

CWCA/ACCR Board of Directors Meeting  
October 16, 2023, 1:15 - 2:45pm ET

Video conference

*Detailed reports available upon request.*

**Present:** *Stephanie Bell, Marci Prescott-Brown, Clare Bermingham, Mark Blaauw-Hara, Jenna Goddard, Sarah Gibbons, Phoebe Kang, Kristen Allen, Phoebe Kang, Brian Hotson (guest)*

**Regrets:** *Tessa Troughton, Julia Lane, Mohsen Moghaddam*

## 1. Call to order (Bell)

- Land Acknowledgement: Marci Prescott-Brown (Thanks, Marci!)
- The meeting is called to order at 1:23 pm ET.
- Meeting Engagement Facilitator: Clare Bermingham
- Meeting Ogre: Sarah Gibbons
- Approval of October minutes (Bell)
  - Moved by Kristen; seconded by Phoebe. Unanimous! Approved.
- Approval of agenda (Bell)
  - Approved.

**ACTION:** Sarah Gibbons will give the land acknowledgement at the November 20th meeting.

## New Business

### 2. Conference Planning (Prescott-Brown)

- We emailed MG with our decision to pick her as conference chair. As of Oct 14th, MG accepted our offer—we officially have a conference chair! She will be starting shortly :).
- Next steps: create strong conference committee to support the successful candidate
- Bell: we've put out an open call in the past (inclusivity/involvement); Marci to put out the call for a committee
  - Once the committee is formed, please come to the board with a revised timeline. Typically, the conference has taken place the week prior to Congress. Now that we're virtual, we don't have to adhere to that timeline. If the timeline feels too rushed, we can have a conversation about dates!

**ACTION:** Marci will put a call out for the conference committee. Board will await an update from the conference committee; possibility of two November Board meetings?

### 3. GenAI Initiative (Bell)

- **Context:** Hotson submitted this to us on behalf of a **collaborative writing team** that came together as a result of calls for CWCA/ACCR members from across Canada to collaborate (via the CWCA/ACCR listserv); many members contributed (see the acknowledgments at the bottom of the statement). This has been submitted to the board as a **collaborative member initiative**.
- [Draft Position Statement](#) [link removed]
- **Discussion:** Bell: is a position statement necessary/important, and why?
  - *Board members discuss; consensus that a position statement would be helpful, with the Blog housing further pedagogical resources.*
- Bell: move forward with a board-drafted position statement (using the draft position) with clarification on the audience and purpose? (*Informal unanimous consensus*)
- Call for volunteers to help refine the statement: Bell, Bermingham; Hotson will bring forward to a committee at Dalhousie for an external perspective.
- Prescott-Brown and Kang planning a Townhall to discuss AI: end of January might be a better timeline?

**ACTION:** draft statement will be reviewed by the board before the Christmas break. Any other resources etc. can be housed/discussed in the blog. We can invite further discussion via Groups.io and the blog. Prescott-Brown and Kang to organize a national Townhall or panel discussion on GenAI.

*Update:* Chris Eaton is willing to work on the Generative AI position statement: [chris.eaton@utoronto.ca](mailto:chris.eaton@utoronto.ca)

### 4. CWCR/RCCR Blog Update (Hotson)

#### Preamble:

- Since 2020, the Canadian Writing Centre Review / revue Canadienne des centres de rédaction has published 72 pieces and recorded 16132 page visits, cumulatively the second most visited pages on the website. CWCR/RCCR is now in its 5th volume.
- Purpose of blog: 1) “sandbox” for those who wish to publish; 2) CWCA/ACCR making announcements; 3) encourage scholarship and opportunities to write.

#### Update:

Five pieces have been published in the Fall 2023 issue:

- [Productive and Ethical: Guiding student writers in a GenAI world](#) (Part 1 of 2), by Clare Bermingham
- [Hello! I am your AI academic writing tutor: A quick guide to creating discipline-specific tutors using ChatGPT](#), by Brian Hotson
- [Academic writing has completely changed: Turnitin forges ahead](#), by Brian Hotson

- [Is ChatGPT responsible for a student's failing grade?: A hallucinogenic conversation](#), by Brian Hotson
- [GenAI and the Writing Process: Guiding student writers in a GenAI world](#) (Part 2 of 2), by Clare Bermingham

*Currently, there are three further pieces to come for this issue.*

- Bermingham: huge appreciation for Hotson for keeping the Blog going!
- Bell: important to assess usefulness, then make a decision or judgment on how to resource it. What's our succession plan/sustainability for the Blog?

**ACTION request: Make space for writing.**

CWCR/RCCR relies on direct appeals from the editor for submissions. Please consider writing for CWCR/RCCR, and encouraging your tutors and staff to contribute. A CWCR/RCCR call-to-action includes:

- *CWCR/RCCR provides opportunities for peer and student tutors across contexts to speak to their practices with each other, as well as to provide opportunities for tutors to grow and develop their scholarly work.*

Bell: continue the conversation around resourcing the Blog at future meeting; Goddard to add to agenda.

