

**Canadian Writing Centres' Association
Association Canadienne des Centres de Rédaction**

**Minutes of the Annual General Meeting
9 June 2011**

**Society for Teaching and Learning in Higher Education (STLHE)
Annual Conference**

**University of Saskatchewan, Saskatoon, Saskatchewan
Room 50.12, Murray Building**

Present: Marion McKeown., Royal Military College of Canada; Nancy Marenick, St. Francis Xavier University; Linda McCloud-Bondoc, Athabasca University; Liv Marken, University of Saskatchewan; Jo-Anne Andre, University of Calgary; Tyler Evans-Tokaryk, University of Toronto(Mississauga); Angela Thompson, St. Francis Xavier University (STLHE Representative). Theresa Bell, Royal Roads College; and Anne Baker, Thompson River University

Regrets: Margaret Proctor, Betsy Sargent, Roger Graves, Stephan Ahern, Laurie Waye, Theresa Hyland, Cathy Schwartz, Denise Stockley, Theresa Moritz

1. Welcome

The meeting came to order at 13:30 with Marion in the Chair. Linda agreed to act as Secretary.

Marion gave a warm welcome to those assembled and introduced Angie Thompson, the STLHE representative responsible for the Writing Centres' Special Interest (SIG) Group.

2. Greetings/report from STLHE

STHLE website

Angie reported that the new STLHE website would go live today. There had been a problem in updating the site, but the addition of a new content management person, Sylvia Avery, should eliminate the problems. Any photos submitted to the site need to be high resolution. There are also plans for a blog on the site. Mercedes plans to gather 20 bloggers with an aim to making the site more interactive.

Membership

STHLE has approved membership timing. STHLE membership will be renewed on a calendar-year basis, starting January, 2012. There will be a reduced fee for the first membership year.

Plenary sessions

Marion commented on the scheduling of the plenary sessions, and Angie mentioned that they should not have been concurrent in the schedule. What has happened in the past was the CWCA plenary would be on at the same time as other sessions directly related to Writing Centre people. Therefore, people had to choose between concurrent sessions. Nancy stated that last year, the first plenary was scheduled at 0830 on the last day.

Marion further commented that the plenary sessions should be peer reviewed because without review, the sessions do not have C.V. potential for members. Marion asked Denise about peer review and having the sessions introduced in the same way the other sessions were, but this hasn't happened yet.

CWCA award

Angie reported that the terms of the CWCA award had been established, and had been approved by the STHLE executive and board. (See attached for the approved terms.) The next stage will be finding a sponsor. Angie stated that this next stage would not likely happen until STHLE completes the 3-M college award, which is also seeking a sponsor at this point. Nancy suggested Pearson/Nelson as a possible sponsor for the CWCA award.

Marion thanked Angie for her report on behalf of the membership.

3. Adoption of the June 23, 2010 Minutes of the 3rd Annual General Meeting (Tyler/Liv).

Approval of the Agenda Marion suggested that agenda item #8 be moved as a better fit to Business Arising. So moved by Jo-Anne. Seconded by Linda.

4. Chair's report

Website

Marion reported on the issues of accessing the CWCA area of the STHLE website. Marion will be in touch with Sylvia Avery about giving Richard Spacek permissions to work on the website.

Survey

Marion thanked Georgia Lyons for jumpstarting the survey of Canadian Writing Centres. She has collected data on various aspects of writing centres across the country, including staffing, reporting lines, and educational backgrounds of staff. (The survey can be found on the Writing Professionals' Community of Practice site here:

<http://wccop.royalroads.ca/cwca-writing-centres-directory>. You will need to register to access the site.)

Because of the sensitive nature of some of the info, some CWCA members had expressed privacy concerns; on the other hand, they also acknowledged the value and desirability of sharing this information among members. Theresa Bell of Royal Roads University has

offered to set up a secure area on the Writing Centre Professionals' Community of Practice website to house the information.

5. Business Arising

Listserves

Peter Walsh, formerly of McMaster University was manager of the listserv until March, 2010, when he accepted a position at Mohawk College. Peter offered to keep an eye on the listserv. Linda offered IT support from AU as a backup.

