



Eastern Lakeshore Regional Planning Team (ELRPT)

MINUTES OF MEETING: TUESDAY, JUNE 13 2017

Location: Eganridge

Meeting Time: 9:30am-3:30am (Lunch included)

Present:

Robert Wager	Denise Stirton	
Sue Hawkins	Stephen Hughes	Kelli Chiasson
Adriana McDonough	Jennifer Parrington	Claudia Goncalves
Trudy Heffernan	Lisa Vanelst	Heather Hamilton
William Howe	Kim Stuart	Larry Archibald
Edina Cappuccitti	Stephen McBride	Denise Stirton
Tania Rightmyer	Alex Duketow	Andrea Ellsworth
Cheryl Hopkins	Karin Savage	

PLEASE READ OVER THE PREVIOUS MEETING'S MINUTES ON earndualcredits.ca

Field Code Changed

	Agenda Item	Discussion Notes	Action / Follow-Up
	Welcome and Introductions	Co-Chairs – Trudy Heffernan and Stephen McBride	
2	Review of Minutes from previous meeting	Minutes from last meeting accepted	
3	Agenda Review	Additions to the agenda? <ul style="list-style-type: none"> • Adult Dual Credits • New Focus of Activities (After SWAC and Grade 7/8 activities) 	
4	Ministry/SCWI Update <ul style="list-style-type: none"> a. Heather Hamilton, Ministry of Education b. Larry Archibald, SCW 	<p>-Heather Hamilton indicated that considerable money has been set aside for the new dual credit initiatives for the next few years</p> <p>-Larry Archibald indicated that the symposium was very successful. SCWI is working on next year's symposium.</p>	
5	Adult Dual Credits	<p>-Must apply for the activity if you are applying for an adult dual credit</p> <p>-Adriana McDonough will assist boards/colleges to facilitate a new proposal</p> <p>-Details needed for a new proposal: Program Focus, Target Group Of Students, Selection Process, Operational Details (e.g. scheduling, transportation, location, etc.)</p> <p>-Colleges already work with adults (Academic Upgrading...) so there is a target group of students; however they are not registered with a school</p>	Contact Co-Chairs or Adriana McDonough as soon as possible if you are considering an adult dual credit proposal so that it can be written up in EDCS by the first deadline of July 14 2017.

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		<p>board.</p> <p>-Lots of issues to examine: the correct target group, when college facilities are available...</p> <p>-Contact Co-Chairs or Adriana McDonough as soon as possible if you are considering an adult dual credit proposal so that it can be written up in EDCS.</p>	
6	New Focus of Activities	<p>-It is recommended that each college applies for after SWAC activities</p> <p>-KPR and PVNC run a grade 7/8 camp that could fit into the new activity funding</p> <p>-KPR is considering an Environmental summer camp</p> <p>-Parent activities will be considered as well as activities for grades 7-8 teachers and guidance counsellors. Professional Development days could be considered for gr 7/8 teachers. Evening activities for parents.</p>	
7	Semester 1 (Fall) Dual Credits – Start Up Issues	<p>-Fleming C will continue to require a physical parent signature for registrations</p> <p>-Durham C is working on a registration form that auto-fills a number of fields</p> <p>-There were lots of Cycle 1 changes so thank you to the college partners who patiently helped to trouble shoot the issues.</p> <p>-Adriana McDonough urged everyone to follow the process for cycle changes. Boards initiate the change and send it to the colleges. Once completed, the college ultimately sends the contract change to Adriana McDonough.</p> <p>-There is the potential of work stoppage on the part of the colleges. If, by September 30th, there is a strike, no dual credits will run. That said, each institution will address the work stoppage differently-especially regarding part-time college faculty who are not unionized. Board reps are encouraged to share this information with their Superintendents/Boards.</p>	
8	OYAP Update	<p>-Andrea Ellsworth indicated that all interviews for next year have been conducted. Almost all programs are full except for Cook, CDP and Hairstyling. Continued recruitment is happening.</p> <p>-Completion ceremony is happening this Thursday,</p>	Will Howe to request 3 additional seats for Fleming Carpentry for students at-risk.

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		<p>June 15, 2017 starting at 5:30pm at Deer Creek with a guest speaker from College of Trades. Light refreshments are included.</p> <p>-Will Howe to request 3 additional seats for Fleming Carpentry for students at-risk for the next cycle change.</p>	
9	Roadshow Update	<p>-DCDSB / Durham C presented to SOs/Secondary Principals' meeting. There was a perceived lack of engagement as participants were on their phones and answering emails so not sure if the content of the presentation was heard/understood.</p> <p>-PVNC unfortunately experienced a conflict so they are hoping to do the presentation in the fall.</p> <p>-KPR has been told there is only a slim chance to present in the fall</p> <p>-TLD is hoping to do this in the fall</p> <p>-DDSB would like to plan for this presentation to happen in the fall to prepare everyone for the next round of proposals.</p> <p>-Branding and marketing of SCWI is needed</p> <p>-Larry Archibald suggest that the Board's SCWI SO should be requesting that the roadshow be presented at Admin Council or a Board meeting with trustees present.</p>	
10	Use of Contingency Fund	<p>See previous minutes re: various possibilities. Ideas below were discussed and voted upon. There is approximately \$40,000 remaining in the fund.</p> <p>1. Colleges could use some of the funds to hire <u>faculty someone</u> to <u>develop interactive and engaging assist with activityworkshops planning at the college to be used as part of SCWI funded Activities</u>. This may be timely with the new initiatives regarding activities. YES Suggested: each college to receive \$5,000 x 3 = \$15,000</p> <p>2. Regional ELRPT forum: NO</p> <p>3. Bursaries: Colleges would receive a set amount of money and it would go to the college Bursary Department to administer. ELRPT could set up the criteria. YES Suggested: each college to receive \$5,000 x 3 = \$15,000</p>	<p>2. Add Bursary criteria to next agenda</p> <p>5. Marketing Summer Writing group to inform this expenditure</p>

