

INSTRUCTIONS FOR ELRPT 2017-2018 PROPOSAL WRITING

Please don't hesitate to call Trudy, Stephen or Adriana if you have any questions!

2017-2018 Proposal Writing			
As per 2015-2016 Cycle 3 approvals			
BOARD	# OF SEATS	COLLEGES	# OF SEATS
DCDSB	575	Durham	1996
DDSB	1,084	Fleming	1786
KPR	1,146	Loyalist	180
PVNC	686		
TLD	456		
SIMCOE/YORK	15		
BOARD TOTALS	3,962		3,962

School boards are asked to stay within this framework and to propose new dual credits only if they are deemed to focus on unmet needs/shifts as per the RFP notes below:

In 2017-18, the priorities for Dual Credits will be School Within A College (SWAC) Programs, programs for students in the primary target audience, and complete Level 1 programs with Ministry of Advanced Education and Skills Development (MAESD) Seat Purchase for apprentices with Registered Training Agreements (RTA's).

Applications for Dual Credits for Level 1 programs requiring SCWI Seat Purchase and for Specialist High Skills Majors (SHSM) students are also invited.

RPTs should consider if their existing Dual Credit programs for SHSM students are meeting the needs of their college bound students. In the past few years new SHSM Dual Credit programs have rarely been approved. For 2017-20, RPTs may propose new SHSM programs to replace existing programs where it makes sense to do so (e.g., too few SHSM students in a sector to make offering a dual credit practical, cancelled SHSM programs, the focus of the SHSM has shifted and there is no longer a suitable, related college course). These programs must demonstrate a strong connection between the sector and the college course. In your proposal, clearly explain which existing program the new program is proposed to replace.

Student selection criteria for Dual Credit Programs are described in Dual Credit Programs Policy and Programs Requirements, 2013.

RPTs are to ensure that documentation regarding the criteria for selection of individual students, as outlined in the Appendix of the policy document, is maintained (e.g., an email from a Student Success Team to a SCWI board contact listing the names of recommended students, a board-generated student selection checklist, a Dual Credit program application form).

Please read the entire RFP!

1. Use the excel spreadsheet entitled "2017-2018 Dual Credit Proposals Master-Nov 10 2016". It has a number of tabs along the bottom as follows:
 - Master sorted by Project,
 - Master sorted by Boards
 - Master sorted by Colleges
 - OYAP project – by course as this is how it is inputted into EDCS
 - 2015-2016 dual credit project descriptions and data for use in proposal writing (contains actual/approved, retention rates started vs finished and success rates)
 - Seat allocation by Board (as per above)

2. After consulting with your board/college partners, use your spreadsheet to make changes on paper or electronically. (Save a back-up copy so that you always have an original and in case you mess up!). The amounts highlighted in green at the very bottom of the spreadsheet represents your original totals (ie: what you should try to stick to.)
3. If making changes electronically, the bottom line should automatically keep a total of your changes (unless you erase the embedded formulas).
4. Changes to courses will not affect the Board benchmark – as they are all \$200/seat - but may impact the college totals. For example, moving from a non-tech to a tech course will not affect the board benchmark but will increase the overall cost of the dual credit on the college end (example: higher benchmark, addition of miscellaneous costs...)
5. Changing schools may also affect travel/transportation costs.
6. VERIFY your transportation costs. Most bus companies should be able to give you a ball park figure of transportation costs to the various colleges for the one day trip or for college-delivered models.
7. Colleges will need to know faculty transportation (return) in kms to the various schools. Mileage for proposals is always calculated at .40 cents/km.
8. Each cell represents a piece of information that needs to be entered into EDCS so knowing as much detail as possible is necessary.
9. If any of your individual dual credit classes is below the highlighted data (in red font), please provide a rationale for continuing with it. I will need to use as much information as I can to write a rationale taking into account the variety of schools involved in each project.
10. Share anecdotes of success stories to help with poor data results. (Ex, Project 646-PR is a dual credits for new parents. While the data is low on all 3 counts, the target group is the most vulnerable and at-risk student. Share one success story if you can.)
11. For tech dual credits with all 3 colleges, they have to be double period classes – unless they are already running as a single period and have been confirmed with the college.
12. Culinary classes with all 3 colleges must also be double periods.
13. If you are adding dual credits, try to fit them into existing projects and flag as new.
14. If it is a BRAND NEW idea, you will need to provide a lot more information. We can work on this together if the college is okay with the idea.
15. Keep track of your priorities in case you need to adjust your dual credit proposals. Make no promises to any schools as nothing is guaranteed to run.

16. On the two proposal writing days, come prepared with your spreadsheet with as much detail as possible. We will input the information together into the master spreadsheet. While everyone is welcome to be present all day, we will focus on one Board partner at a time as per the schedule below. Please let us know your intentions for organizational purposes (refreshments, space, lunch...).

17. OYAP coordinators: You have all the information that you need to have ready by the due date. If you'd like to meet to input this project into EDCS with us, please arrange a time to meet.

CRITICAL PATH

DATE	DESCRIPTION	ACTION
October 18, 2016	ELRPT meeting @ DDSB	Colleges to present new course ideas for 2017-2018
October-November 2016	Ongoing	Board reps to begin the process of meeting with school teams to discuss dual credit proposals for 2017-2018. New ideas for dual credits/different courses to be discussed with college partners. College partners should be aware of new ideas, new schools, new courses...so they have time to investigate feasibility.
November 15, 2016	ELRPT meeting @ Durham College	Roundtable discussion for boards and colleges to update their progress for 2017-18 proposals. Proposal writing process and critical path to be reviewed
November-December 2016	Ongoing	Review current project descriptions. Adriana will prepare this document for board and college reps to review and to submit changes
November 29 2016	Initial Proposal Writing Meeting @ Durham College at 9:30am *Durham College dual credits only	All board reps to be prepared to input all dual credit proposals (as per spreadsheet details) for Durham College dual credits. Boards will be assigned the following times but all are welcome to be in attendance all day. Please RSVP to Sue. Assigned Times 9:30am - DCDSB 10:30am - DDSB <i>12:15 - LUNCH provided</i> 1:00 - PVNC 2:00 - KPR
December 1, 2016	Proposal Writing Meeting @ Fleming College at 9:30am *Fleming and Loyalist Colleges dual credits	All board reps to be prepared to input all dual credit proposals (as per spreadsheet details) with Fleming and Loyalist Colleges dual credits. Boards will be assigned the following times but all are welcome to be in attendance all day. Please RSVP to Will. Assigned Times 9:30am - PVNC 10:30am - DDSB <i>11:30 - LUNCH provided</i> 12:15 - DCDSB 1:00 - KPR **** Fleming and PVNC to meet on Monday, November 28 at 9:30 at Fleming.
Dec 2016	Ongoing	Ongoing tweaks, changes, additions, deletions...
TBD	Emergency Meeting	Only if needed. Use this day to tweak proposals and project descriptions.
Friday, Dec 9, 2016	Proposals due to Adriana	All proposal details due to Adriana by the end of the day.
Friday, Dec 16, 2016	Proposals due in EDCS	All proposals due in EDCS and signed off by 1pm.