BC eTutoring Steering Committee
November 23, 2017 10:30 – 11:15am

Teleconference

In attendance:
Amanda Goldrick-Jones, Simon Fraser University, *Member at Large*
Julie Mitchell, Irving K. Barber Learning Centre Assistant Director, *Medium and Large Universities Representative* (Chair)
Shahida Rashid, College of the Rockies, *Colleges Representative*
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:
Lyn Benn, Kwantlen Polytechnic University, *Member at Large*
Denise Goudy, BCcampus

1. Adoption of Agenda

The agenda was adopted with no changes.

2. Flexible Contribution Plan Update

J. Mitchell reminded the committee of decisions made at the last meeting that saw: 1) the introduction of a tiered approach to tutoring contributions according to FTEs and 2) the implementation of a flexible contribution plan. The committee had asked the WriteAway Administrative Centre to develop the details of the flexible contribution plan and J. Mitchell invited M. Robertson to review these details with the committee before the plan is circulated to institutions and shared online. M. Robertson presented the details of the plan. The committee had no further comments. The WriteAway Administrative Centre will now share the plan with institutions and online on the WriteAway Commitment Model page.

3. Software Review Subcommittee Update

J. Mitchell provided context for the work of the Software Review Subcommittee that was struck as part of the WriteAway Infrastructure Review. The Infrastructure Review was prompted, in part, by the BCcampus announcement that 2017/18 would be the last year for their financial support for WriteAway software licensing and hosting. J. Mitchell asked M. Robertson to provide more details on the work of the Software Review Subcommittee and its progress. M. Robertson offered an update on the Subcommittee's current members, the tasks completed, and summarized the two approaches that have emerged at this point: ticketing software and online tutoring software. While there are advantages and limitations with each approach, the two vary greatly in terms of potential costs. With more insight into the potential budget for software: 1) exploratory conversations with possible vendors will be more productive and 2) the Subcommittee will be able to make a more informed recommendation to the BC eTutoring Steering Committee.

J. Mitchell reiterated that for the Software Review Subcommittee to continue to make progress, the BC eTutoring Steering Committee should consider budget options for software. The conclusion of BCcampus funding also points to the need to consider alternative institutional or organizational partnerships that could offer support for WriteAway. Following successive phases of growth and expansion, seeking organizational partners or identifying an organizational home for WriteAway will help the service continue to grow.

4. Infrastructure Review Update

J. Mitchell described how as part of the Infrastructure Review, the WriteAway Administrative Centre was tasked with identifying potential partners and/or funders that may be able to support WriteAway. J. Mitchell asked M. Robertson to summarize.

M. Robertson provided an overview on the environmental scan and targeted review of potential funders and partners. After discussion on possible funders and available partners, the committee determined that the BC Electronic Library Network (BC ELN) could be a feasible organizational home capable of supporting WriteAway continued growth.

J. Mitchell asked the Committee for their individual thoughts on making a request to join BC ELN. With the unanimous support of the BC eTutoring Steering Committee, J. Mitchell agreed to prepare a formal request for WriteAway to become one of BC ELN's initiatives.

ACTION – J. Mitchell to write a request to BC ELN Steering Committee on behalf of WriteAway.

5. New Business

There was no new business.

6. Next Meeting

The next BC eTutoring Steering Committee meeting will take place in February 2018. The WriteAway Administrative Centre will coordinate with members of the Committee in advance of the meeting.