



Eastern Lakeshore Regional Planning Team (ELRPT)

MINUTES OF MEETING: Tuesday, November 15, 2016

Location: Durham College-Whitby Skills Boardroom

Lunch: 12:30pm

Meeting Time: 1:00pm

Present:

Robert Wager
Sue Hawkins
Adriana McDonough
Trudy Heffernan
William Howe

Edina Cappuccitti
Stephen Hughes
Jennifer Parrington
Lisa Vanelst

Stephen McBride
Alex Duketow
Kelli Chiasson
Claudia Goncalves
Larry Archibald

Agenda Item	Discussion Notes	Action / Follow-Up
Welcome and Introductions	Co-Chairs – Trudy Heffernan and Stephen McBride Thank you to Durham College for hosting!	
Review of Minutes from previous meeting	October minutes accepted.	
Agenda Review	Additions to the agenda – none received.	
Provincial RPT Chairs/Coordinators Meeting	<p><u>Key updates from Trudy Heffernan, Stephen McBride and Adriana McDonough</u></p> <p>-Sandra Bickford from Student Success branch of MOE indicated that her division was asked to reduce their budgets by 5%-with the exception of dual credits (due to great data).</p> <p>-Trudy Heffernan sat with Sarah Van Duzer from MAESD who indicated that their Ministry is looking at robust changes especially with regards to the highly skilled workforce recommendations, in particular those around apprenticeship reforms. She is especially looking for OYAP/dual credit success stories. Send any of these stories to Trudy Heffernan/Stephen McBride who can pass them along.</p> <p>-Administration roles and funding was discussed at the coordinators meeting. An increase in admin funding is being requested by SCWI. Our RPT may have an additional \$2,500 on top of the extra \$5,000 already received this year.</p> <p>-Stephen McBride discussed the round table discussion that occurred at the coordinator’s meeting. Stephen facilitated a presentation around “Fostering Positive Relationships” which was well-received.</p>	<p>http://www.scwi.ca/requirements.php</p> <p>-Send any good news OYAP success stories to Trudy Heffernan so they can be passed on to Sarah Van Duzer from MAESD.</p>

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		<p>-An on-line registration process was also introduced that follows the e-learning platform so many cells on the form are pre-populated. SCWI is funding it so it may be a possible registration form for the entire province. More details to be announced in the spring.</p> <p>-Go to www.scwi.ca to access PowerPoints and information from the Provincial Chairs/Coordinators meeting.</p> <p>-Updated course codes should also be accessed on the SCWI website.</p> <p>-Webinars are available regarding Proposal Writing if you wish to participate. Trudy Heffernan will forward David Armstrong's email with the dates and log-in information for the webinars.</p>	<p>Trudy Heffernan to send information on proposal writing webinars if you are interested in participating.</p>
	<p>Ministry/SCWI Update</p> <p>a. Bob Stones, Ministry of Education</p> <p>b. Larry Archibald, SCWI</p>	<p><u>Larry Archibald</u></p> <p>-The theme this year for the May Symposium is "Celebrating 20 Years". A committee of 23 members met to discuss this at the Coordinators meeting.</p> <p>-SCWI looks at the feedback of past workshops; if you had a really successful workshop last year, you may get tapped on the shoulder again. Our RPT's sessions were highly rated from last year. If you have any other topic ideas, please send to Stephen McBride and Larry Archibald.</p> <p><u>Bob Stones</u> was absent from today's meeting.</p>	<p>Send possible symposium topics to Stephen McBride and Larry Archibald.</p>
	<p>OYAP Update</p>	<p><u>Updates</u></p> <p>-Kelli Chaisson indicated that the indenturing ceremony for Fleming is upcoming. All start and end dates have been established. MAESD will be available for their evening ceremonies.</p> <p>-There was concern that the \$400 benchmark was not enough to cover text and miscellaneous costs so the OYAP coordinators are busy figuring this out to see if additional funds are required for this year. Colleges and boards should look at cost-saving measures regarding textbook purchase (eg: purchasing a class set to share rather than one per student; online resources...).</p> <p><u>OYAP Math Forum</u></p> <p>- A potential OYAP Math forum (rationale, budget, funding revenue) was discussed. Last year, OYAP college faculty met with secondary school math consultants to look at best practices when teaching math concepts. The forum went very well and</p>	<p>OYAP coordinators to further discuss and to look at funding sources for forum.</p>

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		<p>participants felt there should be a follow-up opportunity that would focus on the transition from high school to college.</p> <p>-Other funding pockets were discussed for purposes of sustainability: OYAP business plan, SCWI funding, secondary school math departments... It was suggested that a Math forum could be held to look at the high-school to college gaps in math skills and not focus exclusively on OYAP programs.</p> <p>-The Westin Foundation provides funding for some bursaries and scholarships but they also provide funding for subject-specific forums and professional development.</p> <p>-Funding pockets could include: Westin Foundation, school/college funding such as Student Success funds, use of contingency funds, and application of funding through a cycle change.</p> <p>-A possible resource person for a math forum is Carolyn Crosby, a teacher at St. Luke Catholic High School in Smiths Falls, who has received the Ontario Association for Mathematics Education award for Exceptional and Creative Teaching in Secondary Mathematics.</p> <p>-All members saw the value in this and were in agreement to go ahead with a forum. OYAP coordinators to further discuss and to look at funding sources.</p>	<p>Edina Cappuccitti to provide additional information as required.</p>
	<p>Regional ELRPT Forum</p>	<p><u>Report from sub-committee was presented</u></p> <p>-Two audiences were targeted: new dual credit teachers/faculty/guidance and SSTs as well as Admin (Principals/SOs)</p> <p><u>Regional Forum</u></p> <p>-One regional dual credit forum could happen attracting as many players as possible (especially new dual credit teachers, guidance, SSTs) to discuss dual credits, overview, delivery, evaluation...</p> <p>-Committee to look at the focus of subject-specific forums (perhaps to include a Math focus as per OYAP forum)</p> <p>-The Thursday before the Labour day weekend was looked at as a possible date but board reps indicated that the day is reserved for in-school PD and teachers would not be released to attend a dual credit forum.</p> <p><u>Admin "Road Show"</u></p>	<p>-Sue Hawkins to arrange a follow up meeting of this committee.</p>

