



WriteAway Advisory Committee

Wednesday, February 2, 2022

1:00pm – 2:00pm

Virtual Meeting

In Attendance:

Gregg Currie, Selkirk College, *Chair*

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

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

Scott Marsden, Alexander College, *Two-Year Representative*

Brenda Mathenia, College of the Rockies, *Two-Year Representative*

Donna McGee-Thompson, Simon Fraser University, *Four-Year Representative*

Laurie Waye, Coast Mountain College, *Two-Year Representative*

Administrative Centre:

Tanya Burnstad, WriteAway Support (Recorder)

Anita Cocchia, BC ELN Executive Director

Regrets:

Lyn Benn, Kwantlen Polytechnic University, *Four-Year Representative*

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

1. Adoption of Agenda

Adopted as approved.

2. Service Update

G. Currie asked T. Burnstad to provide the WriteAway Service Update. T. Burnstad provided an overview of the service activities:

- Student submission numbers for September-December 2021 were similar to the increase that occurred in 2020, when access to student services was online only
 - first week in September 2021 saw 2% increase over September 2020
- Modifications were implemented to the scheduling system to improve response times for students, including:
 - Redefining “weekend” to mean Friday through Monday to proactively address slower response times at this time of the week
 - Allocating tutoring blocks from Flexible Contribution Plan usage specifically to Saturday and Sunday

- Institutional Coordinator meeting held in December focused on ways to modify and improve the delivery of WriteAway training
- Training for 10 new tutors in January included some adaptations in training, specifically in the addition of a separate workshop on using the tutoring platform

A. Cocchia provided an update on the hiring of a new WriteAway Coordinator. Megan Robertson, the previous WriteAway Coordinator, departed in June 2021. Since that time, the process of filling the continuing part-time position at 21.6 hours/week has included:

- Establishing a search committee that includes Donna McGee-Thompson, Head of the SFU Student Learning Commons, Sunni Nishimura, BC ELN Operations Manager, and Anita Cocchia, BC ELN Executive Director
- Crafting an updated job description (JD)
- Submitted the new JD to SFU Human Resources for review

Once the JD is approved, the position will be posted and candidate interviews will begin with the hope of filling the position by late April or early May.

A. Cocchia invited questions and discussion on the Service Update. There was a question on the work location of the new WriteAway Coordinator. Candidates for the position will be expected to be available to work in the BC ELN office.

3. Expenditure Plan 2022-23

A. Cocchia presented the WriteAway Expenditure Plan 2022-23.

The review began with the projected summary of the current fiscal year (April 1, 2021 – March 31, 2022):

- WriteAway started this fiscal with a Carry Forward due to prepayments in 2020/21 (\$5,700)
- Revenue was increased by BC ELN's decision to move its contribution from \$8,000 to \$10,000 – this was done to keep annual service fee increases low
- Service Support Fees increased slightly with the participation of a new member, Northern Lights College
- Flexible Contributions usage increased
- Expenditure for Service Coordination & Support was less than previous years because of the loss of our WA Coordinator in June, and
- the WriteAway Support position is contracted at a lower salary level

This results in a higher-than-normal carry forward (\$13,235).

A. Cocchia presented the proposed 2022-23 Expenditure Plan and Service Support Fees, including:

- Recommendation of a 2% increase for the WriteAway Service Support Fees
- BC ELN's contribution remains at \$10,000 to support keeping service fee increase low
- An estimate for the new part-time coordinator once hiring is complete

G. Currie invited questions and discussion.

MOTION: To accept the 2022/23 WriteAway Expenditure Plan and Service Contribution Schedule as presented

Moved: B. Mathenia

Seconded: L. Waye

Motion carried unanimously

4. WriteAway Staffing Contributions

A. Cocchia updated the Advisory Committee on upcoming changes to the WriteAway Staffing Contributions.

Three staffing tiers end in part hours and this is causing issues with scheduling and adding work for institutional coordinators. Starting in the Summer 2022 semester, these hours will be rounded up to a whole number. The impacted institutions will be notified and will be provided time to adjust their staffing contribution schedule.

There was a question regarding whether the concept of trading or sharing semester requirements between institutions has been or could be considered in addition to the Flexible Contribution Plan. This is an intriguing approach and the Admin Centre will explore this further.

5. New Business

There was no new business.

6. Next Meeting

The next meeting will most likely occur when the new coordinator is in place. The Admin Centre will send out a Doodle poll to pick a date.