Theresa Bell offered another option: the listserv could be housed on the Community of Practice site. Membership updates would be self-serve. This issue was tabled until later in the meeting.

Newsletter

During the last year, few articles were submitted because of some members' concerns that articles used in the newsletter could not then be used for peer reviewed publications. Tyler suggested that this problem might be solved by using an alternative medium, like a blog to communicate with members. Issue: we should re-consider how CWCA executive and members communicate with one another.

Community of Practice

Theresa Bell of Royal Roads University gave a presentation of the Community of Practice (COP) and discussion ensued about the role the COP should play for CWCA. The Writing Centres' Professionals Community of Practice is built on Drupal, an open-source content management system, and on a self-serve membership model. It was established as a site for people teaching and tutoring writing to share information, best practices, and research. Right now, the site is open to the public, but to get access to the site, one has to sign up to become a member of the community. Theresa reported that it IS possible to restrict certain areas of the site to answer privacy concerns.

There is a forum on the site that Theresa suggested could serve the function now served by the newsletter. Permissions could be set to ensure that they are members-only forums. It would be possible for the listserv to be housed there and members can subscribe to the RSS feed. Members can set their own privacy settings on for. Other features of the site include: a section for posting members' publications and a resource library

After Theresa's presentation, members asked questions about privacy, the forums, and research. Theresa mentioned that she will hold orientation sessions via Elluminate for anyone interested.

Tyler raised the issues of continuity and dependency on Royal Roads to act as the face of CWCA. Theresa assured members that, in the event she changed positions, someone at Royal Roads would take over the running of the community.

Marion pointed out that a restriction of STHLE is that CWCA can't change membership and lists of the executive on the STHLE site, so the COP might fill that need. Discussion followed about the specific communication needs of CWCA and about the need for CWCA to continue to have a presence on the STHLE site. Marion pointed out that other communications needs, such as sharing information and news needed an additional channel. The need for CWCA to have a web coordinator was also discussed.

A Motion was made by Marion, seconded by Nancy that the CWCA accept Theresa Bell's offer to house a CWCA section on the Royal Roads COP.

A friendly amendment was made by Jo-Anne to also link the STHLE CWCA site out to the COP.

Discussion on the motion: The need to maintain CWCA's formal website on the STHLE site was affirmed.

A Motion was made by Nancy, seconded by Liv that the CWCA formalize a link between the CWCA website and the Writing Centres' Professionals Community of Practice website, hosted by Royal Roads University: <http://wccop.royalroads.ca>

Motion carried unanimously.

Offer to participate in the CASDW conference

Marion reported that she had received an offer from CASDW, which includes CASLL and Inkshed, for CWCA to present at their conference in Waterloo, Ontario on May 25-28, 2012.

Marion offered to discuss with the organizers a day of Writing Centre presentations. Jo-Anne asked if there would be objections from STHLE if we had the CWCA name on the day of presentations at another conference. Marion said would check with Lee Stockwood, STHLE rep for CWCA

Marion mentioned the importance of strengthening the ties between CASLL and CWCA because CWCA needs CASLL's research to enhance a strong theoretical base for CWCA members.

Tyler raised the point that having WC presentations at two conferences in a year would make it difficult for members to choose where to present, as most members have limited funds to attend conferences.

8. Election of Officers

Following the election, the new executive took up the following positions (newly elected members are bolded):

Marion McKeown, RMCC	Past President
Linda McCloud-Bondoc, Athabasca University	President
Brian Hotson St.Mary's University	Vice-President.
Grace Howell- University of Western Ontario	Secretary (2-year term)

Miriam Unruh, Manitoba
Stephen Ahern, Acadia
Richard Spacek, UNB
Lucie Moussu-University of Alberta
Francophone representative
Tyler Tokaryk, Toronto at Mississauga

Treasurer
Awards Representative
Member-at-Large (East, 2-year term)
Member-at-Large (West) and
Newsletter

9. Adjournment

Agreeing that the next Annual General Meeting would take place in June 19-22 2012, under the sponsorship of STLHE at their next annual conference in Montreal, the meeting was adjourned at 4:00 (Tyler).