## 5. Priorities/Planning (*Please see President's Report*)

- Initiatives ([Padlet](#)) [link removed]
- **Environmental scan survey update:**
- Bell: once the conference has been organized, we can move forward with the survey initiative. Would like it to be a board-driven initiative, as well as the listserv, to connect with members re: questions they would like included.
  - First, the committee needs a clear sense of purpose, and the scope.
  - Realistic timeline: January meeting for this information.
  - Meetings will be open to any board members for contribution (but no pressure).
  - Environmental Scan Survey: could be a real service/advocacy for membership
- **Position statement discussion:**
  - Bell: Need to review the processes of our board: how are they transparent and open to full community of members? There is a lot of complexity and nuance re: putting forward position statements.
  - *Board members discuss; consensus that a discussion re: process of position statements needs to be addressed at future meeting.*

**ACTION:** Goddard to add discussion of position statements to future agenda; Hotson to convene group; will provide update in January meeting; in the meantime, will create a Google doc for board to access.

## Business Arising

### 6. President's Report (Bell)

- Thanks to the conference subcommittee for orchestrating the hiring process.
- The survey initiative committee (Lane, Bell, Gibbons, Prescott-Brown) will begin its work now that the conference is in good hands. We will put together preliminary documents and move forward with board input on everything. My hope is that we can compile a survey in consultation with members *without* being distracted from the overall aims of the survey (which we have not articulated yet). I plan to extend invites to the working group's meetings to the full board with the expectation that only volunteers named above will actually feel obliged to attend.
- I'd like for the board to formalize the processes by which position statements get brought to the membership at the AGM. This is outlined briefly in the constitution. Reflecting on some of the confusion and misrepresentation of processes other statements have gone through, I believe this requires discussion.

**Relationship building with CASDW/r**

- I am meeting with Joel Heng Hartse, the president of CASDW/r, late September. Any questions, concerns, cautions that I should bring with me into this meeting? I want to know what the vision is for CASDW/r over the next few years.

#### **Oversight of the CWCR/RCCR**

- Should the blog editor be reporting to the board? How frequently?
- Blog editor, Brian Hotson's, thoughts on the matter:
  - Going off the IWCA model, the WCJ editors attend meetings and have a standing agenda item

**ACTION:** *Before next meeting, board needs to read reports! If there is an outstanding discussion item; please let the group know.*

#### **7. Treasurer's Report (Blaauw-Hara)**

We currently have \$29,980.76 in our BMO account. No major credits have happened in the past month, and the only debit was \$305.14 to reimburse Julia for a year's subscription to groups.io. We are still in strong financial health.

**For decision:** *Would we want to switch to Moneris and shut down our PayPal account?*

#### **Update:**

- I met with Antonio Aiello (Moneris) on Sept. 27 for a demonstration. He was unable to demonstrate how to integrate Moneris into our website—he said “our IT people would know how to do it,” and when I informed him that we are an all-volunteer organization without IT-people, he was unable to provide me with a video, screenshot, or demonstration of how to integrate Moneris or what our members would see if/when they wanted to send us money.
- He did say that we could probably get them to waive the \$5 fee for minimum transactions.
- I left this meeting feeling disinclined to recommend Moneris as a solution for us.

**ACTION:** *continue being awesome!*

#### **8. Report from Membership Chair (Lane)**

- *Nothing to report (due to strike!)*

**ACTION:** *continue being awesome!*

#### **9. Report from Digital Media Chair and CWCR/RCCR (Gibbons)**

### Questions/Discussion Items

To all:

- The link to the Zoom event with recorded sessions from the 2023 conference is still on the website. Access to the event page and recordings closes on June 25, 2024. Do we want to keep this link live for now? (Received a yes from Julia - thanks, Julia!)

To Stevie:

- Once I start the download for the Twitter archive, a code will be sent to the email address on file, which is sbell.yorku@gmail.com. Once we enter the code, the archive will be sent to this email address. Are you okay with the Twitter archive being sent to your email address?

**ACTION:** *continue being awesome!* Gibbons to follow up with Bell re: Twitter account

### 10. Student Member-at-Large (Moghaddam)

- *Nothing to report*

**ACTION:** *continue being awesome!*

*Meeting ends at 2:27pm ET*

*Next meeting: Monday, November 20th, 2024; 1:15 - 2:45 ET*

**Distribution:** *Stephanie Bell, Marci Prescott-Brown, Clare Bermingham, Mark Blaauw-Hara, Tessa Troughton, Jenna Goddard, Mohsen Moghaddam, Sarah Gibbons, Julia Lane, Kristen Allen, Phoebe Kang*