23,887
 - This amount will be finalized in mid-April and reflects that a Coordinator salary has not been paid for most of the year.
- BC ELN Funds Contribution of \$10,000, paid to service areas to provide support and alleviate challenges throughout increased demand for service during the pandemic.
- Year 2 of the two-year Ministry Bridge Funding for a contribution of \$15,000
- Service Support Fees are recommended to see an increase of 3% this year.
 - This translates to an increase of \$47-\$275 per tier.

- Total revenue is projected at \$109,887.

Details of Expenditure for 2023/24 include:

- Coordination and Support Fees estimated at \$75,000
 - Coordinator's salary at three days per week
 - Auxiliary support Tutors to support the Flexible Contribution Plan
- \$3,000 has been set aside for WriteAway's 10 Year Anniversary
- Software and technology costs are estimated at \$10,000
- The year is projected to end with a carry forward of \$19,887

In response to a question, A. Cocchia explained that the increase in the Service Support Fees is not tied to tuition increases. The increase is recommended at this time to ensure that adequate funding is available to account for Coordinator salary and other expenses when the Ministry funding is no longer available.

MOTION: To approve the 2023/24 WriteAway Expenditure Plan.

Moved: K. Tomiak

Seconded: G. Holditch

Motion carried unanimously.

5. WriteAway Ten Year Anniversary

The WriteAway ten-year anniversary is approaching! The Admin Centre and Chair have initiated discussions about how to celebrate the occasion and express appreciation for tutors and institutional coordinators. Discussion points around the celebration included:

- Acknowledgement that while face-to-face celebrations might be fun, long travel distances make this logistically impractical.
- An alternative approach for a remote celebration involves a tenth anniversary party pack sent out to institutions with items like appreciation cards, monies for celebratory consumables, BC ELN chocolates, and customized swag like pens.
 - Support for a focus on consumables or tools that tutors may use while doing their work expressed, in the interest of reducing unnecessary waste that swag can generate.
 - Support for Coordinator facilitation of a conversation or activity connected to writing as part of the celebration.
- Individual events at each institution would provide an opportunity to connect and reflect, while a separate virtual event could provide space to bring the wider WriteAway Community together.

- A month could be designated for the anniversary. Mid-September to mid-October was suggested as a potential time for celebrations.
- The Admin Centre will take the discussion into account, create a plan for the celebration and share it with the committee for feedback.

6. New Business

E. Daigle shared an observation regarding a perceived increase in Artificial Intelligence (AI) assisted writing being submitted by students through the use of tools like ChatGPT. E. Flournoy acknowledged that while there is currently no evidence, AI tools are likely to have an impact on WriteAway. A reminder was shared that it is not the mission of WriteAway to identify or act on the difficult issue of academic dishonesty. The possibility of using Tutor scripts as well as messaging and communications to proactively address the issue was suggested for future discussion.

7. Next Meeting

The next meeting will be after the summer term. A Doodle poll will be sent out to determine committee member availability.