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		<p>-One presentation made to each partner's senior Administrative team which could be held with minimum cost (mileage). The presenting team would consist of an ELRPT member (Chair/FSI), a board and a college rep. This team would conduct an short presentation that focuses on SCWI overview, data, the dual credit target group, selection criteria and the deliberate targeting of dual credits within a school.</p> <p>-Everyone was in favour of pursuing this idea. Board and College reps will look at arranging these meetings with their Administration.</p> <p>-Presentations will need to be ready by February.</p>	
	SMART Goals 2016-2017	<p>-Draft smart goals attached</p> <p>-Suggestion to improve service rather than increase student numbers.</p>	Trudy Heffernan to tweak the smart goals and to re-send to the committee and to David Armstrong.
	Vulnerable Sector Check	<p><u>Update from working group</u></p> <p>-Will Howe indicated that elements of the draft protocol has been sent to the boards and he is now waiting for feedback.</p> <p>-Deferred to the next meeting.</p>	Include in December agenda.
	Proposal Writing 2017-2018	<p><u>Roundtable discussion from Boards:</u></p> <p>-KPR is basically remaining status quo. Chemistry, Robotics, Health Care/Nursing and a Loyalist summer program are being looked at.</p> <p>-TLD is entertaining some new requests and replacing some current dual credits. Schools are asking for additional dual credits delivered at the college. TLD is also looking at a SWAC with Frost Campus.</p> <p>-DDSB is mostly status quo with some school/course changes.</p> <p>-PVNC is looking at maintaining status quo. Some schools may be alternating their dual credits to expose other students to other different dual credits. There may be a possibility of one or two new dual credits.</p> <p>-DCDSB is looking at more Credit Recovery classes with a dual credit attached to them. Personal Wellness is the preferred course so may be offering more of these courses. Also looking at SAL students taking a dual credit. Schools are struggling with the Biology dual credit so may be moving away from those. Gerontology courses being looked at as well.</p> <p>-Durham College asked boards to re-examine dual credits with very small numbers.</p> <p>-Board reps are encouraged to contact colleges with information about course offerings.</p>	<p>All board/college members to review RFP and attachments:</p> <p>-SCWI RFP letter</p> <p>-RFP</p> <p>-2017-2018 Master Dual Credit spreadsheet (which also contains project descriptions, data, OYAP information and seat numbers)</p> <p>-Proposal Writing Instructions and Critical Path</p>

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		<p><u>RFP Update from SCWI</u> -See attached</p> <p><u>Project descriptions and data review for RFP submitted through EDCS</u> -Adriana reviewed the document and spreadsheet that boards and colleges will need to use for proposals. Boards and colleges are asked to provide comments in the notes section to justify lower data results (those highlighted in red). <u>Critical path was reviewed.</u> See attached.</p>	
	Cycle Changes Updates	<p><u>Updates</u></p> <p>-All cycle 3 changes were approved with one clarification needed from SCWI re: 6.17S -Cycle 3 Approvals spreadsheet to be posted on earndualcredits.ca once this dual credit is cleared up.</p> <p>-Cycle 4 change requests due to Adriana McDonough no later than Thursday, December 22, 2016.</p> <p><u>Draft Contract Change Principles</u> -Deferred to the next meeting</p>	-See earndualcredits.ca for Cycle 3 approvals
	Budget – ELRPT -	<p><u>1. Audit</u> - Dave Earls from the firm of Whitley Wodehouse is conducting the audit for 2015-2016. All final invoices, minutes of meetings and the final July report have been submitted to Dave Earls. Board and college reps may be contacted to provide further details and information.</p> <p><u>2. Use of Contingency Funds</u> -We have been carrying over some funds from about 4 years ago. We will be using these funds this year and will entertain requests at a subsequent meeting. -A request was put forward to explore the use of funds for students who are financially unable to pay the \$95 college registration fee.</p>	Board and colleges are asked to see how this \$95 fee could be paid through their accounting procedures.

Next Meeting: Tuesday, December 20, 2017 at KPRDSB (famous Christmas lunch!)

DRAFT SMART GOALS – ELRPT 2016-17

1. Share best practices across Boards with regard to recruitment and selection processes for each of the target groups, with a view to ensuring that each dual credit programs seats are filled on par with provincial averages.
2. Identify and implement strategies to improve services and programs for dual credit students toward successful transition to College through the following strategies:

- 2.1 Colleges to share baseline data with Boards regarding 2015-16 dual credit students in college programs.
- 2.2 Incorporate additional advising services/programs for students in the SWAC/ Centers for Success.
- 2.3 Ensure all dual credit students have appropriate information and are directed to appropriate resources when considering a college education.