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		<p>4. Funding for SWAC students to assist with college registrations (no longer an issue as this new funding has been announced) NO</p> <p>5. Development of marketing and promotional items (for instance, the SCWI logo that could be attached to all email messages) YES Suggested: \$10,000</p> <p>Co-chairs and Adriana McDonough to determine the funding pockets for each of these items.</p>	
11	Semester 2 Data Collection	<p>-Semester 2 data form to be sent out and posted on earndualcredits.ca -Data collection date established as follows: THURSDAY, JULY 6TH 2017 at Durham College-Whitby campus beginning at 8am by board as follows: 8am - DCDSB 9am - DDSB 10:30 - TLD, LUNCH @ Bistro 67? 1:00pm - KPR</p>	<p>-Adriana McDonough to send out Sem 2 data form -Durham College to arrange room details and to advise the committee</p>
12	Summer School Updates	<p>-KPR is not certain their summer school programs will run due to low numbers. All boards will continue to advocate for these programs as there are promotional meetings taking place and a number of students will be short 1 or 2 credits.</p> <p>-FNMI summer project will likely be cancelled as there are no registrations to date.</p> <p>-Durham summer SWAC will likely run.</p>	
13	earndualcredits.ca Update	<p>-Will Howe has sent a list of updates to Whatever Solutions in addition to doing some upgrades to the Durham College registration process</p> <p>-Internet explorer is no longer supporting Microsoft so don't use this browser. Use Chrome or Firefox.</p> <p>-Send Will Howe detailed explanations of any issues that schools are experiencing</p>	
14	Criminal reference check – Protocol Update	<p>-Durham College protocols are going through HR for final approval in the next week</p> <p>-Fleming College process will continue as is for now</p> <p>-Little to no movement at Loyalist College; they would prefer that the paperwork be handed to the school boards as they are requesting it</p> <p>-It is preferable that boards recognize the colleges</p>	

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		are the formal service providers for the Criminal Reference check.	
15	2016-2017 SMART GOAL Review and Assessment	<p>1. Colleges to present data on dual credit students enrolled at College – by Board and School as available. General discussion regarding transition strategies to improve retention.</p> <ul style="list-style-type: none"> -Fleming presented conversion data by board and by school and by dual credit as per attached handouts (ie: students who took a dual credit and then applied to the college) -Durham and Loyalist Colleges to produce a similar document. <p>2. Each Board to present best practices regarding recruitment and selection processes for each target group.</p> <ul style="list-style-type: none"> -KPR: Student Success teams are engaged to select dual credit students and Appendix E is referred to. -TLD: Found that lots of gaps in understanding were missing on the part of the school teams. TLD has moved to a referral process where, in regional, college-delivered programs at the college, students are hand-picked. -DCDSB: Previous year's students assist in promoting dual credits and what they are all about. Students are hearing that a dual credit is more work so lots of effort is made to dispel this with the use of brochures, classroom discussions... -DDBS: Use of student voice in team meetings and Student Success meetings...so that staff and other students hear first-hand what the program is all about. -PVNC: Word of mouth is important. <p>3. Update on Pathways resource document from Colleges.</p> <ul style="list-style-type: none"> -See attached document from Fleming C; pathways that relate to earned dual credits -Loyalist and Durham Colleges have similar documents that will require some updating 	-Establish SMART goals for 2017-2018 (Suggestion: Increase Adult dual credits)
16	Summer Writing Projects	<p>Ideas, Volunteers, Dates</p> <ul style="list-style-type: none"> -Develop a marketing plan: Edina Cappuccitti, Stephen McBride, Stephen Hughes, Jennifer Parrington, Tania Rightmyer -Review of resources on earndualcredits.ca: Will Howe, Lisa Vanelst, Stephen McBride 	-Stephen McBride to establish summer writing project dates
17	2017-2018 ELRPT Calendar	Dates for 2017-2018 were determined	Will Howe to post Master ELRPT

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			calendar on website
18	Cycle Changes Updates	<p>1. Updates</p> <p>-Cycle 2 contract changes are due to Adriana McDonough by Friday, July 7 2017 OR Monday, August 21 2017 and should reflect ALL necessary changes for Semester 1 dual credits</p> <p>-A schedule of 2017-2018 cycle changes will be attached to the minutes and posted on the website</p> <p>-Colleges will need to know days and times of Semester 1 dual credits asap</p>	Will Howe to post cycle change dates on website
19	Budget – ELRPT	<p>Final Invoicing</p> <p>-All partners have received an electronic copy of the final invoice which encompasses all dual credit, forums/activities and admin expenses for the entire 2016-2017 year. Please review carefully and contact Adriana McDonough if there are issues or concerns. An electronic invoice from your Finance Department is due no later than Friday, July 7 2017.</p>	An electronic invoice from your Finance Department is due no later than Friday, July 7 2017 .
20	Election of Co-Chair	Congratulations to William Howe as the newly elected ELRPT college co-chair!	
21	Admin Budget	A review of the Admin budget was conducted by the Co-Chairs and Adriana McDonough. Proposed is a stipend to each of the institutions for support of the Co-chair positions. This is to be implemented for this year if there are funds remaining and to be reviewed and implemented for 2017-2018.	
22	Adjourn		

Next Meeting: WEDNESDAY, SEPTEMBER 20, 2017 @ DDSB.

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