



## Eastern Lakeshore Regional Planning Team (ELRPT)

### MINUTES OF MEETING: TUESDAY, MARCH 21, 2017

Location: **Loyalist College**

Lunch: 12:30pm

Meeting Time: 1:00pm

Present:

Robert Wager

Sue Hawkins

Adriana McDonough

William Howe

Edina Cappuccitti

Stephen Hughes

Jennifer Parrington

Lisa Vanelst

Stephen McBride

Alex Duketow

Kelli Chiasson

Claudia Goncalves

Heather Hamilton

Larry Archibald

**\*\*A reminder that we will be meeting at Loyalist College beginning at 9:45am to determine Semester 2 start numbers as follows. All board and college partners will need to come prepared to this meeting with all Semester 2 class lists.**

	9:45am	11:00am	11:45am
<b>FLEMING C</b>	KPR	DDSB/DCDSB	PVNC / TLD with Fleming and Durham Colleges
<b>DURHAM C</b>	DDSB/DCDSB	KPR	
<b>LOYALIST C</b>	-	-	KPR / DCDSB

PLEASE READ OVER THE PREVIOUS MEETING'S MINUTES ON [earndualcredits.ca](http://earndualcredits.ca)

	Agenda Item	Discussion Notes	Action / Follow-Up
	<b>Welcome and Introductions</b>	Co-Chairs – Trudy Heffernan and Stephen McBride Thank you to Loyalist College for hosting today!	
1	Review of Minutes from previous meeting	Approved	
2	Agenda Review	<p>Additions to the agenda?</p> <p>SCWI spring newsletter: articles and photos are due to Adriana McDonough no later than Monday, April 3, 2017.</p> <p>Summer School dual credits: -Boards have indicated it's too early for numbers but knowing summer school is approved would enable them to actively promote the program</p> <p>Use of contingency fund to offset summer school costs? If summer school is a worthy dual credit program, SCWI needs to fund it and in a timely fashion in order to well promote it with the school boards.</p>	<p>SCWI spring newsletter: articles and photos are due to Adriana McDonough no later than <b><u>Monday, April 3, 2017</u></b></p>

[Type here]

	Agenda Item	Discussion Notes	Action / Follow-Up
	Ministry/SCWI Update a. Heather Hamilton, Ministry of Education b. Larry Archibald, SCWI	Heather Hamilton: Team conversations with all school boards were held in the Barrie region discussing secondary issues.  Larry Archibald: No news to report.	
	SCWI Symposium	ELRPT will be responsible for one workshop: "Tracking Dual Credit Students Who Go to College"  -All college reps will be involved in this workshop  -Do Boards track students? KPR: not sure. Highly doubts it unless there is data through OCAS that can be pulled. DDSB: Has already purchased OCAS data. Lisa Vanelst to investigate to see if this data could be pulled. DCDSB: Will be purchasing access to OCAS data but not sure if post-secondary data is included. TLD: Not sure PVN: Not sure  -Will Howe indicated that college data is likely more valid and accurate than OCAS data.  -Trudy Heffernan will head this committee...motion seconded by Robert Wager!  -Colleges briefly shared how dual credit students are tracked.  -A google doc or a tele-conference or a meeting will be determined to work on this presentation.	Trudy Heffernan to send out a draft outline to members with regards to next steps: all college reps and Lisa Vanelst.  Trudy Heffernan to send workshop details to Diane Cowden by March 24 2017
	SCWI On-line Registration Pilot Project	Update -The deadline has passed for us to participate in this round -RPTs will hopefully be updated at the provincial meeting in May with regards to this initiative.	
	Registration and <a href="http://earndualcredits.ca">earndualcredits.ca</a>	Will Howe updated us with regards to the registration process. -Annual updates on our website will be done in the next few weeks with Whatever Solutions and Media. Contact Will Howe if there are items to add, delete, change... -Fleming is moving towards using a digital click box for dual credit permission in lieu of parental signature, but a user authentication has to happen for Fleming C (Students will need to go to their personal e-mail for a log-in and password before registering and then back to the email to authenticate). -After registering on-line (requiring no parental signature), Durham C sends an email to the student stating they are enrolled.	Contact Will Howe asap if there are website issues to fix.

