

3:00-4:00pm
Teleconference

Committee Members:	
Lyn Benn, Four Year Representative (KPU)	Nancy Squair, Member-at-large (Douglas)
Gregg Currie, Two Year Representative (Selkirk)	Laurie Waye, Two Year Representative (Coast Mountain)
Amanda Goldrick-Jones, Member-at-large (SFU)	Sara Wolfe, Four Year Representative (TRU)
Shirley Lew, Two Year Representative (VCC)	Anita Cocchia, BC ELN
Julie Mitchell, Chair (UBC)	Megan Robertson, WriteAway Admin Centre
Donna McGee-Thompson, Four Year Representative (SFU)	

1. Adoption of Agenda

The agenda was adopted as tabled.

2. Advisory Committee Membership Transition

J. Mitchell welcomed the new and continuing members of the Committee. The WriteAway Advisory Committee now has members in all representative categories.

3. Expenditure Plan for 2019/20

J. Mitchell asked A. Cocchia to provide an overview of the 2018/19 Expenditure Summary and the 2019/20 Expenditure Plan. A. Cocchia recapped the 2018/19 fiscal year, noting the service responded to the loss of \$40,000 in external funding.

In 2017/18, BCcampus concluded its approximately \$35,000 in annual support for software licensing, software hosting, software support, and technical infrastructure. Additionally, the Irving K. Barber Learning Centre seed funding for WriteAway (\$5,000 in 2017/18) also came to an end. In summarizing the steps taken to address this loss of funding, A. Cocchia pointed to the infrastructure review initiated by the then-BC eTutoring Steering Committee, which led to the selection of a new software platform, and a move to a new organizational home, the BC Electronic Library Network. These two steps were critical in stabilizing the service.

The Expenditure Summary for 2018/19 shows a shortfall of approximately \$2,000. This shortfall is a result of 1) slightly higher than anticipated costs associated with transitioning to a new tutoring platform, and 2) a mandated salary increase by Simon Fraser University (BC ELN's host organization), for the WriteAway Coordinator position.

Service costs for 2019/20 are predicted to decrease as WriteAway continues to move towards a self-sustaining service. With a modest 2% increase to service support from partner institutions and the continued funding from BC ELN, WriteAway can achieve a balanced budget as noted in the 2019/20 Expenditure Plan. Infrastructure and transition contributions by partner institutions will remain unchanged from 2018/19.

MOTION: To endorse the WriteAway 2019/20 Expenditure Plan as presented, including a 2% Service Support Fee increase.

Moved: S. Lew

Seconded. G. Currie

Motion carried unanimously.

In a discussion following the approval of the Expenditure Plan, it was agreed that estimated increases to service support fees would be provided in October.

4. Logo Refresh

J. Mitchell noted that WriteAway's logo is unchanged since the service's inception. With the transition to a modern, streamlined, and user-friendly software, the time is right to review and refresh the WriteAway logo. J. Mitchell asked M. Robertson to summarize the design process involved in refreshing the logo. M. Robertson offered an overview of the design consultation and the rationale for the refreshed logo. The Committee supported the approachable and inviting design and provided suggestions for minor aesthetic changes that will enhance readability. Following accessibility best practices, ALT text will be included when the logo is used online, allowing text reader functionality.

The Committee approved the refreshed logo, with modifications as suggested, with a goal to unveil the logo in time for the September-December semester.

5. WriteAway Administrative Centre Update

J. Mitchell invited M. Robertson to provide an Administrative Centre update on the transition to the new software platform and other operational activities underway. M. Robertson described the training, online sessions, tutor guides, and coordinator guides developed for the implementation of the new tutoring software. The transition to the

new software also required the decommissioning of the previous software platform in consultation with BCcampus and CTDLC. The Administrative Centres is also:

- Contacting consortia who were using the CTDLC eTutoring platform to learn more about their transition plans and connect with consortial colleagues
- Preparing for the May-August semester
- Planning a coordinator meeting for June
- Continuing to update promotional and training materials

6. New Business

There was no new business.

7. Next Meeting

The next meeting will be scheduled for Fall 2019.