[Type here]

	Agenda Item	Discussion Notes	Action / Follow-Up
		Feedback: -There is a fear that students will not access their email to do the two step process at Fleming C. -It was felt that the paper copy was the better system as that is what students are used to doing. -Will Howe to take this feedback to Fleming IT.	
	OYAP Update	Math Forum -Stephen McBride thanked the OYAP coordinators and the college for their work in putting this forum together -Kelli Chiasson indicated the day was very successful based on the feedback received. It was the start of the March break and everyone stayed!! -The afternoon session provided the opportunity to share best practices and to develop board/college relationships and strategies to improve Math outcomes for students. -The plan is to continue with this in the future. If this is the case, a contract change would need to be put in place to apply for funding for this kind of forum. Other funding pockets should also be explored (PD budgets, OYAP budgets...)  Invoicing form -Adriana to provide a special invoice for these costs as this forum will be paid out of contingency funds. Once completed, email to Adriana McDonough first for approval before submitting to your Finance Department for a formal invoice. Instructions will be provided in an email along with the form.  Other OYAP information -CDP not as successful as in previous years; students appear to not want to do the work entailed especially since it is not as hands-on as other apprenticeships.	-Adriana McDonough to send an email with instructions and a special invoice form to all OYAP coordinators and College reps to complete
	Forums and Activities	"Roadshow" update -Edina Cappuccitti presented the PowerPoint -Boards/colleges to advise Edina Cappuccitti of presentation dates -Specific data can be inserted for each board/college -Next steps: Each board partner will invite the appropriate college partner to assist with their presentation and to arrange a meeting to coordinate the PowerPoint presentation	-Edina Cappuccitti to send the PowerPoint to all ELRPT members to tweak for their own presentations
	Data Collection	Update re Semester 1 data report -Sonja provided a report with errors/concerns -Adriana to contact board/college reps with follow-up questions as needed Semester 2 data: -The data collected today will be collated along with Semester 1 data to see if project numbers can be	

[Type here]

	Agenda Item	Discussion Notes	Action / Follow-Up
		balanced.	
	2017-2018 Proposals and Approvals	<p>Review of 2017-2018 Approvals by Project</p> <ul style="list-style-type: none"> <li>-Reviewed the spreadsheet tabs and the details of the approvals as a group</li> <li>-Gathered questions for tele-conference with David Armstrong on March 24. All are welcome to participate. Trudy Heffernan to send the participation details.</li> <li>-Boards and colleges to discuss next steps together based on the current approvals.</li> <li>-All projects to be reviewed at April meeting.</li> <li>-Cycle 1 contract changes due to Adriana McDonough by Monday, May 29 2017.</li> <li>-Larry Archibald indicated that approvals were based on data, smart goals and board footprints.</li> </ul>	<p>Questions and concerns to be sent to Trudy Heffernan, Stephen McBride and Adriana McDonough by 10:30am Friday, March 24 for the conference call with David Armstrong at 2:00pm.</p>
	Cycle Changes Updates	<p>Updates</p> <ul style="list-style-type: none"> <li>-Cycle 5: all changes approved except for summer school. Boards and colleges to determine next steps.</li> <li>-Cycle 6 (2016-2017). Project numbers to be balanced by Adriana (boards and colleges will be contacted-no budget implications.) Unused funding to be moved to support summer school projects. Due Thursday, April 6 2017</li> <li>-Cycle 1 (2017-2018) Due Monday, May 29 2017</li> </ul>	
	Budget – ELRPT	Update re flow of money: All monies for 2015-2016 have been received. Our first cheque for this current year should be here very soon.	
	Planning Time	Standing agenda item to leave final 15-30 minutes of each meeting for members to connect as needed	

**Next Meeting:** Tuesday, April 18, 2017 @ Trillium-Lakelands DSB

[Type here]